

Discovery Community School

**Steering Meeting Agenda**

January 3, 2013 – 6:30p

Location: Sandburg Library

Present: Cris P., Amy D, Diane J., Janet Z., Heather F., Lindsay C., Susan W., Susan R., Susan V., Jeff B., Shelley G., James W., Tom C-F., Yvonne B., Christi D., Lisa J., Julie H.

6:30p	WELCOME	Cris	5 minutes
6:35p	PRINCIPAL'S REPORT	Heather	10 minutes

Next coffee chat with parents is scheduled for 1/25 at 2:30 (alternating AM and PM times).

Follow-up on question regarding lottery for choice schools: The lottery is a true randomization via computer at the district office. Parents are not included due in part to the difficulty of determining which parents to select to monitor the process.

Construction: Heather was on campus during the break to keep an eye on construction progress. Gym floor was not completed, but since then the team has been replaced with another team and progress is continuing. More details are getting completed (e.g., blinds, paper towel dispensers). Will work on adding shelving to Janet's office and adjusting the layout for optimal use of space.

Safety: Since the Connecticut tragedy, we have a heightened sense of safety/security. Systems in place are serving us well, and staff is reviewing and practicing those systems. District is looking at district-wide systems and any adjustments that should be made.

Q: Are electronic/technical structures in place at school (e.g., alert buttons)?

A: Our school has fire door autolock doors and new buildings have some of the infrastructure for other technology based safety measures. Sandburg/DCS has three intercom phones; one is being moved to the workroom. The discussions regarding safety procedures will be ongoing with principals at the district level.

6:45p	TEACHER'S REPORT	Diane	10 minutes
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Thank you for the thoughtful and generous gifts. Enjoyed time of all kids together in the central area at the end of the day before the holidays, watching a movie and singing. Report cards and midyear goal reports coming soon, so January is a busy month for teachers. Mrs. Jewell ordered rug for classroom.

6:55p	TREASURER'S REPORT	Andrew/Jeff	10 minutes
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\$4000 in unaccounted income, split mainly between t-shirts and scrip. Andrew and Jeff to communicate and figure it out. Olders pie sale brought in about \$500. Islandwood payments due January 4th.

For budget summary, see: : [Current Summary](#) and [Budget Summary](#).

The third sheet [Total for Budgets](#) is a condensed summary of just the 7 top-level budget categories.

**COMMITTEE REPORTS**

7:05p	COMMUNITY OUTREACH	Setty/SusanV	5 minutes
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7:50p Photo nametags for parents Cris/JulieH 5 minutes

In previous years, we've done separate photos for DCS yearbook. This year the plan was to take these photos early in the year and make stickers for parent name tags and other things. Without having easy access to the kids during lunchtimes, however, it's been harder to schedule a time to take these individual photos. We might be able to use Lifetouch photos instead this year for the stickers, and possibly for the DCS yearbook.

**ACTION:** Julie to send email to Heather to see if she has individual photos of students from Lifetouch and if we may use them for these purposes.

8:05p Volunteer Lanyards (vs pins) Cris 5 minutes

Stella made the lanyards herself and delivered them prior to the holiday break. Thanks, Stella!

### **NEW BUSINESS**

8:10p Information Night Janet/Diane 10 minutes

DCS info night is Jan 8. Will have presentation followed by tours. Janet has asked for volunteers and has had good response. Instead of classroom observations this year, will do 30-minute tours. Still working on details. Only 4-5 spaces available in K next year.

8:10p Anything else? Amy/Cris 5 minutes

8:15p **ADJOURN**

No Reports this month:

COMMUNICATIONS

PTSA LIASON

VOLUNTEER COORDINATORS

COMMUNITY BUILDING

Tom C-F

Setty

Shelley/ShannonS

Christi