

# Discovery Community School

## Steering Meeting Notes

August 21, 2014

Location: Turpin Home

6:30p WELCOME Susan

6:35p TEACHERS REPORT Diane

- Teachers just go back to school next week; some have returned to begin setting up.
- Looking forward to new year
- Diane sent out a welcome letter to her students—letter explains some of the basics
- Concern about new kindergarten parents who may need more than the picnic or basic meet-and-greet. Letter may solve this problem.
- Letter could be sent through DSC business email
- Suggested that new family coordinator take charge of this

6:40p TREASURER'S REPORT Cris/Matt

- Cris showed new pledge forms, which will be implemented this year
  - Individual check for Middles, Youngers, etc.
  - Cris emailed to Janet
  - No more yellow sheets
  - Gives proper instructions for Microsoft
- We have \$4502.95 in savings
- We have \$25,639.19 in checking
- Total \$30,142.14
- Quickbook set up for new families
- Only went over budget in a few spots (Youngers)
- Will update expense reports—new form that uses numbers that link to specific accounts. Will require some training.

7:05p PRINCIPAL'S REPORT Heather 10 minutes

- Staff will do CPR training together
- New half-time assistant principal will start this year

COMMITTEE REPORTS

7:10p                    ENRICHMENT                    Susan                    5 minutes

- Friday Specials tba
- Nothing has changed
- Paige got a new job and won't be able to do Friday specials this year

7:15p                    COMMUNITY BUILDING                    Cariann/Lindsay                    5 minutes

- Root Beer Social –8/28 6:30
  - Cub Scouts Representative (Susan/Cris). Cubs wanted to wear uniforms at Root-Beer Social, also their own table to hand out information for interested families. Steering approved this.
- Susan wants equal representation for future activities: proposed the idea of putting together a list of extra-curricular activities, an activity guide. Idea tabled for community meeting
- Sat, 8/23 DCS Swim Event – Peter Kirk Pool 5:30 – 7:30pm

7:00p                    COMMUNICATIONS                    John                    20 minutes

- New Email System—we are back to previous system. LWSD.org going to spam on new system on Google. Some others said they never got emails. Susan raised possibility of new paid system
  - John said that new system is working
  - If people aren't receiving emails, need to check junk and spam folders and/or talk to John
- New Website—new tandem calendar.
  - Somewhat complicated to coordinate calendar—to prioritize
  - Suggested to have a calendar coordinator position
  - Calendar coordinator will be added to volunteer list in future
  - 67% of families have signed up on new DCS website. More need to sign up in order to get updates
- Credit Card Payments—available on new site. We are charged 2.2% plus 30 cents per transaction convenience fee. John's proposal is to change the status quo \$1.50 fee credit card companies charge, which fluctuates. We can't separate fee from the donation, so we have to add this to the total.
  - Steering OK with this fee
  - Fee only applies to people paying with credit cards
- Facebook—Tara suggested she could create DCS FB page
  - Some concerns about liability/legal issues. Question raised about how Smugmug is different from FB—need a release for kids' pictures to be posted
  - As long as no pictures are posted and closed group, steering was OK with it
  - FB not priority (DCS website and calendar are)

8:15                    FUNDRAISING                    Lindsay                    10 minutes

- Fundraising distribution list
  - Complaint last year about complicated and confusing lists and information regarding fundraising
  - Lindsay has simplified the list and compiled it on one sheet

- List includes Amazon, Safeway, Boomerang, etc.
- Suggestion to add Fred Meyer
- List includes reminders for parents of what to do, how to sign up
- Lindsay's goal to triple our donations this year
- Will send this out with initial packet
- Generating Donation Incentives
  - Lindsay proposed to have a drawing for small gifts as incentive for donation. We currently have a \$50 PCC gift card, for instance
  - Steering approved

8:30p                      NEW BUSINESS                      Rachel/Susan                      15 minutes

- PTSA Oct Community Meeting Presentation on Islandwood—want to come and speak about it and how it will work with DCS
  - Steering approved
- DCS Photographers – tabled until next time
- Activity Resource List—not sure this is necessary. Can this be let go or turned over to new person?
  - Take down old
  - People can do this themselves
- New family orientation at Susan's in two weeks
- Community Outreach—school supply drive for Sept.
  - One activity a month
  - Susan will speak at root beer social

8:45p                      ADJOURN

No Reports this month:

COMMUNITY OUTREACH                      Renee/Pam