

Discovery Community School

**Steering Meeting Agenda**

May 2, 2013

Location: Sandburg Library

Present: Janet Z., Diane J., Cris P., Heather F., Drew, Greg P., Kate P., Lindsay C., Jill C-F, Tom C-F, Julie H., Christi D., Lisa J., Laura R.

6:30p WELCOME Cris 5 minutes

6:35p PRINCIPAL'S REPORT Heather 15 minutes

Finn Hill Middle School principal Victor Scarpelli will be at the next coffee chat on the 31<sup>st</sup> (2:15PM in the art room). MSP is in progress and going smoothly. Middles are one of the first classes to be doing online testing, and technically it's going fine.

Carol has 2<sup>nd</sup> graders who don't have to take the MSP, and it was fun to have them visit other 2<sup>nd</sup> graders and spend Sandburg/DCS community time together.

Thanks for the appreciation box. It's wonderful and a nice reflection of what DCS is and what it's all about.

Tomorrow (LEAP Day) teachers are going to be doing interest work and figuring out how to turn their big ideas into reality at our school.

Q: Does the big container out back have any space for DCS stuff? A: Currently houses emergency supplies. Space may be available, but decisions need to be made with everyone who wants additional storage space. DCS parents and PTA parents need to communicate about storage. Heather is willing to facilitate this discussion.

**Action: Discussion at June steering meeting about summer storage, especially for bulky items currently being stored in parent garages.**

6:50p TEACHER'S REPORT Diane 10 minutes

MSP going well. Youngers not part of it, but doing a good job of being quiet so as not to disturb other classes.

7:00p TREASURER'S REPORT Jeff/Drew 5 minutes

Nothing to report. Tax letters coming soon. Spring camp checks will be coming soon. Many people are paying for spring camp via Paypal.

**New Business**

7:05p Meeting Attendance/Hours Cris 20 minutes

- Chronic family delinquents
- Respecting staff personal time
- District official position
- Babysitting
- Paperwork reminders
- Meeting reminders
- System issues
- Official plan for incomplete hours

Meeting attendance has been down. If teachers are taking time out of their schedules to fill us in on activities in the classroom, parents should make time to attend as well. There is no official district position on community meeting attendance, but there is an expectation of attendance for community/fellowship. Families with sick family members have been removed from expectation list. This year average of 65% attendance. Feels low compared to previous years.

**Action:** Cris will look for historic attendance numbers.

Possible next steps: survey, phone calls to get feedback, reminders, on-site babysitting, less frequent meetings (quarterly vs. monthly, or according to urgency of discussion topics), parent education focus (e.g., include reps from choice middle schools), meet with teachers by class beforehand, more intimate room (library, DCS commons), return of having Audio/Visual in teacher reports, making the meetings more fun/social (so people will want to come). Focus on phone calls, fellowship and fun.

Volunteer hours: most families are on track with volunteer hours.

Families with incomplete hours get a letter stating that they are behind in hours, and need to make a plan to meet those hours. If not met, will not be invited back the next year.

### **Old Business**

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| 7:25p | Bylaw concerns | Lisa J | 10 minutes |
|-------|----------------|--------|------------|
- Clarify who can vote in future steering meetings on issues that are presented?
  - Clarify who can motion and second motions in future steering meetings?
  - Who can be present and speak at steering meetings?
  - Do members of the community form a quorum when voting in steering meetings?

Generally issues are decided by consensus. When consensus among those present cannot be reached, only the steering members will vote. This includes the elected officers, standing committee heads or representatives, teachers, staff members, and principal.

**Action:** Create a Policies and Procedures document to clarify general procedures, including the above points. Also, include in the guidelines how much dollar amount Steering can authorize to spend. Discussion on this will begin in the June Steering meeting, with a goal to officially complete by next year.

Q: Are we moving from Community being the Board and Steering functioning as the Executive Committee, to Steering being the Board and the Community being the members? A: The issue was raised at the previous Steering meeting where the proposed changes to the bylaws were discussed in detail, and those present were in accord that the change made sense according to the information presented by Lloyd.

Motion: At the April community meeting we made some minor changes to the bylaws. We made a decision at that time to take the approved by-laws to the community meeting for an up/down vote.

Motion seconded. Steering quorum voted and approved.

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| 7:35p | COMMUNITY BUILDING | Christi/Lindsay | 5 minutes |
|-------|--------------------|-----------------|-----------|
- Summer Picnic will be scheduled by Christine U (July, at O.O. Denny Park)
  - PNO at the Drackert/Pelton Home June 15th

- Pool party set up for Sunday August 25 at Peter Kirk Pool, 11AM to 12PM

7:40p Anything else?

8:00p ADJOURN

No Reports this month:

VOLUNTEER COORDINATOR	Shannon S/Shelly
ENRICHMENT	Susan R
COMMUNICATIONS	Tom C-F
FINANCE	James W.
COMMUNITY OUTREACH	Susan W/Susan R.