



Discovery Community School

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

DCS Steering Meeting Minutes

Date: November 6th, 2025

Location: Zoom

Presiding: Aditi and Kiran

Minutes: Phoebe

Opening: 7:05

Welcome and Announcements- Aditi

- Discussion for emergency decision to not just be done in person but by email. If the vote is not unanimous then it would go to an in person vote. Question about who can call an emergency meeting and what constitutes an emergency. Question about whether language can be simplified. Interest in following the bylaws and trying to set things up for the future expressed. Hoping it will be helpful for people in the future. An interest in revisiting bylaws annually. Language will be revised and sent out. After an agreement is made it would be brought to the community meeting to vote on.

Principal's Report: Mr. Patterson

- Trunk or Treat was a wonderful community event.
- School improvement process happening this time of year for Sandburg/DCS staff through an ongoing conversation.
- Question from steering about clean up for fall event and what our expectations are. Answer: This will be refined and sent out.
- Question from steering about Food Drive for Fall Event. Answer: No concerns expressed.

Teacher's Report: Ms. Subcleff

- Veteran's Day will be in the classroom on Monday and students will be writing letters.
- Learning celebration is Wednesday the 26th during the last hour of the school day. If you would like to bring food to accompany poster presentations, feel free to do so but not required.
- Question from steering about having an outside party coming in for Friday specials this winter and help with subsequent paperwork. Can we please have help with the paperwork? Answer: Yes

IT/Website: Anwar/Jeremiah

- Treasurer email is no longer just forwarding. Trying Dreamhost to make it fully hosted so there is a repository for future treasurers. Dreamhost does not forward to any Microsoft accounts. There are a subset of emails on Dreamhost that are used but many are not used. Suggestion to use Hotmail the place to store emails. Bigger discussion about how to centralize the documents and emails.

Treasurer's Report: Puneet and Tiana

- October statements
 - Checking: \$30,263.70
 - Savings: \$14,771.08
- Main deposits have been from Zeffi.
- Facilitron for fall event.
- Some reimbursement checks.
- Some of the items we are processing are from last year.
- New budget report from Money Minder that is now connected to BCU. Positive feedback from steering on new report. Suggestion that a report like this would be nice to share at community meetings so people know where their money is going.
- Now have access to Money Minder.
- Insurance was about \$500 more than we budgeted for.
- Last year theater LJ's - how to record. \$377 and \$465. How should we report? Perhaps adding a category for any overflow from last year. There is a category for expense for prior years that it can fall under.
- No more auto emails from QuickBooks!

Community Building Chair: Annie and Jaclyn

- Fall Event on Sat 15th Nov.
- All set with Facilitron.

Volunteer Updates: Aditi

Open positions:

- learning journey 5th grade
- 1 more hybrid meeting coordinator (maybe

not needed)

- 5th grade party coordinator
- green team (2)
- ptsa art docent-olders
- outdoor experience rep

PTSA: Jaclyn

- Take a look at the new scoop from the PTSA.

Community Meeting: Aditi and Kiran

- We will need parent volunteers for information night to talk about the school.

Master Checklist: Phoebe and David

- Treasurers: File Taxes online for free
- Co-chairs/Community Building: Email room reps for staff holiday gifts.
- Community Building: Request PNO host for mid-April
- Co-Chairs: Send meeting notices to community 2 weeks before and solicit agenda. Send reminders at 1 week and at 3 days.
- Friday Specials: Prep for Winter tracks

Walk on Topics: Kiran and Aditi

- Interest in bringing back the community service role that was in the past that helped organize an event to make sandwiches and notes and visit the food bank each year. Idea to do hygiene packs. There was a DCS specific giving tree in the shared space that was given to a community organization. Ms. Subcleff will share the idea to bring this role back at the community meeting.
- Been in touch with Amy Lang to do the birds/bees talk in February. Working out whether PTSA will continue to cosponsor it.

Adjourned 8:21