



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

Steering Meeting Minutes

Date: February 2, 2023

Location: Via Zoom

Presiding: Danya

Minutes: Mary Ruddy

Opening: 7:02 pm

Welcome + Announcements- Danya

Land Acknowledgement read by Danya

Next Steering Committee meeting is schedule for March 2nd which will happen before the next Community Meeting.

Barb- The Community meeting will be a Wednesday night in March due to a scheduling conflict. Wednesday March 8th.

Principal's Report – Erin Bowser

It's been great to see the second session of Friday specials going on; fun to see students in the common area learning martial arts and staying focused. It's also been great to have parents back in the school more regularly since Covid.

Shout-Out: we have a great group of teachers at DCS; day in and day out, the teachers are really working so hard behind the scenes for your kids and the greater community. They provide great input in campus meetings and have a positive impact on the entire school's culture. Just want to acknowledge your teachers and how well they advocate for your students. They all Lead through action and are reflective and thoughtful with every move they make with our kids.

Parents are going to get a message about February being black history month. The first week in Feb celebrates Black Lives Matter and all students will have age-appropriate lessons throughout the week to learn how and why Black lives matter. We will be focusing on 4 guiding principles: diversity, empathy, collective value and restorative justice. We will be utilizing read alouds and discussions at each of the student levels. More information will be coming out in family link tomorrow (2/3).

Mrs. Kusunose:

Thank you for participating in the Bundt cake fundraiser and gifting cakes to teachers they were much appreciated.

Q: Mrs. Subcleff sent out a request for 2 male chaperones, are those they only chaperone needs still required for Outdoor ed? Are the DCS students going to be mixed with Sandburg kids in the cabins or will DCS have their own cabins? We had 2 male chaperones back out so we are still looking for 2 new males to join. Not sure how the cabins will be organized but I will find out from Mrs. Subcleff and report back.

Teacher's Report- Diane Jewell

Thank you, Mrs. Bowser, for the compliment, she will share the compliment with others.

Conference week went smoothly with 100% participation, and we are now officially halfway through the school year, starting second semester.

Youngers are going on their first learning journey next week (Feb. 9th) and they are excited; Shira Olsen organized for the class.

We always get so many compliments from our substitute teachers about how wonderful our students are. Compliments about the students as well as about the community in general which is such a 'feel good' moment when we receive these. Attribute the community feel to all DCS recesses and how well the Olders take care of the youngers.

We are excited about Friday Specials tomorrow!

The teachers will be doing their teacher presentations for a second time at the April Community Meeting.

Q- How much was earned during the bundt cake sale? 5th graders earned over \$2500 with the bundt cake sale. \$1300 in donations alone. We may want to ask students/parents if they want to opt out of the fundraisers if they are comfortable paying full price.

Treasurer's Report- Jason/Ramya

Checking: 13824.20

Savings: 16405.45

PayPal: 1956.00

We have received 50% of community contributions which is typical at this time of the year. Tracking well so far.

Just sent out a reminder to families but will plan to send another notice out before the next meeting. We have received less requests for hardships than we have historically. We do continually remind families that the hardship is available.

We will be doing a big budget review in February in preparation for budget meeting in March.

Q- When is budget meeting? The Steering Committee will create the proposed budget at the next Steering meeting in March; We should aim to keep agenda for next steering meeting short to allow for plenty of budget review time. We will review the budget with community members at the community meeting in March. We will also need to find new board members around the March meeting to be voted in at the April meeting.

Ms. Jewell- I would love to get a copy of the line items of the budget so we can review with staff before the meeting to help streamline.

Q- what is the budget line item for the 5th grade party? Graduation Party Money = \$1,500 Moving Up Ceremony = \$500

Q- Is the June 30th deadline for reimbursement request a hardline for accounting considering the 5th grade party is the last week of June? It'll be helpful to have all receipts lined up and ready to send to accounting as soon as the event is done and they can get you a reimbursement quickly.

Community comment- moving up ceremony is also late in the year; we need to remind the people purchasing items for this event to have their receipts in order and ready to submit asap.

Note: Books close on June 30th; any donations or reimbursement requests received after June 30th become a pain point for Treasurers.

Q: Is there a reason why we don't have the \$250 community donation due sooner to avoid issues for treasurers during end of year closeout? Can't remember why we do it that way; we can be more aggressive with our verbiage in our reminder emails to the community to encourage payment sooner.

Community suggestion to move the due date for community donations up to February. Another member agreed that moving up due date would be helpful. We will discuss changing this bylaw at the next community meeting and put it up for a vote.

Q- Does moving the date help or hinder company matching? Most people's company matching starts over in January, but it really shouldn't be an issue.

Jason/Ramya should discuss if it needs to move the due date earlier and will make a recommendation if needed.

Q- Will Alissa be planning the graduation party in person, or do we need to find someone to organize/host the party? Preferable that there is someone else to own the process and assist Alissa since it's such a big event.

Ms. Jewell- We worked together last year to setup the event and we took great notes so we can be more prepared this coming year.

Q- Is there a school credit card that community members could use to purchase items for events, so they aren't burdened with the sometimes-high cost? It's not possible to get a Community credit card due to issues that occurred in the past. If we receive reimbursement requests soon after events occur, we can reimburse quickly.

Community Building- Winter Event Update? - Sophie/Jaclyn

We had a large meeting in January to connect the whole group and now the different teams are working together to move forward on their parts.

Jaclyn sent out the email to the community with the event invitation.

