

**Days Creek Charter School K-12**  
**Regular Monthly Board of Directors Meeting**  
**July 7, 2021**

Charter Board Members present: Matt Giles, Anna Rickards, Diane Swingley, Rex Fuller

Administration: Steve Woods

District Staff: None

Public/Students: Boo Hooker, Terri Woods

1. **Call to Order:** Meeting called to order by Diane Swingley at 6:07 p.m.
2. **Pledge of Allegiance:** All recited the Pledge of Allegiance.
3. **Approval of Agenda:** Corrections – 10a – delete, 11 – delete, 14d changed to August 19.  
**Motion to approve agenda with changes by Anna; seconded by Matt. No discussion, passed unanimously.**
4. **Approval of Minutes: June 9, 2021 Regular Meeting; Motion to approve minutes by Anna; seconded by Matt. No discussion, passed unanimously.**
5. **Public Input:** None
6. **Student Input:** None
7. **Appoint Directors for Continued Service and Reaffirm the oath of office:**  
Position #3 – Matt Giles – Staff – 2024 3 yr. term. **Anna moved to reappoint Matt Giles; Matt seconded; No discussion, passed unanimously.**  
With Valerie Anderson’s election to the Douglas County School District #15 BOD and the resignation of Cheryl Silva from the DCCS BOD, three Parent/Patron positions are open on the DCCS board. A call for applicants to the DCCS board is on the front page of the website with links to the Charter Board page, including the application forms. And, it is noted on the electronic highway sign at the school. Chelsea Hopkins had applied in May, but is in Alaska.

Anna asked if student directors need to re-apply. Their applications can be accepted for the September monthly meeting, when they will be vetted and appointed.

Matt stood to read the oath of office with right hand raised.

**8. Annual Charter School Governance Organization**

a. Board Organization

- i. Election of President/Board Chair
- ii. Election of Vice President/Board Vice-Chair
- iii. Election of Secretary/Treasurer

Matt nominated Diane as President/Chair. Anna nominated Matt as Vice President. Anna nominated Jim Docherty as Secretary/Treasurer. Matt nominated Anna for Secretary/Treasurer. **Diane called for vote on the first two positions. Diane and Matt were unanimously elected.** Anna agreed to substitute when Jim is not available. **Diane called for the vote for Secretary/Treasurer. Jim was unanimously elected.**

## **Annual Charter School Governance Organization (continued)**

Appointment of Executive Director of DCCS: Steve Woods

Appointment of Business Manager: Claire Cotton

Appointment of Custodian of Funds/Signature

- i. Steve Woods
- ii. Claire Cotton
- iii. Lisa Hemphill

Appointment of Budget Officer: Steve Woods

Appointment of Charter School Legal Counsel: Rebekah R. Jacobson | GHR Lawyers | Salem, Oregon

Official Auditor: Umpqua Valley Financial

Appointment of Bank of Record/Depository of School Funds: Umpqua Bank/Local Government Investment Pool

Appointment of Insurance Agent: Craig Zolezzi | Zolezzi Insurance | Sutherlin, Oregon

Appointment of Federal and State Grant Official: Steve Woods

Appointment of Newspaper of Record: *The News-Review*, Roseburg, Oregon

Scheduling of Regular Meetings and Work Sessions of the Board of Directors:

Wednesday before the second Monday of the month, 6:00 p.m. at DCCS campus.  
Work Sessions and Special Sessions as needed throughout the year.

Appointment of Standing and Ad Hoc Board Committees:

- i. Mission and Vision - Jim Docherty, Matt Giles
- ii. Publicity - Jim Docherty, Anna Rickards
- iii. Fundraising and Community Partners – Matt Giles
- iv. Recognition of Excellence – Cathy Knapp, Anna Rickards

Ad Hoc Board Committees may be formed during the year as needed.

(Board members serve as chairs of the Standing Committees. Terri Woods will serve on the Fundraising and Community Partners standing committee.)

**Diane called for the vote to complete the Annual Governance Organization. Matt moved to approve; Anna seconded, passed unanimously.**

**9. Report of Executive Director, Steve Woods: a. Q & A regarding items from the District Board Agenda.** Mr. Woods hired Jonathan Lopez-Valadez for the CTE/Ag/FFA teaching position. He grew up in Merlin, graduated with a Masters from OSU, AG FFA with a teaching credential. He student taught at Yamhill. Diane said a couple former DCCS students met him when he toured the campus and were very impressed; and, Elin Miller, FFA Oregon Foundation Chair, contacted Diane to express how impressed she was when meeting him at the Oregon FFA meeting. Finding housing for our new teachers is a challenge.

