

**Discovery Community School  
Steering Meeting  
3/4/2010  
Location: Library**

**Start: 6:30 p.m. / Adjourned: 8:20 p.m.**

**Members Present: Setty, Shelley, Janet, Cris, Diane, Stella, Nadine, Pete, Dawn, Jill, Cameron, Mark**

**Teacher's Report**

- Diane is working on conference schedules.
- Three openings in Youngers that were all filled. The first three accepted the positions. There were thirty applications.
- Janet is meeting with Mark B. to determine number of Olders students to be admitted.
- Diane is interested in purchasing writing journals for students. Stella moved to approve \$125.00 for journals passed. Steering cleared \$125.00 surplus funds for Youngers class.

**Principals' Report**

- There will be more budget cuts this year, in addition to last year's 7.4 million in budget cuts. The range will most likely be in the 3-5 million range. More details to come.
- "JHS" March 16, 7-9PM there will be an input session for parents on the upcoming budget. There on other dates as well. Refer to the LWSD website for details.
- March 16-26th there will be an online form on the LWSD website for parents to offer their input.
- March 19 – LEAP DAY. The teachers will be completing training for new online grading system. Teachers will use it this spring. In addition, there will be training on Special Ed.
- New playground equipment to be installed on March 19.
- Goal Setting conferences will be district wide starting next year.
- The 2 choices for the new Math Curriculum are "Envision Math" and "Math Connect". Monica is currently piloting both programs.
- Sandburg/DCS is back on track for "Modernization" according to the Facilities Director. The Board will vote in the next few weeks. The dates for modernization have not been determined.

**Volunteer Coordinator Report**

- Jill presented for Kim
- Process is being followed for families that are behind on their hours.

**Facilities**

- Successful weed meet on Sunday included planting some donated azaleas.
- Will likely skip March due to Spring Break.
- Plan to push for a big turn out in honor of Earth Day. To include weeding, planting and perhaps mulching.

**PTSA Report**

- Mark reported for Angela. The PTSA is in need of people to serve on the PTSA Board for next year.

**Finance/Grants**

- Nothing to report

## **Community Outreach**

- Setty reported. The theme this month is “Helping the Homeless”.
- Homeless Women’s Lunch on 3/13
- Kids will make cards
- Collect toiletries (hotel/travel size)
- Donate these along with new socks to a homeless shelter
- Pack sack lunches for a shelter (waiting to hear back from Downtown Emergency Services Center).
- Surplus funds request to purchase items for sack lunches and new socks.
- \$250.00 request from Steering to pay for sack lunches and supplies for Homeless Month. Steering approved.

## **Community Building**

- Pool Party March 14 at Mountlake Terrace Pool from 3-4:10.
- Will check with Nadine and Janet with regard to new families.

## **Communications**

- Leo S. has resigned as communications chair per Dawn and Jill. Dawn will be the communications chair next year. She is currently doing the work for the position.

## **Enrichment**

- Cris reported on the success of Friday Specials. Discussion about doing the “Art Themed” Friday Specials next year as well if there is enough support for it. Sherri and Cris are meeting in the next few weeks to discuss plans for next year.
- The next Friday Specials will be every Friday in April. The classes so far are: jump rope, the play for Spring Camp, sign language.

## **New Business**

- Nominations officially open through April 16.
- April 10: There is going to be a contest to set a world record for the most people play the same song at the same time all on string instruments. They need 250 people. Please refer to the Redmond Regional Orchestra Boosters website for complete details.
- Proceeds will benefit LWSD’s music program.

## **Treasurer’s Report**

- Dawn is working with Diane on a proposal to purchase new desks and chairs for the teachers and Janet from surplus funds. Their existing desks and chairs are not working well from an ergonomic standpoint. The proposal for this will be presented at the next DCS Steering Committee Meeting. The intention, subject to approval, is to purchase and provide the desks and chairs prior to the start of the 2010 -2011 school year, in order to minimize disruption to the staff.
- Jill is investigating purchasing a new vacuum cleaner for DCS from surplus funds.
- Stella presented the proposed 2010-2011 DCS Budget as well as a new Mileage Reimbursement Form.
- PLEASE REFER TO THE NEXT 3 PAGES FOR PROPOSED BUDGET, MILEAGE FORM AND ADDITIONAL NOTES REGARDING BUDGET.