Friday Specials- Kristen

Day 2 for winter FS is tomorrow and we are wrapping up this season next Friday. We may have Spring covered already, waiting to hear from one person. We had a lot of volunteers for winter, so we were able to reorganize all of the ideas and spread them across our Winter and Spring sessions. Dates are already set for Spring. Everything is going well!

Master Checklist- Erin/Mary

February 2nd- DCS Steering Meeting (7-9pm, hybrid)
February 3rd - Friday Specials (week 2)
February 10th- Friday Specials (week 3)
February 16th-17th- Mid-Winter Break NO SCHOOL
February 20th- President's Day NO SCHOOL
February 21st-24th- Outdoor Ed Camp (Olders)

Outdoor Ed Raffle- Danya

I have applied for donations from local stores and businesses and got approved for a Trader's Joes goodie bag and Millers Martial arts is donating 4 weeks of classes and a gee/uniform for raffle. We are meeting next week to figure out logistics as well as the number of baskets we will have total and plan to display the baskets stage left at the event. We are hoping to have 3rd and 4th graders sell the raffle tickets to their family and friends, potentially at the event. I will send all info to Sophie once it's all done. Waiting to hear from Costco and Pagliacci's for additional donations.

Pay Pal is setup for intake, but it would be nice if it's available to accept money as well to collect money for the raffle. Unsure if that capability is available.

Q- have you asked the community for donations for the raffle? There were raffles previous years and the community members contributed significantly. We have not asked for community donations. This is the first year that this group has done a raffle so we are planning for a smaller collection to try it out. It's good to know that community donations have been utilized in the past and we may try that for future raffles.

Community suggestions- maybe offer an avenue for folks to give straight donations rather than participating in the raffle.

Subsidies Request- outdoor Ed & Spring Camp- Angela/Jenn

We are excited that spring camp will be back to normal after 3 years; We would like to request a subsidy for Spring Camp to subsidize lodging only; tent campers and attendees pay for food. Previous years we have covered \$3k but we are requesting an 11% increase due to increase of cost. This subsidy will cover about 50% of cabin costs for families. We would also like to request an additional \$800 to give families access to use the rope swing if it's available. We also want to really pump up the event since we have so many new families.

Request- \$3335

Rope Swing- \$800

Q- Jason, Would there be money in the budget? We are not spending a ton this year so we have the funds available.

Comment on the availability of beds this coming year (94) as opposed to previous year with 115 beds. Possibly due to cabin availability.

The request for the subsidy would have to be approved by the community at the next meeting. Barb will put Angela and Jenn on the March agenda so they can request the subsidy to be voted on.

Outdoor Ed Discussion:

Q- Could we provide some kind of subsidy to assist with outdoor ed this year? Especially since families will pay for both outdoor and spring camp.

- Community suggestion- subsidize \$77/kid to bring down outdoor ed cost to \$300/kid. Another community member agreed it feels fair to subsidize outdoor ed since the students couldn't fundraise the last few years.

Community member- we would need a special meeting for the community to vote on contributing money towards outdoor education. We could talk to Mrs. Measham about having available funds to contribute to the hardship requests if they need them. We already have \$1000 in our budget for camp hardship.

Q- Could we go ahead and request some kind of subsidy for next year? We should focus on getting fundraising going again. Camp has always been paid for by fund-raising and parents. If fundraising is short again, consider asking the community to vote earlier, by January.

Q- Where do the hardship funds come from for DCS kids? Should we send our funds to Mrs. Measham so it's coming from one pool? Last year a grant covered a lot of camp's cost and also PTSA has a fund. DCS added to our budget hardship for outdoor education. We will contact Ms. Meascham about out available money.

Group Discussion on how to utilize the "hardship" fund- We need to tell Mrs. Measham that DCS has funds

Recommendation to approve further funds to add to the hardship fund for outdoor ed camp. We could provide 4 full scholarships for \$1508 and many partial scholarships depending on how many students request them. Requests for scholarships are currently unknown so we will need to get that information from Mrs. Measham.

Barb will send an email to Mrs. Subcleff about the available funds for DCS families; Will also send out an email to Olders families that if their family needs a partial hardship or full hardship camp cost, they can contact our treasurers. Barb will let Measham know about our hardship fund and depending on how many kids asking for full hardship, can offer partial hardships to families who need it. Using the Community Group money for hardships is being a better steward of the money vs discounting each student.

Q- will we be doing gear swaps for Camp this year? Could people also apply for hardship to cover the gear? No formal gear swap is setup. We can try to meet these needs within our community; Barb can include a note in her email that families can request needed gear via email from the community.

Motion to approve \$1,000 in additional hardship funds for Outdoor Ed

Motion approved unanimously.

Barb will email to let them know that DCS has \$2k to offer for hardships for DCS kids for outdoor ed camp; ask that they pull from PTSA funds first then if there's overflow they can reroute to DCS treasurers for assistance.

Walk-on Topics- All

Katherine- Plug board positions to the community because we haven't had any responses yet.

- Danya recommends Erin Mooreland for co-chair.
- Mary will talk with Youngers families to recruit new folks/ send out an email to youngers for encouragement.

Suggestions- document your roles so that way we can set our next generation up for success when they start in a position.

We may want to encourage youngers families to attend in person meetings, so they have an opportunity to feel more part of the community.

Barb will send an email to families about attending the next meeting since we will also be discussing the budget, upcoming board positions and will have to vote on the Spring Camp subsidy.

Mary and Katherine will plug board positions at the Winter Event.

Meeting Adjourned: 9:04