

Discovery Community School

Steering Meeting Agenda

April 12, 2012

Location: Sandburg Library

Attendance: Amy, Janet, Mark, James, Shannon S, Jill, Tom, David, Llyod, Diane, Cris, Susan V, Jon

6:34p WELCOME *presented by Amy*

6:35p PRINCIPAL'S REPORT *presented by Mark*

Construction update – they are painting the DCS classrooms now. Things are looking good, but are now planning for a two-step moving process. Move into storage units (27 June) and then from there to the new building (when permission given). Working on getting archived all the information that he has internally or in other written documentation, so that his replacement understand the vision and scope of the project. Also, working with staff to make sure all of the big decisions are made now while he is still here.

Working on ensuring that July and August includes a lot of transition work between Mark and his replacement. Mark will be sending out the dates of the state tests on 13 April.

6:44p TEACHER'S REPORT *presented by Diane*

Balancing act between trying to start packing up now, and keeping things running for the remaining 10 weeks of school. Will need to weed out some of the material that is on hand. Some parents have offered to hold on to items if needed due to lack of storage space.

6:49p TREASURER'S REPORT *presented by Shannon S.*

More contributions have come in, we are almost at are budgeted amount for contributions. Middles field trips did go over budget, but we have extra in other parts of that line item so we should work out even.

There are some asks for reimbursements on Friday Specials, but still under budget.

Reviewed some income line items, but they are more pass through notes and that was explained.

COMMITTEE REPORTS

6:55p COMMUNITY OUTREACH *presented by SusanV*

April: Earth Day, April 22, meet at the Sandburg/DCS natural playground. We will be transplanting plants from school grounds to the natural playground. Larger plants may be claimed by families for their gardens, as it is doubtful they can be used in the new landscaping.

May: Hopelink End Summer Hunger Campaign (final outreach project)

June: 2 June will be another time at Food Lifeline (1 pm – 4 pm) – let Susan know if you would like to join.

7:00p SPRING CAMP and COMMUNICATIONS *presented by Jill C-F/Tom C-F*

Walked through the Spring Camp registration to see how it works in Constant Contact

(<http://www.constantcontact.com/index.jsp>). Make sure that you get a thank you page after registering – that is your insurance that you completed everything properly. You will also get an email confirmation.

Note that there is no Friday dinner.

Constant Contact will accept payments, the default is PayPal and there is credit card as well but there is around a 3% charge. A discussion was held about whether to institute this for dues and spring camp payments, etc. and it was agreed that this will be explored more.

ACTION ITEM: Shannon S will find out the requirements and costs for using PayPal, and Tom C-F will take that information to see how it hooks up with Constant Contact.

Discussed the use of the events and forms in Constant Contact to see if that would work with permission slips.

ACTION ITEM: Mark to check in with the District to see if the district would allow this. If so, Jill will try the last field trip to see if it works.

We will revisit this in the Fall to see how we can use this more.

Planning and theme update – will still look for volunteers who might want to help.

7:37p OLD BUSINESS *presented by Amy*

Need volunteers to shadow current key positions

Volunteer Coordinator (Kim) – would like to have this filled prior to May meeting when the new parents come; discussion of the position and what is entailed to run this position and how it could also be modified.

New Families Coordinator (Kari will take over for Shannon)

Memory Pages (Shannon)

Elections (Frani to take over for Pauline)

Fundraising (James and Allison to take over for Cameron)

7:48p

NEW BUSINESS

presented by Amy/Janet/Cris

Need to plan the May picnic

A quick look at volunteer hours. We have 56 families; through March everyone should have 45.5; there are 28 families with over 65 hours; and there are 14 families that are short on hours (with 4 of them just a few hours shy).

Enrollment process is still going on with some folks dropping out and the next in the list being contacted. Still getting calls about people who wanted to know if they could still apply.

Amy went to the meeting with the Principal Selection committee lead, Stephen Bryant, and worked with the group to define the desired characteristics and traits of the new principal. Interviews are scheduled for 23 – 24 April and we (DCS/Sandburg) can have 2 parents on the interview committee of 10. Jill C-F and Lauren Gaddy (PTSA Co-chair) were asked and both agreed to go and represent the parent community of both DCS and Sandburg. After interviews, a list of 3 candidates will be referred to the Superintendent, and more investigation including visits to their current location will occur. The final decision should be made in 2 – 3 weeks from then since the contract starts on 1 July.

Discussion regarding the parent group policies and how we update them. Lloyd updated the documentation of the policies based on previously community-approved policy changes and helped streamline them so they do not go out of date so often. A discussion was held about the procedures to update these beyond just the approval process.

There is a set of documentation on the website that is out of date, and work has been done to gather the current information from families who have long-term institutional knowledge. A discussion was held about all items more up to date on the site.

ACTION ITEM: Cris to forward updated information to Tom who will get items updated.

8:27p

ADJOURN

No Reports this month:

Community Building	Frani
Enrichment	James
PTSA	Peggy/Frani
Volunteer Coordinator	Kim