

Others attending: Tom, Jill, Shannon B, Setty, Yvonne, Ingrid, Lisa J., Kristin, Scott, Susan W, Amy

Discovery Community School
Steering Meeting Agenda

February 7, 2013 at 6:30 p.m.

Location: Sandburg Conference room – lower lever near main office

6:30p WELCOME Cris

6:35p PRINCIPAL'S REPORT Heather not here

6:35p TEACHER'S REPORT Diane

Diane: Assessments went well. Valentine's day planning well. Heather Sinclair in charge of choice schools at LWSD. District collecting much data regarding choice school.

6:40p COMMUNITY BUILDING Cris

PNO update – at Cris Pedersen's house which is new address from booklet address. Baby sitter list provided.

Calendar – from Lindsay.

"appreciation box" – concept used in another school to show support. Christi to present next time.

6:43p INFORMATION NIGHT REPORT - Janet

Huge response. Tours on-going. Values stressed: community service, multi-age class, parent involvement.

6:55p TREASURER'S REPORT Jeff

Explanation of fundraising money handling process/procedure.

Our income is currently leading expenditures.

PTA rules re: incoming cash; Jeff & Drew have fiduciary responsibility.

Ideas: get two volunteers to count coins. Have cash box (purchased for Islandwood).

Action: Lloyd will work on policy regarding incoming cash. Wise practiced to have policy in place that have been reviewed and approved. Good idea to have policy available before next community meeting if possible.

Drew volunteered to be cashier for Winter Event.

7:05p Fundraising James

Grant Writing Update: Alison and Lloyd attended school foundation meeting to learn about applying for grant. Captain Planet Foundation for fostering environmental learning. Looking into other opportunities; months before we'll hear about grant offers. James will need replacement next year; advertise volunteer position in April.

7:13p COMMUNITY OUTREACH Susan/Setty

Helping the homeless month;

Speaker this Friday after lunch in each class, books and DVD will be made available to classes (Friday, Feb 8)

Sack lunches 2/20, 9:30-11am with kids, Will request volunteer support this week

Luncheon/Dinner meal - Menu revised significantly this year due to lack of appropriate space for preparation and budget constraints. We have submitted donation requests to local grocery stores; need to submit requests for grocery stores earlier.

Coordinating shopping for luncheon and sack lunches.

Still collecting toiletries, socks. Need crock pots for luncheon.

7:40p PTSA LIASON Setty

Natural playground – open now due to parent volunteer. Can use more volunteers.

Book rodeo – Feb 28 during day. If donate one book receive book.

Math night – Feb 28: passport to stamp per game or room for grand prize. Seminar for parents: building math confidence through games. There will be supervisors for watching kids.

7:25p WINTER EVENT Yvonne

Call for additional volunteers – catering, student biographies, set up/clean up committees, Constant Contact

Attendees will be asked to pay. If using Constant Contact (PayPal) to pay there is \$1.50 convenience fee per transaction.

Asking for suggested donations for dinner with suggested amounts based on age. \$6 at >= age 12 and above, etc

Action: Jeff to ask our insurance agent on liability risk associated with use of Constant Contact to access PayPal (i.e. electronic transfers).

Sound System follow up meeting Wednesday, Feb 20th at 2:00

7:50p AUCTION Cris

Submission deadline with paperwork March 1st

Cris has gotten many items. Each class asked to do baskets. Get auction procurement letter from Cris.

8:00p OLD BUSINESS

8:00p Islandwood Update Amy

Working on departure and arrival procedures for next year's class trip.

Each group had different activities.

Waiting for final budget information for budget meeting next month. Jeff B to check before paying bus bills. Bus driver did not pick up our bus Friday night so bus not available on the Monday morning of Islandwood trip. Staff scrambled to get chartered bus in time.

Some food plan issues for students that will need to be addressed in the future more effectively.

Lots of welcoming for Olders; Julie Guest provided daily pictures. Commendation to Amy for keeping details in order.

8:11p Small stickers - Update Julie H via Cris

Looking into stickers for nametag identification for next year. Lifetouch option too expensive.

8:10p Sandburg/DCS Garden Heather

Heather's requirement is for lead teacher and lead parent volunteer. Two other elementary choice schools with model of running community garden.

Action: Setty to take these directives to PTSA.

March 3rd, 11am – Herbicide-free event to 'weed'

8:15p NEW BUSINESS Lloyd

Current DCS By Laws are unwieldy, difficult to read.

Lloyd will lead effort to update and streamline the bylaws; willing to solicit help from volunteers with experience in by-laws of non-profits or corporate governance. Need for clarity in the by-laws. Lloyds welcomes past chairs to offer up their experience.

PTSA needs new board members. - Setty

8:25p ADJOURN

No Reports this month:

VOLUNTEER COORDINATOR Shannon S/Shelly