Discovery Community School  
Reimbursement Request

Date: \_\_\_\_\_

Pay to the order of: \_\_\_\_\_

Send Check via: US Mail \_\_\_\_\_ Kid Mail \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Budget Line Item	\$ AMT	Y	M	O
Field Trips				
Enrichment				
Science and Math				
Art				
6th Grade Outdoor Ed				
Class Libraries				
Room Reqs				
Staff Appreciation				
Campus Improvements				
Hospitality				
Swim Event				

Budget Line Item	\$ AMT	Y	M	O
Seasonal Camps **				
DCS Shirts				
Memory Pages				
Community Outreach				
Communications				
Teacher's Disc. Fund				
Class Improvements				
Technology Supplies				
Teacher Cont. Education				
Board/Corp. Expenses				
Other:				

	Rate	Miles		
Mileage:	0.25		\$	-
Total Request:			\$	-

(\*\*) Use additional comments to explain:

Additional Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

New Expenditures (not previously approved through the budgeting process):  
 All expenditures over \$75 must obtain Steering Committee approval.  
 All expenditures over \$250 must be approved at a Community meeting.

Budget Owner/Rep.: \_\_\_\_\_

Steering Committee: \_\_\_\_\_

For Treasurer's use only:

Check#: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Discovery Community School - Proposed Budget for 2010 - 2011 School Year (3/4/10)

	2009-2010 Budget		2010-2011 Proposed Budget		Recommended Change		See Notes Below
	Expense	Income	Expense	Income	Expense	Income	
<b>Member Contributions</b>							
(with 5% Hardship Allowance)		\$ 13,392.00		\$ 13,392.00	\$ -	\$ -	1
Corporate Matching Contributions	\$ 3,000.00		\$ 3,000.00		\$ -	\$ -	
Fundraising	\$ 185.00		\$ -		\$ (185.00)	\$ -	2
Interest	\$ 50.00		\$ 50.00		\$ -	\$ -	
Other Donations/Contributions	\$ 200.00		\$ 200.00		\$ -	\$ -	
<b>*Total Income*</b>		<b>\$ 16,827.00</b>		<b>\$ 16,642.00</b>		<b>\$ (185.00)</b>	
<b>Enrichment</b>							3
Youngers	\$ 1,825.00		\$ 1,500.00		\$ (325.00)	\$ -	4
Middles	\$ 1,825.00		\$ 1,500.00		\$ (325.00)	\$ -	4
Olders	\$ 1,825.00		\$ 1,500.00		\$ (325.00)	\$ -	4
Transportation	\$ 300.00		\$ 3,600.00		\$ 3,300.00	\$ -	4
<b>Total Field Trips \$\$</b>	<b>\$ 5,775.00</b>		<b>\$ 8,100.00</b>		<b>\$ 2,325.00</b>	\$ -	
Youngers	\$ 550.00		\$ 550.00		\$ -	\$ -	
Middles	\$ 550.00		\$ 550.00		\$ -	\$ -	
Olders	\$ 550.00		\$ 550.00		\$ -	\$ -	
<b>Total Enrichment \$\$</b>	<b>\$ 1,650.00</b>		<b>\$ 1,650.00</b>		<b>\$ -</b>	\$ -	
Youngers	\$ 375.00		\$ 150.00		\$ (225.00)	\$ -	5
Middles	\$ 150.00		\$ 150.00		\$ -	\$ -	
Olders	\$ 150.00		\$ 150.00		\$ -	\$ -	
<b>Total Science and Math \$\$</b>	<b>\$ 675.00</b>		<b>\$ 450.00</b>		<b>\$ (225.00)</b>	\$ -	6
Youngers	\$ 150.00		\$ 150.00		\$ -	\$ -	
Middles	\$ 150.00		\$ 150.00		\$ -	\$ -	
Olders	\$ 150.00		\$ 150.00		\$ -	\$ -	
<b>Total Art \$\$</b>	<b>\$ 450.00</b>		<b>\$ 450.00</b>		<b>\$ -</b>	\$ -	
6th Grade Outdoor Ed	\$ 1,318.00		\$ 1,500.00		\$ 182.00	\$ -	7
<b>Total 6th Grade Outdoor Ed \$\$</b>	<b>\$ 1,318.00</b>		<b>\$ 1,500.00</b>		<b>\$ 182.00</b>	\$ -	
Youngers	\$ 100.00		\$ 150.00		\$ 50.00	\$ -	8
Middles	\$ 100.00		\$ 150.00		\$ 50.00	\$ -	8
Olders	\$ 100.00		\$ 150.00		\$ 50.00	\$ -	8
<b>Total Class Libraries \$\$</b>	<b>\$ 300.00</b>		<b>\$ 450.00</b>		<b>\$ 150.00</b>	\$ -	
<b>*Total Enrichment*</b>	<b>\$ 10,168.00</b>		<b>\$ 12,600.00</b>		<b>\$ 2,432.00</b>	\$ -	
<b>Community Building</b>							
Youngers	\$ 125.00		\$ 125.00		\$ -	\$ -	
Middles	\$ 125.00		\$ 125.00		\$ -	\$ -	
Olders	\$ 125.00		\$ 125.00		\$ -	\$ -	
Graduating Family Gifts	\$ 150.00		\$ 150.00		\$ -	\$ -	
Graduation	\$ 930.00		\$ 980.00		\$ 50.00	\$ -	9
<b>Total Room Reps \$\$</b>	<b>\$ 1,455.00</b>		<b>\$ 1,505.00</b>		<b>\$ 50.00</b>	\$ -	
Youngers	\$ 125.00		\$ 125.00		\$ -	\$ -	
Middles	\$ 125.00		\$ 125.00		\$ -	\$ -	
Olders	\$ 125.00		\$ 125.00		\$ -	\$ -	
Instructional Assistant (IA)/Specialists	\$ 225.00		\$ 225.00		\$ -	\$ -	
Breakfast	\$ 100.00		\$ 100.00		\$ -	\$ -	
Water	\$ 320.00		\$ 200.00		\$ (120.00)	\$ -	10
<b>Total Staff Appreciation \$\$</b>	<b>\$ 1,020.00</b>		<b>\$ 900.00</b>		<b>\$ (120.00)</b>	\$ -	
Grounds Care Supplies	\$ 400.00		\$ 200.00		\$ (200.00)	\$ -	11
<b>Total Campus Improvements \$\$</b>	<b>\$ 400.00</b>		<b>\$ 200.00</b>		<b>\$ (200.00)</b>	\$ -	

