

# DISCOVERY COMMUNITY SCHOOL

## Steering Meeting Minutes

August 19, 2010

Location: Jill's house

Attendees: Jill C-F, Pete, Dawn, Tom C-F, Diane, Chris, Nadine, Shannon S, Shannon B, Laura, Susan V, Setty P, David P

6:30 **WELCOME** *presented by Jill/Laura*

Need new photos of Steering Committee members

Jill is redoing bulletin board and had a question if it is ok to use memory pages. The answer is yes; as long as it is not a non-sponsored event (like Summer Camp.)

- Would anyone like to help with the DCS bulletin board outside the classrooms?

6:35 **TEACHER'S REPORT** *presented by Diane*

Thank you for the desks! Three of four desks are built and Dawn is working on getting the last one completed. Big thanks go out to James, Scott, and Stella for building these!

Next modernization meeting is tomorrow.

Question about who approves what and surplus funds proposals?

- Committee Chairs can approve up to \$75
- Steering can approve up to \$250
- Anything over \$250 must be approved by Steering
- Surplus funds proposals do not come out of the general budget; they come out of the savings account we have with surplus funds.

Surplus funds requests from Ms. Engquist – written proposals submitted to Steering Committee

- My Access! one-year subscription. This is an online grading program that assesses the writing and provide suggestions for feedback.  
**Surplus funds request of \$414 for Olders class. Chris/Susan V motion - passed**
- Stability Ball seating – proposal to change seating from traditional chairs to (see Wittfitt.com Company website for name and other information). Promotes physical fitness and mental awareness. Surplus funds request of \$1,026 for Olders class. Suggested to add 6 in each of the other 2 classes to use at the computer tables and other non-desk locations – this would be about another \$500. Will also look for volume discount. Need to talk to a sales rep.

Specific concerns include:

1. Wearing skirts while sitting on this
2. What if this doesn't work out
3. How are they repaired
4. How do we stack these up at the end of the day
5. Warranty information
6. What is the expected life span
7. How do you blow these up, and how often do you do this
8. What ages do you recommend (kids being stable on this)
9. What's the turnaround time from order

**Dawn/Pete - Motion to take surplus funds request of up to \$2000 (using the specific amount) along with answers to the specific concerns to the Committee meeting at the Root Beer social - passed**

7:37 **TREASURER'S REPORT** *presented by Pete*

Saturday (21 August) the transfer of paperwork will occur

Did not spend our entire budget last year, surplus funds still available

There are incoming expenses for the magnets and the school bus

Memory pages had an overage (*presented by Shannon B*)

- What happened: Overage of \$486.08
- Why it happened: Because of a vendor change and change in binders (cost impact not analyzed prior to the order forms going out)
- How are we going to prevent in the future? Going to re-examine vendors to see if there is a better vendor to use. Will also have second person oversee the costs to make sure the charge to people will match the expense of this.

**Dawn/Laura - Motion needed to approve the overage (to be presented to September Community Meeting by the Treasurers) - passed**

**VOLUNTEER COORDINATOR** none to present

## Committee Reports

8:00 **COMMUNITY BUILDING** *presented by Jill*

Summer picnic was beautiful and well received. New location worked well.

Swim party at Peter Kirk pool went well. Kind of quiet, and had new families there.

New families orientation is upcoming. 7 families have confirmed they are coming; two families are out of town; two families are still to be heard from.

Root Beer Social preparation is going on; there are no mails going out requesting additional help after the first mails.

**FINANCE/GRANTS** none to present

8:03 **COMMUNITY OUTREACH** *presented by Susan V.*

Food Lifeline event on Sat, Nov 20, both AM and PM shifts

School Supply drive in progress and will collect at Root Beer Social and as school starts.

The committee will meet to come up with other ideas. Discussed some ideas.

8:08 **COMMUNICATIONS** *presented by Dawn*

Community mailing lists have been set up for all three classes and business list.

It was discussed and decided to leave alumni on the community list. In this way, it will allow alumni to stay in contact for as long as they wish to, and anyone may unsubscribe at anytime.

An e-mail will be coming out on how to change your student's information in Parent Organizer

There will be show & tell in the meetings to clarify the many ways to find out about events and volunteer information for DCS and PTSA.

Parent Organizer (PO) usage was discussed. The rules were relaxed on sending event and volunteer e-mails directly to dcs-business e-mail address. Any of these postings should be repeated on PO so the information is easily found by community members with different ways of finding information.

8:25 **ENRICHMENT** *presented by Tom C-F*

Need a co-chair for this group

Friday Specials - Three sessions (Fall, Winter, Spring) x 3-4 activities

- I need session leaders – I could use help from the Volunteer Coordinator
- If no one offers to design their own classes, I'll set up sessions and lesson plans and find people to run them (help from the Volunteer Coordinator)
- Play will be most of the winter session (this will be a performance related special). Includes play; set design; and possibly music. Once decisions are decided, a location (like Finn Hill) will be selected.

## OTHER BUSINESS

8:30 **NEW BUSINESS/Q&A** *presented by Jill*

Talk about ideas to help spread information about head lice. Several youngers had a tough time with them this last school year. Talked about ways of spreading information such as using the school nurse, passing information through the Community email, and other means.

Discussed respect to the community and its members, as well as growing the community spirit amongst everyone.

Talk about Volunteer Coordinator's new job description and DCS needs

- Actively match the people in the community with the activities available so that everyone gets their hours and the needs of the community are met.
- Personal contact to folks who need extra hours – using phone services as a supplement to email
- Coordinate to ensure a balance of people are getting involved in volunteer opportunities
- Help troubleshoot with folks who need hours to find opportunities for them. They know what is going on, and are a point person for families to ask questions about the needs
- Discussion of need for team leaders who are the go to people for some areas. In addition, a discussion was held on how new families get incorporated into the volunteer system.

9:20 **ADJOURN**