

Discovery Community School
Steering Meeting Agenda

March 6, 2014

Location: Conference Room

Attending: Heather, Diane, Lindsay, James, Julie, Christi, Rachel, Amy, SusanB, Cris, Janet, Rick, Jennifer

WELCOME Rachel

TEACHER'S REPORT Diane

The students are participating in "Stop, Drop and Read", every day for 10 minutes. School is having a Door Decorating contest, all classes are decorating their doors. LEAP day is on Friday. There is 3 weeks until Spring Break. All the kids are SUPER excited about Winter Event.

PRINCIPAL'S REPORT Heather

Had fun at IslandWood, was great! Cheryl was smiling the whole time. Kids looked really happy and were learning. The 'play station' has been out front—toys for independent play (Legos and Rainbow Loom), or to meet someone new—it is going really well. It is out at lunch recess every day. Rules: play, share and clean up. Football games have improved with the added structure.

WINTER EVENT Jen & Lindsay

Winter Event: looks in good shape, lots of volunteers, kids are ready and excited. Only concern is loading stuff from Friday Specials to take over to Finn Hill (Cris said they will have their truck and can help). We have 23 performances tomorrow! Volunteers are bringing in food. Diane mentioned that there is some Youngers art in Janet's office, and there is a project in the cupboard –both will get displayed. Set up can start as early as 3pm. There will be Subway sandwiches for setup volunteers. Many folks have already volunteered, but if you are available come help, we can always use more.

Raffle: It has been a fun and exciting process, and has come together really well. Ticket sales out front of school have been going well, catching parents as they pick up their kids. The packages are really appealing. Tickets will continue to be sold at Winter Event.

Packages are:

- Home Makeover
- Getaway
- Night in/Night Out
- Game ON
- Family Fun and Family Funner
- Foodie
- And TWO kids packages.

Lindsay confirms that she will coordinate the raffle again next year, she has learned a lot and had fun with it.

TREASURER'S REPORT Rick

Financials: we have \$27k in the bank, and another \$4k in reserve. Just wrote a check for IslandWood, \$6,800. Still having some issues with matching funds from both Boeing and Microsoft, Cris is working on it, will bring in nearly \$2100 when complete.

Budget starting figures: Income = \$22,377.50. Fundraising target = \$2,500. The rest of the budget is very similar to last year, increased water line item, Root Beer Social line item. Class Libraries line item and Academic Supplies line items have been rolled into the Teachers' discretionary funds. (The teachers feel like we are super generous. They have been a bit confused by the budget, but feel like they are well supported.) Keeping the VMath/IXL line item, but the district may provide Mathletics or Dreambox next year.

Rick was able to project the Excel budget worksheet and update it during the discussion to provide live changes and detail, which made the discussion go more smoothly than previous years.

Record-keeping: Susan is frustrated by the lack of centralization and continuity in our books/budget and documents. She requests that we buy QuickBooks, which will provide a ledger feature and on-board budget capabilities. QuickBooks is a monthly service. Motion to purchase this service (about \$400 per year) passed unanimously.

Susan also asked to set up a filing cabinet in Janet's office where all our important documents will be kept (currently, documents are being set to various personal addresses). There is now a DCSTreasurer@dcscg.org address where the email can be kept as a repository for the next person that takes over the job. She'd like to see quarterly notices to families on dues, and quarterly notices to budget owners on what is left in their line item. She'd also like to change our corporate representative to Janet, at the school address. Janet is our touchstone, and our constant; it makes sense to have everything go to her. Janet would not be personally liable for any problems; as a member of Steering she is covered by our insurance.

Susan will look at CoinStar to see if we can get registered as a non profit. This would simplify deposits after fundraisers, as CoinStar does not charge a fee for accepting coins on behalf of non-profits.

Draft budget: The draft budget is balanced, with \$10.02 to spare. Draft was approved unanimously and will be presented at Community for adoption.

COMMUNITY OUTREACH

Susan/Pam

- In May-June we will participate with Sandburg in the End Summer Hunger Program coin drive.
- Green Team is hosting free electronics recycling event on May 31.

NEW BUSINESS

Rachel

Family Math Night: There was a conflict between tonight's Steering Meeting and Family Math Night which caused some problems for folks who wanted to attend both. PTSA submits their schedule in August. Events need to be on Thurs, because that is designated as "elementary night". We were unable to determine how this conflict happened, perhaps

one of the events (either Math Night or Steering) didn't show up on the tandem calendar. Also, there is no PTSA liaison this year, who may have caught this conflict. How do people want to handle conflicts in the future? Given adequate notice, we can move something at either Steering or Community. (We can't change the October Steering or April Community meetings due to our Bylaws; other meetings, however, can be changed.) The consensus was to follow the policy that, "Excepting in an emergency, any rescheduling of a meeting will happen at the previous meeting." This is to give folks adequate time to adjust their schedules. Community Building and Communications will check for conflicts through the rest of the year (on both the Tandem calendar and our internal Excel calendar).

Email issues: John reported that we will go live with our new system on Saturday, so hopefully the problems will stop. Until we hear an update from John, continue to send Community emails to him. HUGE thank you to John for managing this issue, it has been very burdensome for him, and we all really appreciate it.

New Parent Coordinator: NEED ONE SOON! This person needs to get ramped up quickly before the new families come on board at the May Community meeting. Kari S can provide assistance to the new coordinator. If you are interested in this position, please contact Shelly G, surfdawave@comcast.net.

Fundraising Coordinator: NEED ONE SOON! James is graduating, and would like to provide some guidance to the new coordinator. He reports that the Scrip not really working, but some other activities are. Also need individuals who can keep track of all the passive fundraisers. What do people want to do to raise money? Do we need a "sales person" for this position?

Leadership positions, in general: Christi has some ideas on how to "sell" the open positions. Individuals might think about what taking a leadership role could do to help them develop certain skills they want (ie, leadership, organization, public speaking). Many of us in leadership roles have simply taken a chance, and then have grown into the position. Another idea is to break into small groups at Community meeting and discuss what kind of qualities would be good for certain positions, and to think of people who have those qualities. We all recognize it is important to put the "right" people in the "right" positions, find a good "fit".

8:10p ADJOURN

No Reports this month:
COMMUNITY BUILDING
COMMUNICATIONS
FUNDRAISING
VOLUNTEER COORDINATOR