



Discovery Community School

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

DCS Steering Meeting Minutes

Date: October 2nd, 2025

Location: Zoom

Presiding: Aditi and Kiran

Minutes: Phoebe

Opening: 7:02

Welcome and Announcements- Aditi

- Welcome!

Principal's Report: Ms. Bowser

- Thank you to families that helped out with the fall fair.
- Thank you for submitting your paperwork. It would be really helpful to get your driver's paperwork in if you have not already.
- Information night is November 20th from 5:30-6:30- looking for volunteers to talk to prospective families.
- Videographer out on October 15th to talk with teachers. Looking for parents (and students) too to talk about why DCS is a special place to be and why it's important for your family. If interested email Ms. Bowser and she will set up a time.
- Question- Can we use art room for Friday specials instead of the portables? Answer: Yes, we just need fill out the building use form.
- Question: Can we partner with Moorlands to share a speaker? The cost would be covered. Answer: Yes, a partnership will be fine

Teacher's Report: Ms. Subcleff

- Open house in our rooms before the meeting. This is in lieu of the teacher presentations at the community meeting. Youngers and middles would be 6:30 and middles and olders have a presentation is at 6:50.
- Ms. O is retiring- October 20th will be the last day. She has been so wonderful. We will do gifts in the classroom.
- It would be really helpful to get your driver's paperwork in if you have not already.
- They are working out a training plan and mentor to onboard the person who transfers or is hired in.

Treasurer's Report: Puneet and Tiana

- September statements \$28,526.71, \$14,767.68
- Dues - How many have paid and cookie party? 100% has responded in some way. Thank you to all of you that made this happen! Motion for \$50. Motion passed 10/10.
- Update Reimbursement form- it has items on it that aren't used anymore. Question: Would the treasurers be able to update it to better match what we are doing? Jaclyn will help. Could we make it more generic? Answer: Yes, the treasurers and Jaclyn will work on updating it.
- Question about QuickBooks sending out automatic emails. Answer: Tiana is working on getting this resolved. They can be resolved.

Community Building Chair: Annie and Jaclyn

- The Fall Event is November. Sat 15th. Building use done. The event is from 2-4:30pm. The event co-chairs (Chrissy and Phoebe) are in contact and planning.
- After the event, help with clean-up would be great. Jaclyn is clarifying what is helpful for after-event clean up.

Volunteer Updates: Aditi

- Please try to sign up for remaining positions.

New Family (roster check, updates): Maddy

- Orientation went really well. PowerPoint was revised.
- 2 new families will be joining!

Friday Specials (if needed): Aditi and Kiran

- We have leads for all 4 tracks!!!

IT/Website: Aditi

- Class emails are updated.
- Test email will be run after ice cream social.
- DCS calendar will be updated.
- The cheat sheet has been updated.

PTSA: Aditi and Kiran

- Stock the Staff Lounge (Donation collected on Oct 15-16)
- Trunk or Treat (School Parking Lot)- October 30th
- Hearing & Vision Screening- October 20th
- Lost and Found Donation at the end of the month
- Jaclyn will be forwarding the Scoop.

Community Meeting: Aditi and Kiran

- Discuss PTSA president wants to attend the next community meeting. We will send them a timeslot.

Master Checklist: Phoebe and David

- **Staff Appreciation:** Moved to September. – *will change to Stock the Lounge*
- **Treasurers:** October Statements
- **PTSA Liaison:** Assemblies Report – Calendar of Assemblies- *remove*
- **PTSA Liaison:** Enrichment Status Report (approved @ PTSA general meeting)?- *remove*
- **PTSA Liaison:** Legislative Liaison Report & voter participation advocacy- *remove*
- **Friday Specials:** Friday Specials, remind track leaders about reimbursement
- **Community Building:** Finalize Winter Event date- *March 7th*
- **Community Building:** Submit Building Use forms for Winter Event- Kiran is *checking Facilitron*. Kiran will type out process for Facilitron.
- **Community Building:** Reserve display boards for Winter Event- *Annie will ask Ms. O to order boards.*
- **Co-Chairs:** Send meeting notices to the community 2 weeks before and solicit agenda. Send reminders for 1 week and 3 days.

Walk on Topics: Kiran and Aditi

- Discussion about how to streamline storage system for DCS (google drive, OneDrive, OneNote and myschoolpages). Having a OneDrive for treasurers makes sense due to confidentiality. Google drive should be ok for everything else.
- Question: Is there a way to change the renewal date for SLP insurance? Answer: David is looking into it.
- Question: Would it be helpful to have working agreements for steering members to respond to emails from other steering members within 48 hours? Agreements: If it's urgent then co-chairs will text or make a phone call. We will aim for 48 hours to respond.
- Kiran and Aditi will send Nicole the SLP renewal certificate once we have it.
- Aditi will buy cookies and then teachers will hand them out.
- Discussion about learning journeys. Revisiting how we select drivers and make it fair. Decision to write document describing process and to discuss in October during the community meeting.
- Question: Can we do a vote to do emergency votes via emails? Is there a bylaw for this? We will look at this during the next steering meeting.
- Can steering approve something that the school can give Ms. O? \$75 for a gift. 8/8 motioned passed. Collect funds from community? We will do this as well.
- Discussion about logo. Steering and teachers will be the initial committee.

Adjourned 8:31