## **Notes on Discovery Community School - Proposed Budget for 2010 - 2011 School Year (3/4/10)**

### **Notes on Income:**

1- The annual member contribution of \$200 per child would remain the same for the 2010 - 2011 school year. DCS' member contribution level is comparable to the amount contributed by parents at similar schools in our area. The surplus is intended for use in ongoing support of DCS and its programs, and not the reduction of the member contribution amount.

2 - DCS does not currently engage in fundraising. We are leaving Fundraising as a line item with a zero budget amount so that we can add an amount for this to the budget in future years if desired.

### **Notes on Expenses:**

3 - DCS will begin tracking budget compliance based on the amounts designated with \$\$\$. For example, we will compare the amount budgeted for "Total Field Trips" against the amount spent for this to determine budget compliance. If, for example, the Youngers Field Trip Coordinator wants to facilitate a trip for the Youngers that requires more funds than are available in the Youngers budget for this and the Olders have available funds for field trips that they will not be using, the coordinators can agree to spend funds allocated for Olders on a field trip for Youngers. So long as the "Total Field Trips" amount is within budget, the DCS Steering Committee will no longer be required to approve this.

4 - For the 2009 - 2010 School Year, we increased the budget for Youngers, Middles, and Olders field trips to accommodate use of buses on field trips. This year, we are combining "Mileage" and buses into a new "Transportation" line item. For the 2009 - 2010 School Year, the PTSA budgeted \$4,500 under learning enhancement for field trip transportation. Divide that by 25 teachers and that gives each teacher \$180 to use towards transportation. They will likely budget similarly for the 2010 - 2011 school year, accommodating one bus per DCS class for field trips. Our budget for the 2010 - 2011 school year accommodates four additional buses for field trips per class for the year. Teachers as well as a number of parents felt strongly that using more buses for field trips would be a very good idea. Each DCS class goes on roughly 7 fields trips per year.

5 - The Youngers had a one time expenditure for math supplies this year, which is not being included in the proposed budget for the 2010 - 2011 School Year.

6 - This line has been changed from "Total Science" to "Total Science and Math", so that it also accommodates math supply related purchases.

7 - DCS contributed towards the 6th Grade Outdoor Ed expenses this year. We anticipate this being required for the 2010 - 2011 School Year as well.

8 - The class library budget is increased by \$50 per class.

9 - The Graduation budget reflects the anticipated size of the graduating class for the 2010 - 2011 School Year.

10 - Janet Zins negotiated a reduced rate for water for the DCS Office. The budget for the 2010 - 2011 School Year reflects the reduced rate we now pay for this.

11 - We are adding a line item for "Campus Improvements" under the "Community Building" category, within which we are accommodating items like mulch. We are removing the "Facilities" category from the budget.

12 - This increased amount for the Community/Swim Event is more in keeping with what we anticipate spending next year.

13 - The increased budget amount for Parent Organizer reflects the amount we paid in the 2009 - 2010 School Year for this.

14 - We are allocating funds for the Directory/Handbook for the 2010 - 2011 School Year, as we may end up covering more of these costs, in light of anticipated district budget reductions next year.

15 - We increased the available discretionary funds for the teachers and Janet.

16 - We removed the Facilities Category from the budget for the 2010 - 2011 School Year. We moved Class Improvements (furniture and equipment), and Technology Supplies under Classrooms (Teachers), with recommended budget levels.

17 - We increased the budget for Teacher Continuing Education in part in anticipation of district reductions in spending.