



Days Creek Charter School Board of Directors

Board of Directors Regular Monthly Meeting Minutes December 6, 2023

1. Call to order by Diane Swingley at 5:31pm
2. All recited the Pledge of Allegiance
3. Charter Board Members Present - Joanne Gordon, Anna Rickards, Cathy Knapp, Diane Swingley
District Board Representative Present
Administration Present - Cathy Knapp
Staff Present - Brian Jenks
4. **Agenda Approval** - Joanne Gordon made the motion to approve the December 6, 2023. Motion seconded by Anna Rickards. No additions or deletions. Voted - All in favor
5. **Approval of Meeting Minutes** - Joanne Gordon made the motion to approve the minutes from September 6, 2023 and October 4, 2023. Motion seconded by Cathy Knapp. No changes or discussion. Voted - All in favor.
6. **Public Input** - None
7. **Charter Board of Directors Open Positions Information** - Diane Swingley reminded the Charter Board of Directors that we are needing to fill vacancies. This will remain on the agenda until those positions are filled. The board has all of the students' positions filled. Still need one staff member and two community / parent patrons to join the board. Further discussion later on in the agenda as to how to recruit and fill these positions.
8. **Student Representatives Input** -
Ruby Geiger (10th grader) She reported that basketball has just started and they have had a few games. She believes the team is starting to come together. She also reported that she is really enjoying her art class. They can choose what kind of art activity they want to complete.
Kaleigh Loiodici (12 grader) reported that she is really enjoying basketball and feels the team is really connecting with one another. She reminded the board members of the Christmas Bazaar coming up. Next week students and staff will be participating in Christmas Spirit Week. Monday - Santa Day; Tuesday Elf Day; Wednesday - Ugly Sweater; Thursday Pajama Day. Girls basketball team will be hosting an Ugly Sweater / Dessert Auction on December 9, 2023.
Natalie Harris (11th grader) reported that school has been fun lately. Recently the journalism class and Mr. McCallum went up to Media Day at the University of Oregon. The students were able to go to sessions where they learned about different roles in media, such as photography, news broadcasting, and yearbooks. Also, Mr. Giles would be taking students to RFP's Riddle plant to learn about making plywood.

Mrs. Rickards reported that Umpqua Community College will be hosting a Health Expo December 12, 2023 that some of the students will be attending. The college is redesigning different programs and developing new career pathways.

9. Report from the Executive Director, Joe LaFontaine. Mr. LaFontaine was not present, Cathy Knapp completed the report in his place.

- a. Q & A regarding items from the District Board Agenda
Cathy Knapp reviewed the agenda with the Charter Board members.
The District Board is reviewing and updating policies. Diane Swingley warned the Charter Board that we should be looking at any policy updates that are part of the DCCS charter.
FFA would be celebrating their 50th Anniversary. Cathy Knapp said that administration is currently working with Mr. Lopez, the advisor, to assist in planning. Currently Mr. Lopez is reaching out to Mr. Hopfer to get assistance from him.
Also on the agenda was the resignations of a couple of staff members. One is a teacher that will be covered with a sub for the remainder of the school year. The other is an Educational Assistant who will be replaced in the near future.
- b. Quarter 1 Attendance Comparison - Cathy Knapp reported the improvement of attendance from Quarter 1 of 2022 with Quarter 1 of 2023. Elementary attendance was 93% in 2022 and improved to 94% in 2023. The secondary attendance improved from 89% in 2022 to 91% in 2023. The secondary attendance improvement is due to the change in the master schedule. The master schedule is now periods 1-7 daily where last year the master schedule was a modified block schedule. Cathy Knapp also reported that staff have been working hard to develop positive relationships with students and their families. By building these relationships we hope to establish an environment where the students want to be.
- c. State of the District / School Address - January 22, 2024 - Joe LaFontaine will be presenting the current state of the school and district. Cathy Knapp will be providing information about the Title I and Special Education programs. Mr. Ellis will be presenting as well about sports and other areas he oversees. Members of both boards are encouraged to come. None of the board members have to speak at the address.
- d. Staff Recognition Plan - Cathy Knapp reported that Mr. LaFontaine and the administration will be working together to create criteria and a process for honoring staff this year. The goal will be to recognize one certified staff member and one classified staff member. Cathy Knapp reported that she has been collaborating with Anna Rickards to have an Evening of Excellence to honor students and staff. These two events will likely combine. Cathy Knapp and Anna Rickards will update the Charter Board of Directors in February about what is going to take place.

