



**Discovery Community School**  
<http://dcs.ourschoolpages.com/Home>

**DCS Steering Meeting Minutes**

**Date: October 6, 2022**

**Location: Zoom**

*Presiding:* Danya Kelberg

*Minutes:* Erin Moreland

*Opening:* 7:01 pm

Danya opened the meeting with the land acknowledgement.

**Teacher's Report – Diane Jewell**

All is going well. The school year is feeling normal. At the end of October costume/character day fall celebration. This will be on October 28 (Friday prior to Halloween) and each teacher will send out a notification. Friday Specials are already organized for that day, so it will happen prior to Friday Specials that day. There won't be anything going on that Monday at school for Halloween.

Conferences are coming up. They will be in person, but can be done over video if anyone wants to do it that way. Hoping to have parent(s) and the student attend. Set up in Parent Square.

Teachers will be doing a curriculum share during the Nov Community Meeting. Planning to be a hybrid meeting but teachers will be in person.

Budget question: wondering if we should purchase an air filter for each classroom due to the smoke. Dianne has brought one into her room from her home but is bringing it back and forth. Dianne priced them for \$160/unit (on sale at the moment). Discussion in favor of being able to improve the air quality.

Danya puts forth motion to approve \$600 for classrooms to purchase air filters, Ramya seconds motion, passed by unanimous vote (7 yay, 0 nay)

**Treasurer's Report – Jason/Ramya**

checking \$6,639.23

savings: \$15,981.14

donations: 4 of 72 (5%). Jason will send out the first request for annual donations by email soon. SLIP insurance check is in the mail.

### **Community Building – Jaclyn**

Fall Festival planning is underway. Everything is on track at the moment. Barb will order microphones, tables, trash cans in the Commons with the building use request but she needs a copy of the insurance. Erin received the Certificate of Liability Coverage last week and will send a copy to Barb and upload to Documents Library on ourschoolpages.

### **Master Checklist – Erin**

- **Staff Appreciation:** Work with PTSA re: Conference(s) staff lunch appreciations (17,18,20)
- **Treasurers:** October Statements
- **Treasurers:** Prepare tax return 990-N online filing (Jason did this in July - move to June on checklist)
- **PTSA Liaison:** Assemblies Report – Calendar of Assemblies
- **PTSA Liaison:** Enrichment Status Report (approved @ PTSA general meeting) - this will be more freeform this year since it's first in person after pandemic.
- **PTSA Liaison:** Legislative Liaison Report & voter participation advocacy - no one knows what this is. They are looking for some community building person to manage some events.
- **Friday Specials:** Friday Specials, remind track leaders about reimbursement - do this at community meeting. Starts next week (fun run tomorrow) Kristin sent videos for track, kids will vote.
- **Community Building:** Finalize Winter Event date (March 4)
- **Community Building:** Submit Building Use forms for Winter Event (Barb will email Susan and cc Alissa)
- **Community Building:** Reserve display boards for Winter Event
- **Co-Chairs:** Send meeting notices to community 2 weeks before and solicit agenda. Send reminders at 1 week and at 3 days.

### **Walkon Topics**

Mary Rudy - Clif bar is doing a promotion to donate 600 Zbars to schools/churches. Mary emailed them to get some free Zbars for the Fall Festival.

Barb: Website isn't working to record volunteer hours which we need when applying for grants and for corporate matching. Need a new plan, there are new forms we can use. Barb will talk to Sanne about what ICS uses.

Barb: Community meeting next week. We will use Ms Bowser's camera and Erin M will bring mics. Barb is trying to get tech help. Barb sent out a survey, 13 people plan to come to the library and 25 virtual. We'll see how it goes. We'll be there by 6:30 to get the hybrid meeting equipment setup and tested.

*Adjourned: 7:49 pm*