

Discovery Community School

Steering Meeting Minutes

June 5, 2014

Location: the Watson Home

WELCOME

Rachel/Susan W.

Thanks for a great year, and thank you to Susan for becoming our new Co-Chair!

PRINCIPAL'S REPORT

Heather

Already planning for next year; draft PTSA calendar is out, we will coordinate with them to try and avoid conflicts

Rachel brought up some concerns about dangerous drivers in the parking lot. Heather confirmed that you can take the license number of the car and give it to Heather; she will contact Kirkland Police, and they will visit the home of the driver. KPD has already increased patrols around the schools during pickup and drop off times.

Cris asked about Olders and IslandWood. The parent group at Sandburg said they DO want to go to IslandWood. Their week is Dec 15-18, 2014. The PTSA contribution will be \$5,000 toward the experience, so our students will get a per student cut of that. After next year, we will try to align our dates with Sandburg (the Older's next trip is in February). This year for their 5th Grade outing, Sandburg chose to do the Northwest Challenge Course. Funds to pay for that were raised by the Sandburg 5th graders.

TEACHER'S REPORT

Diane

Diane said one of the new families visited today. The Youngers students were very excited and welcoming. They seem like a good fit. Field Day is tomorrow and the kids are REALLY looking forward to it. The Youngers are going to do a play for the Middles and Olders.

TREASURER'S REPORT

Cris/Susan W.

We currently have \$27,353.96 balance and \$4,907 in prudent reserves. More matching funds have been coming in from Microsoft. Please send in as many receipts as you can as quickly as you can so we can close the account and move to QuickBooks. Cris would like the whole month of July (when there is minimal activity) to make the switch. Cris will have a detailed end-of-year budget statement at the beginning of July when the books are closed.

Cris and Susan will be working on identifying and defining the duties and responsibilities of the Treasurers so that future Treasurers will have a better idea of the yearly tasks that need to be completed. Some items (registering as a non-profit, renewing our insurance, etc) had fallen by the wayside but are now squared away.

The group nominated our Risk Manager, Lloyd C (in absentia!) to look into our Liability Policy (see below, New Business).

COMMITTEE REPORTS

COMMUNICATIONS

John

- DCS Website: John is testing a new webpage, similar to what PTSA is currently using to sign up students for Enrichment classes. It will use Authorize.net for payments

(cost is \$20/month plus \$0.10 per transaction), plus \$10/month to connect with QuickBooks. This will be a subsidiary website to our LWSD site, and will focus on community specific info. It will include a place to record your volunteer hours, an alumni database, a calendar, volunteer opportunities sign up, and other features. John will send out a link after July 1 for folks to check it out and register their students. Cris asked that John make sure to write up the process so that folks who do not routinely use a computer can walk thru the process.

- As a related note, Heather indicated that we are transitioning to a paperless system for our emergency contact cards and other student records. Next year will be a transition year where staff will have both paper records and online records, but she is hoping to go paperless after that. Discussion about making sure we can provide access and support to our parents who still rely on paper.
- Amy asked about the problems that we have been having with our email distribution lists. Since we switched to a new provider, some domains have been marking DCS group mail as "spam" or "junk". John believes that it is because our distribution lists are new, and the more that they are used, the more we build up a history as legitimate users, so the filtering is improving. Yahoo, Hotmail, Live, Gmail are all suspect. If you can use an email address with a business domain, this is preferred.

COMMUNITY BUILDING Cariann

- Parent Night Out: June 14, hosted by the Vosslers, please RSVP!
- Summer Picnic: Sat, Aug 2, 11a-1:30p, Rhododendron Park. The Buzard family is organizing. They will provide all of the grill items. Look for an Evite, attendees can sign up to bring particular items.
- Summer Swim Event: Sat, Aug 23, 5:30-7 :30p, and then anyone interested can meet up at Zeek's for dinner afterward.
- Rootbeer Social: Thurs, Aug 28, 6:30-8:30p. **We still need a Volunteer to lead this!!!** And volunteers to work it, but mainly need someone to lead.

FUNDRAISING Lindsay

- Lindsay was unable to attend, so we skipped this.

COMMUNITY OUTREACH Rachel (for Pam/Susan V)

- Reading for Literacy ends this Fri.
- Hopelink End Summer Hunger coin drive has ended. Total collected is pending. Heather believes it is at least \$650.
- Successful recycling event--we collected over \$600 in donations!
- Next up is the Hopelink school supply drive for fall 2014. Wish list will go home with student report cards.

ENRICHMENT Janet (for Julie)

- Dates for Fall Friday Specials: Oct 10, Oct 24, Nov 7, Nov 14
- Dates for Winter Friday Specials: Feb 6, Feb 20, Feb 27, Mar 6
- Dates for Spring Friday Specials: Apr 17, Apr 24, May 3

NEW BUSINESS Rachel

- Liability Policy: Susan B. has straightened out the paperwork with the District. We weren't in trouble, just needed to update documentation all around. Susan does not like the customer service from our current insurer, but does not have the bandwidth to investigate alternatives.

ADJOURN

No Reports this month:

VOLUNTEER COORDINATOR