

DISCOVERY COMMUNITY SCHOOL

Steering Meeting Minutes

October 2, 2008

Location: Teacher's Lounge

6:30 0 min Pete/Dawn

WELCOME

6:30 5 min Mark Bl.

PRINCIPAL'S REPORT

- Fun Run totals: \$58,000. Good news considering economy.
- Choice schools principals meeting last week: numbers are strong compared with other schools. Waiting list is strong, looks very good for DCS. All classrooms are at capacity except for Olders which is 2 under.
- Volunteer hour requirements: ½ of what Explorer asks of their parents. 120 hours. But we require more than Community School. We are right in the middle comparatively.
- Talk of more district standards, DCS is leading the way.
- Meeting with Juanita Learning Community of Principals:
 - Mark is now on the committee and as things progress will invite discussion
 - Looking at immersion or dual-language schools programs for the future. Not a district initiative, just local Juanita community

6:35 10 min Diane

TEACHER'S REPORT

- Curriculum night went very well. Great attendance.
- Goal setting conferences start next week.
- Nick Allard, the Weather Man, came to the Youngers class. Kids very surprised to meet him in person. He was very hysterical and lots of fun. Great guest

6:45 15 min

Sara/Stella

TREASURER'S REPORT

- Monthly financials: doing well on contributions and corporate matching. A little bit of lag getting funded from the corps. Not a lot of expenses so far, field trips are coming.
- Only 1 proposal so far on the surplus, Middles field trip, additional district bus for the year.
 - Currently, PTSA allots one bus per year
 - Parent volunteer would administer the project.
 - A point to consider is that some parents want to go on trips but not drive their personal vehicle.
 - Doing a bus as opposed to a pile of reimbursements might be more cost-effective. Logistically more efficient as well
 - \$305 per bus per trip
 - For all three classes, depends of course on needs.
 - Steering votes to bring a request to community for a total of three buses or one additional bus each per class at a cost of \$915.
- Questions about DCS Parent Group Insurance:
 - 6 year old insurance policy

- Org Chart was delivered to insurance company
- What about non-elected officers, such as field trip coordinators, who sign waivers and reservation forms?
- Proposal to meet with insurance company for detailed overview of policy. Questions to be asked:
 - How can we make sure no one is held personally liable at our events?
 - Personal injury, officers-liability, automobiles?
 - Is personal auto insurance is required?
 - What about coverage for events that do not occur during school hours?
 - Can elected officers be held personally responsible?

ACTION ITEMS:

Pete & Stella: Call risk management, check other companies, ask PTSA and district, ask other Choice schools. Ask questions above.

7:00 10 min Anne/Sheryl VOLUNTEER REPORT

- Fun Run- we have all the volunteers. Decided we will keep a Fun Run file in the office for reference year to year (this will include the map and directions used every year by DCS for chalking the field)
- Volunteer Application Approval: Janet is compiling a summarized list of which families she is still waiting for paperwork from or an email from that family if they submitted it electronically. The families who we are mostly waiting on are the families that have been around a while. The new families have turned in their paperwork. Applications can not be processed over night or even that week for district volunteer approval. The district office has many applications at the moment they are trying to process. Please make sure your volunteers for field trips, events etc. have gotten their approval from Janet. Janet cannot "expedite" the process.
- Calendar- Tomomi completed the calendar which has been posted on PO. Janet will be updating it through out the year. So please email dates to Janet.
- Spring camp volunteers found. Lead, food, activities and housing are covered.
- Mark is going to show people at community meeting how to add calendar events to your Google or Outlook calendar using RSS feed.
- Org chart still needing to be filled:
 1. End of year party position is open. Teachers will provide the date for this party. Teachers are to lead this activity and find volunteers.
 2. Graduation planning: Janet has a list, should be point person on this activity with a room parent on the committee.

ACTION ITEMS:

- *Anne: Add Janet to the org chart for the graduation lead.*

- *Mark & Dawn – learn the calendar system and show folks at community how to sign up with RSS feed.*

COMMITTEE REPORTS

7:10 5 min Cameron **FINANCE/GRANTS**

- Dept. of Ecology grant:
 - The check was lost in the mail and is now on its way.
 - To purchase - reusable plates for partyware and tools for the herbicide free program.
 - Report to be submitted back to Dept. of Ecology, part of the requirement.
- Foreign language enrichment program:
 - Most schools have after school programs. These tend to be funded through PTSA and there is usually no cost involved. These programs are typically set up by volunteers.
 - Facilities issues, we will need to work closely with teachers and give caveats to use their rooms to avoid conflicts and usage issues
 - A few different language opportunities - will send a survey out to parents for preferences. Suggests Spanish and Chinese as options.
 - Possibility for us to use DCS surplus funds to sponsor (also dependent on location).
 - Cameron proposes we should start offering by January

ACTION ITEMS:

- *Cameron: Send out survey to parents to assess interest.*

7:15 0 min Mark Ba. **COMMUNICATIONS ~ No Report**

7:15 5 min Denise **FACILITIES**

- Herbicide free, 7 people came out. EJ will make annual weeding calendar for us. Having issues with volunteers, not popular. Also sign up sheet. People need to be incentivized.
- Denise: proposes making weeding jobs official to encourage responsibility. Adopt-a-spot brought up by Christie: D’Amico. Pauline: set specific dates and have people sign up for dates.
- Year Round weeding calendar: EJ Hook is doing it for us (normally 500 dollars).
- Budget for herbicide free is \$400(PTSA). DCS adds \$50. So far spent money on mulch. Weed before mulch this Sunday. Mulch is cancelled.
- People very interested in compost/worm bin. No food just composting plant material from the weeded areas. Susan and Christy will look into it with the Green Team.
- Mark: New building is coming 2012.

7:20 10 min Susan/Christi **COMMUNITY OUTREACH**

- First- outreach plans, toy drives, earth day, school supplies.

7:30 5 min Pauline/Nadine **COMMUNITY BUILDING**

- Fall Event is next week. Put out PO announcement tonight with RSVP. A form is right online and forwarded to an excel spreadsheet right on PO. Bring a change of clothes. Will be indoor/outdoor. Snacks provided.

7:35 10 min Jill/Sherri **ENRICHMENT**

- Friday Specials – volunteer positions filled. Under control. On paper it all looks good.
- Three sessions:
 1. Foreign language: Farsi, Hebrew and Gaelic
 2. Food session: different person/food each week
 3. Old games theme: kids can make each week
- PCC is coming on 12/5 to offer kids pick program. They will let kids try different fruits and vegetables and ideas for snacks
- Enough ideas to fill in to next year for Friday specials!

7:45 10 min Dawn **WINTER EVENT**

- DCS parent group event: generally self-funded
- Venue is unknown so far, most places are booked. Suggestion for Finn Hill Cafeteria.
- PTSA craft event is first Saturday, keep in mind when scheduling

OTHER BUSINESS

7:55 5 min **NEW BUSINESS/Q&A**

8:00 **ADJOURN**