

Discovery Community School

Steering Meeting

April 3, 2014

Location: Library

6:30p WELCOME Rachel

In attendance: Heather, Janet, Diane, Cris P, Rachel T, Ricky C, Susan W, Lindsay C., Shelley G, John Brad K., Susan V., Vikram, Ingrid, Cari Ann

6:35p TEACHER'S REPORT,

Diane reports that school is going well. Assessments are going on. Friday specials introductions for Spring will start April 4th, Friday.

6:36p PRINCIPAL'S REPORT

Heather reported on messages for DCS parents about attendance and lunch policy. Letters will now be sent for attendance issues. Rocks will be removed and/or benches installed at the front school walkway.

6:41p TREASURER'S REPORT, Rick

Bank reconciliation found several families who have not paid DCS community annual contribution/dues; assumed non-payment inadvertent.

PayPal transfers are in place. April contributions/dues will be shown on volunteer hours sheet then on a monthly basis.

Out of nearly \$10,000 in uncollected monies, about 1/2 is from contribution/dues, the rest from corporate matching with Microsoft and Boeing. Cris is cleaning up matching funds accounts. We will make our budget and we are in a surplus position. It is unknown if we will receive all the contribution/dues as it is a 'suggested' donation. We discussed making it clear about our dues. Quick Books will generate all the reminders and other letters directly to families.

Quickbooks – Cris is trying to go back and recreate the past year's accounting. DCS accounting books were not closed out correctly last year. Cris has experience as a bookkeeper. Intention this year is to get clean start for fiscal year starting 7/1/14 with the new fiscal year. Direct payment through Quickbooks can be used with a 2.2% + 50 cent charge per transaction. John & Vikram are also researching a direct electronic payment system. PayPal is available for Spring Camp.

COMMITTEE REPORTS

7:00p VOLUNTEER COORDINATION

Rachel reminded us on needs of organization chart. All agree to change the name of chart to 'Volunteer Roster', combine communications chair with communication committee. Changed 'Finance Chair' to 'Fundraising Chair'.

Shelley presented information and we discussed the organization chart and volunteer position flow chart. We also discussed the duties of specific positions and organization of the DCS Organizational Chart so that the position descriptions and chart were understandable and valuable to us.

Removed 'publicity' as volunteer position; position use has atrophied.
Shelley working on update to position descriptions.

Place asterisks next to steering members and demarcate voting members.

7:32pm COMMUNITY OUTREACH

Susan presented on Community Outreach Project – Budget for Community Outreach remains \$182. Susan proposed using 'read a book' by kids for release of money. Proposal of doing voucher system to pull money from account. Reading to be tallied by minutes; parents and teachers expected to sign for voucher receipt.

Approved release of surplus funds to reach \$250 (additional \$82). Susan to provide vouchers.

7:20p COMMUNICATIONS

John wants to set up a protected SmugMug gallery; for kids to use for photo contest.

John made motion to do this; Rachel 2nd – all approved; Motion passed.

John moved to cancel Constant Contact account (used for signing up for Spring Camp, for example). Motion was to cancel account after Spring Camp 2014. Rachel 2nd. All in favor; motion passed.

John recommending Mail Chimp for replacement of Constant Contact function.

Vikram and John working on volunteer signup formats. Have alumni database now.

Janet aspires to use volunteer hour log via an electronic format (in use as EAS).

7:30p COMMUNITY BUILDING, Lindsay/Cariann

- PNO! Thanks to the Crabbe family!
- Next PNO – the Vosslers! Date to be announced.
- Appetizer/dessert format going forward? Decided that PNO host will decide food options for potluck options.
- Swim Party in Sat, August 23rd. 5:30 – 7:30. \$330 plus tax = \$360.

Cris moved that we allow prepay from surplus funds from 2013-2014 for August 2014 swim, John 2nd – All in favor; motion passed.

Amy (not in attendance) provided an email to provide notice on Spring Camp.

Check email for registration announcement via Constant Contact for signups. Contact Amy at offwandering@yahoo.com for questions. (Ingrid paraphrased email contents due to technical challenges).

- 1) Photo Booth – done last year at camp, great fun. Needs Volunteer coordinator; Amy has details from Tom who did it last year.
- 2) Logo design: Need 1-2 volunteers who can design or find good ‘superhero logo design’ and then print. Idea is for kids to cut out and have ironed on their capes. Great at-home/evening hours volunteer work!
- 3) Obstacle course: Need 1-2 volunteers to take on ‘Mission Training’. Ideas: Leap Tall Buildings!, Crawl through tight spaces, tiptoe on railings, etc. Also need Props. Amy would love to hand this item off.

Amy’s looking for a battle cry better than ‘Fighting Chaos One Spreadsheet at a Time’...Suggestions???

7:40pm, NEW BUSINESS MISCELLANEOUS, Rachel

PTSA asking if DCS Steering wants Administrative Access to Facebook to advertise events. Tara offered to manage such a Facebook account.

Vikram reminded us regarding how Facebook works; alumni would have access probably, for example. Diane mentioned caution that we use business email list as primary communication of events. Intention of Facebook account is that it is a voluntary participation, not to post pictures, and just post the event notice.

April 23rd, next community meeting

8:17p ADJOURN

No Reports this month:
FUNDRAISING