

**Days Creek Charter School K-12**  
**Regular Monthly Board of Directors Meeting**  
**October 6, 2021**

Charter Board Members in person: Diane Swingley, Jim Docherty, Anna Rickards, Joanne Gordon, Cathy Knapp, Matt Giles, Laura Stufflebeam, Kate Clifton, Matt Anderson, Bailey Stufflebeam.

Administration: Steve Woods and Cathy Knapp.

District Staff: None

Public/Students: None

- 1. