



## Discovery Community School

<http://dcs.ourschoolpages.com/Home>

### DCS Steering Meeting Notes

**Date:** Mar. 6th, 2025 7pm – 8:30pm

**Location:** Zoom

*Presiding: Aditi Jain & Danya Kelberg (Proxy for Jaclyn Senekerimyan)*

*Minutes: Robin Desilet*

*Opening: 7:04 pm*

### Welcome + Announcements - Aditi

- This meeting focuses on the budget.

### Principal's Report - Bowser/ Kusunose

- Enjoyed the winter event on Saturday and it was great to see all the talents that were shared with the community.
- **DCS Musical – Ms. Long:** Potential support for set and costume preparation as part of a Friday Special track. Jaclyn will check with Kara, Karen, and Katya to determine if additional tracks are needed. Auditions are next week, with roles available both on stage and behind the scenes.
- **Classified Staff Appreciation Week:** Next week we recognize classified staff (Ms. O, recess supervisors, teacher support, etc.). Teachers may send messages to parents as we explore ways to celebrate them.
- **Power Outage Reunification:** Thank you for assisting with reunification during the power outage. We will work on opening a DCS door to improve emergency responses in the future.

### Teacher's Report - Subcleff

- Teachers enjoyed the winter event and appreciated seeing the students perform.
- **Moving Up Ceremony:** Traditionally held in the afternoon on the day before the last day of school. Due to the calendar change, it is now scheduled for Monday, June 20th, after lunch (approx. 1:30 PM, exact time TBD). Youngers and Middles

will attend, with only 5th-grade parents invited. Considering ways to keep Youngers engaged during the event.

## **Community Building Chair - Annie & Jaclyn**

- **Spring Celebration:** Scheduled for April 22nd.
- **Summer Events:**
  - Peter Kirk Pool registration opens March 15th.
  - Big Finn Hill Park picnic shelter booked for the summer picnic.
- **Farewell Gifts for Final Community Meeting:** Plan to follow last year's tradition—potted flowers and a poem reading.
- **Family Connections:** Historically paired older families with new families. Now, the focus is on community-wide connections for consistent information sharing. No action needed.
- **Pool & Summer Picnic Leadership:** No volunteers yet. Need to confirm if grills are available; may opt for a potluck instead.
- **Winter Event Feedback:**
  - Parents attending rehearsals should bring their own entertainment materials for kids (not school equipment).
  - Stick to the timeline to prevent extended care disruptions.

## **Volunteer Updates - Katherine/Hema**

- **5th Grade Party:** Christine is leading and has the budget but may exceed it. Discussion on whether to cover a half-day substitute cost or start after the school day ends.
- **Sign-Up Genius:** Set up for next year. Jaclyn will review before adding board positions.

## **Friday Specials - Kara/Karen/Katya**

- **DCS Musical:** A possible track for Friday Specials.
- **Spring Dates:** April 25th, May 2nd, 9th, and 16th.

## **IT/Website - Jaclyn**

- Adding the land acknowledgment.
- Corrected email for new families.
- Once elections are completed, Jaclyn will update the next year's cheat sheet.

## **Community Meeting - Aditi & Danya**

- March 20th – Budget Approval
- April 24th – Board Elections
- May 15th – Departing Families (last community meeting, in-person only)

## ***Spring Camp - Jenn Botts***

- No updates at this time.

## **Master Checklist - Robin & Phoebe**

- Include DCS secretaries in meeting presentation prep for better access.

### **Master Checklist (April Tasks):**

- Plan May teacher appreciation.
- Recruit start-of-school volunteers.
- Prepare farewell gifts for departing families.
- Plan new family connections.
- Determine Green Team Earth Day activities (uncertain if happening next year due to lack of leadership).
- Elect officers.
- Treasurer: Review April statements.
- Spring Camp: Update registration, finalize kickoff details.
- Book Big Finn Hill Park for July picnic or find an alternative.
- Secretary: Complete insurance application and negotiations by August.
- Co-Chairs: Send meeting notices and solicit agenda two weeks prior, with reminders at one week and three days.
- School Staff (Alissa): Provide contact info for incoming families. Kindergarten enrollment numbers available next Friday.

## **Walk-on Topics - Anyone**

- **5th Grade Farewell Party:** Date TBD.
- **Outdoor Ed Funds:** Proposal to collect funds before the school year begins instead of later. Auction raised \$2,125; Lindall will collect the check and categorize it correctly. Learning Journey Coordinators to determine cost per student and send details to parents before the next community meeting.

## **Treasurer's Report - Lindal/ Puneet**

### **Budget Review & Financial Updates**

- **Dues Paid:** 54 out of 71 students (76%). Individual reminders needed.
- **Account Balances:**
  - Checking: \$22,934.59
  - Savings: \$13,712.52
  - Expecting significant upcoming expenses.
- **Budget Presentation:** Will be shared at the March community meeting.

### **Membership Dues**

- Based on 72 students, may adjust to 71 depending on enrollment.
- Budgeted: \$25,200.

### **Corporate Matching**

- Last year's budget: \$5,000. Already at \$8,997 in March 2025.
- Increased to \$7,000 due to unpredictability.
- Will monitor again for next year.

### **Hardship Allowance**

- Reduced from \$1,750 to \$1,400.
- This year's usage: \$750.

### **Hardship Allowance for Camps**

- Removed \$1,000 line item as overnight camp is discontinued.
- Spring camp hardship fund discussed later.

### **Fundraising Adjustments**

- "Passive Fundraising" renamed to "Fundraising for Outdoor Ed."
- Outdoor Ed fundraising added under winter event (\$2,125 budgeted).
- New category for balance owed by families (\$3,300 placeholder, estimated \$3,140).
- Families responsible for \$1,175. Ms. Subcleff will confirm final numbers.
- Removed "Passive Fundraising" as it must be held in the DCS account but is not DCS money.

### **Program & Expense Updates**

- **Learning Journeys, Art, Room Reps:** No changes.
- **Transportation:** Renamed to "Transportation Fees" (\$700 budgeted).
- **Discretionary Funds:** Combined all class funds into a shared \$2,750 pool ("Discretionary – All Classes").

## **Student & Community Events**

- **Fall Event:** Budget unchanged despite being under budget this year.
- **Winter Event:** Awaiting receipts, potential budget adjustments.
- **Spring Camp:**
  - Deposit: \$3,600; Supplies: \$1,000; Total cost: \$8,400.
  - Families cover camp costs (~\$12,000).
  - Need to ensure reimbursement for deposits; community should not cover camp as not all families attend.
  - Last year: 69 beds used.

## **School/Teacher/Staff Support**

- Removed "Olders Camp – Teachers' Expense" from the budget.

## **Other Expense Adjustments**

- **Insurance:** Increased to a higher-cost plan.
- **MoneyMinder Subscription:** Updated due to increased costs (\$200 budgeted, \$60 used so far).
- **Zoom Subscription:** Jacqueline will provide cost details for reimbursement.  
**Communication:** Need clarification on whether this includes printing.
- **PayPal Fees:** Corrected previous budgeting error (\$360 allocated). Duplicate line item removed.
- **Memory Pages:** Awaiting cost estimate (Lindall to follow up).
- **Community Speaker:** Budget reduced from \$800 to \$600 (shared with PTSA).
- **Hospitality – Community Meetings:** Budget reduced from \$200 to \$100.

## **Herbicide-Free Initiative**

- Transitioning to a hybrid model due to volunteer shortages.
- Budget reduced to \$0 but line item retained.

## **Pantry Packs**

- \$500 contribution to PTSA for fresh fruit additions.

### **Reimbursement Policy**

- Need to remind members to submit receipts on time.
- If implementing a 30-day reimbursement policy, it must be communicated at the start of the year.

### **Classroom & Community Sales**

- **Classroom Improvements:** Budget set to \$0; need clarification on distinction from discretionary funds.
- **Community Sales:**
  - Added "Spring Camp Family Payment" category.
  - Added "Spring Camp Deposit" line item (\$3,600).

### **Teacher PTSA Membership**

- Added under "School/Teacher/Staff Support" (\$44 budgeted).

### **PayPal Fees Adjustment**

- Will increase due to higher dues.
- Lindall to adjust budget and explore nonprofit PayPal status to reduce fees.
- Checking if 501(c)(3) status has been submitted.
- Exploring MoneyMinder's fee submission feature to avoid extra charges.

### **Budget Approval & Presentation**

- Budget to be presented at the March 20th Community Meeting.
- Robin motioned to approve, pending final confirmation of outstanding numbers.
- Projected bank balance: \$2,636.
- Aditi seconded; budget approved.

*Adjourned: 8:45pm*

**Next Community Meeting: March 20th**

**Next Steering Committee Meeting:** April 3rd, 2025 (On Zoom)