10. Report(s) from Cathy Knapp

- a. Science Adoption Update - Ms Knapp reported that we are still waiting to see the approved science adoption list from the Oregon Department of Education. The next processes will be for the staff to review the materials. The Charter Board will be included in this process.
- a. Quarter 1 Grade Update - Cathy Knapp went over the Quarter 1 grade report. Grades were good. The staff are keeping a close eye on students who had failed the first quarter and offering support when it is needed. Anna Rickards added that students who are typically failing due to not completing class work. Diane Swingley asked if they have the opportunity to hand in late work. Mrs. Rickards said that she does allow late work but the student may not get full credit. This tends to be the grading policy for most of the secondary teachers.

11. Reference - Discussion Items

- a. The board reviewed the goal and updated parts that had 3 board members needed to be 4 board members needed to join the Charter Board in order to have all the vacancies filled.
- b. Charter Board Meeting Day Change / Time - Cathy Knapp explained that the current meeting day and time may be part of the issue with getting additional members of the board. Currently the board meets on the first Wednesday of the month at 5:30pm. Anna Rickards recommended that the meeting be moved to the first Monday of the month. Diane Swingley was concerned with potential conflict with Holiday Mondays. The only month this may be an issue would be September. Reviewing the calendar, there isn't any conflict by switching to Mondays. The January meeting would fall on January 1, 2024 if it was moved. Members of the board decided that it would be best to keep the January 2024 meeting as it was originally scheduled. Anna Rickards also expressed that input she had received from potential staff members was that it be held at 4:30pm (near the end of the school day). The staff she had spoken with had felt they would be more likely to attend if they didn't have to wait for a late meeting. Brian Jenks, a teacher at DCCS, agreed with Anna Rickards. Joanne Gordon would be open to the day and time proposed. Diane Swingley was in favor of switching the day of the meeting to Monday, but would prefer the meeting to be at 6:00pm. This would align the meeting times with the District Board Meetings.

Members of the board discussed a need to be more productive with a focus on school improvement. The topics included improving school attendance, curriculum reviews, and capstone project updates.
- c. Soliciting new board members - Diane Swingley has been working hard to solicit new members for the board. She has talked to a number of individuals. There were some who were not interested. She had one potential person interested but that person doesn't have access to technology. Still may be interested if technology was an issue. Cathy Knapp had spoken to some staff. There is a general sense of unwillingness to join because of the time and day of the week the meeting is currently. There were some staff who didn't believe that being part of the board was beneficial and their input wouldn't be valued. Laura Stufflebeam recognized this concern but believes that currently with the district assessment scores not being up to par we all need to work together and the teachers need to be part of it and being part of the board is valuable to get this done. Anna Rickards had also been talking with staff and parents / patrons, the input she had received was around the day and time of the meeting. Other input was that the meeting needs to be productive and have a designated stop time.

The members of the board will be getting additional feedback from parents / patrons as well as staff members.
- d. Superintendent/Executive Director Evaluation - Diane Swingley reviewed the process for completing the Superintendent/Executive Director Evaluation. Joe LaFontaine will need to complete the self evaluation portion prior to the January 2024 meeting. The Charter Board will meet in January to review and complete their portion of the evaluation.
- e. Currently Days Creek Charter School requires students to complete 24 credits. This is the number of credits the Oregon Department of Education has established as the requirement. In addition, students who graduate from DCCS are required to complete a Senior Project / Capstone project. This requirement is not reflected in the School District's graduation policy. Diane Swingley recommended that we update policy to reflect this requirement. Currently what is done at DCCS

12. Standing Committee Reports

- a. Publicity Committee - Joanne Gordon reported on the publicity committee. She is seeking input on how to get information out to parents. Cathy Knapp updated the

Charter Board members on some changes that are being completed on the district's website. Diane Swingley suggested a grant be written to get an updated website. Rebekah Sawyer has presented potential costs for creating a new website to be around \$10,000. All the board members agree that this is a priority that will assist in improving communication.

- b. No other committee reports at the meeting.

13. Action Items

- a. Charter Board Goal Joanne Gordon made the motion to approve the Charter Board Goal for 2023-24. Anna Seconded the motion. No discussion. Voted - All in favor

- b. Joanne Gordon made the motion to table the Charter Board Meeting day and time until the January 2024 meeting. Anna seconded the motion. No discussion. Voted - all in favor.

14. The Charter Board reviewed the upcoming events.

15. Joanne Gordon made the motion to adjourn the meeting at 7:31pm. Anna Rickards seconded the motion. No discussion. Voted - All in favor.