The enrollment budget is based on 190 student population. Without knowing the possible fluctuations created by the COVID-19 reactions, we might be under the budgeted amount. Regarding COVID-19, all indications are the individual districts will make determinations regarding everything, including face coverings, social distancing, etc., that will be best for the local district. A state update is coming at the end of July, then again in August. The boards will give input with the Superintendent/Executive Director responsible for making the decision; a document is coming that will need to be completed and posted.

Recap of the just finished 2021 Legislative Session: we may receive an extra \$50,000 not included in the budget; SIA account is fully funded; Measure 98 fully funded; the ODE Every Student Belongs policy was codified by HB 2697, preventing hate symbols of the swastika, the Confederate flag, the noose and Ku Klux Klan insignia on school associated buildings and activities; Oregon School Capital Improvement Matching (OSCIM) Program is available to districts for bond issues; DCCS Summer Academy was recapped; Diane suggested Patriot Camp as a possible summer learning-activity week for next summer.

Matt said Equity and Performance are goals that are opposite of each other. Diane suggested the use of the term, equity, and the dropping of ELS proficiencies is the antithesis of the spirit of the Charter; Oregon SB 744 suspends the requirement of showing proficiency in Essential Learning Skills as a condition of earning a diploma during 2021-2023 schools years. Students must still successfully complete credit requirements and take the standardized tests. Further discussion about DCCS graduation requirements will be held at the August meeting.

DCCS and District #15 business office has been brought back to the administrative offices on campus from the ESD services. Claire Cotton is the new Business Manager, coming to us with excellent credentials and experience. The Human Resources and Payroll Department has been moved from ESD services to the Paychex company.

**10. Reports From Cathy Knapp and/or James Ellis: (Removed 10 a.)**

Mr. Woods reported that we are waiting for OSAA response in July. In the meantime, we are moving ahead expecting a normal athletic year; Volleyball team practicing, etc.

**11. Discuss Senate Bill 744 – Three year suspension of Essential Skills as graduation requirement through 2024 - Information, discussion, and possible action by the board.**

[Background: Charter - SECTION 4 and SECTION 7](#)

(Removed until August board meeting)

**12. Standing Committee Reports:**

- a. Mission & Vision – Jim Docherty, Chair
- b. Publicity – Jim Docherty, Chair
- c. Fundraising/Community Partners -
- d. Recognition of Excellence – Cathy Knapp

No reports.

**6:57 p.m. Anna left the meeting.**

**13. Report and Discussion led by Matt Giles**

- a. Capstone (Senior) Project and Portfolio

Matt and Jim met twice to assess the needs, create an overview of student learning needs during the four year high school career. Matt reported that at a teacher meeting the discussion centered on gaps in student learning and what a DC graduate looks like. One teacher mentioned they thought this is what the charter board is doing. Matt needs a big picture document defining minimum requirements.

Jim and Matt created a Google Classroom. Incoming teachers and students can be added. A graduation checklist of needed life skills will be required and taught. Motivation of students through incentives to learn these skills was discussed.

Mr. Woods gave an overview of the discussion: The high school portfolio and the Capstone Project would be two items required for graduation. A set rubric with a person in charge is required with an eye on essential skills. The Capstone Project can lead to a graduation with honors, scholarship, job shadow, community service project, leadership learned to accomplish, increased expectations of student performance; mock interview with polished resume, cover letter.

Diane said the Charter Board needed to have the revised Capstone Project and Portfolio requirements in place for the August monthly meeting, so the expectations of teachers and students will be ready for the school year start. The curricula will be created by the teachers.

**14. Announcements:**

- a. [2021-22 School Calendar](#)
- b. Tuesday, July 13 - Summer Library returns, 5:00 - 7:00 p.m.
- c. Monday, August 16 - Faculty report
- d. Thursday, August 19, 2-8 pm - Family Conference- Meet and Greet - Open House
- e. Monday, August 23 - Students First Day of School
- f. Monday, September 6 - Labor Day

**15. Adjourn: Matt motioned to adjourn; adjourned by consensus due to no quorum.  
Adjourned at 7:49 p.m.**

Minutes taken by Terri Woods  
Edited by Diane Swingley  
For Jim Docherty  
Charter Board Secretary