

## **Discovery Community School**

Steering Meeting

1/31/08

Attendees: Toby B, Pete S, Diane J, Sara S, Tom C, Anne C, Patty R, Pauline T, Marc B, Dawn G, Cameron S and Susan V.

Pete called the meeting to order at 6:34.

**Principal's Report:** Toby stated everything was quiet at the school front. Toby attended the Finn Hill Junior High information night and was pleased by the attendance of DCS and Sandburg. He talked to FHJH principal and he was very happy with attendance also.

**Head Teacher's Report:** Diane mentioned that in lieu of the winter Friday Specials session that they are going to do a 'Paying it Forward' session. Carol came up with the idea. Students are grouped in double triads and each group then decide on a plan of action. Also Janet says the website is working well. She believes from the content of questions she is getting from prospective families that they are utilizing the web site.

**Treasurer's Report:** Marc stated we are taking in more than spending. Financial reports were handed out. Also Sara sent out letters to all families with their status on where they are with their contributions.

**Volunteer Report:** Anne reported the first email will be sent out 1<sup>st</sup> week in February to families that are in jeopardy of not fulfilling hours. (Under 32.5 hours at end of January) An ad-hoc group met to revise the process regarding families fulfilling the time commitment, which includes updating the letter content and time lines for informing the families.

### **Committee Reports:**

**Enrichment:** No report

**Finance:** Tom stated that Cameron will speak later regarding Grants.

**Community Outreach:** Susan mentioned that the Women's Homeless Luncheon is moving the day we were planning on meal so our plans for that will be changing. We may do sack lunches instead of hot meal and/or may help with moving. More details to come.

See Other Business-Grants on how community outreach may work with Cameron on where we go with grants.

**Community Building:** Pauline mentioned Information night for prospective families is on track. Pauline and Patty will be doing the tour. Jill is going to get extra help needed for Hospitality. Information night will be held in Younger's classroom.

Also the Swimming Pool party will be on March 16 at Juanita High. The Chwojko-Frank family will host PNO on February 9<sup>th</sup>. Elections will be introduced at the February meeting and nomination forms will be handed out.

**Communications:** Dawn mentioned website had changed a little since Jan community meeting. New color and two newspaper articles added.

**Other Business:**

**Spring Camp:** A meeting was held with Sudie being the lead. Stay tuned for an interesting theme to be introduced.

**Grant update:** Cameron mentioned she is in contact with Habitat for Humanity and Earth Core. Earth Core has been corresponding. Information was handed out regarding The Seed Award which relates to community outreach. So Cameron has been working with Susan for ideas to propose for the application to the award. They asked Steering for guidance on what to propose for the application. **Action Item:** Diane and Jim to inventory gardening tools and give to Cameron along with ideas for items requested in grant. **Action Item:** Cameron and Susan to write up application and submit to Steering.

**Action Item Follow-Ups:**

Marc	Done	Add appropriate names to the Authorized Signature Approvals and clarify wording of the Approvals description line on the Reimbursement Request Form.
Cameron	Ended	Contact local State Farm Insurance agency re: Grant Opportunities ~ bring update to January Steering meeting.
Dawn	Done	Website follow-up: check on pointing PO to the link for community minutes, link to LWSD website for map, and minor corrections.
Pauline	Done	Check with Janet about Information Night: the size of the group and volunteers needed. She will check with Patty about the Information Night tour. She will also talk to Jill about the hospitality portion.
Pauline	Done	Check with Cameron about the pool party.
Marc	Done	Email Authorized Signature Approvals List to Anne for her to update and send back.

Shannon	Done	Send Marc an email with correct verbiage for the Reimbursement Form.
Marc	Done	Send the updated Reimbursement Form to Dawn for her to create the Excel template and lock both versions.
Dawn	Done	Post both versions of the Reimbursement Form and the Authorized Signature Approvals List to PO and send to Holly for her to post on the website.
Pauline/Linda	Done	Check on possible beanie baby supplies for Women's luncheon and communicate with Nancy.
Dawn	Done	Post the new start time for the Steering Meeting, 6:30 PM, on PO.
Shannon/Pete	Done	Announce the new start time for the Steering Meeting, 6:30 PM, at the January Community Meeting.

Meeting adjourned at 7:45.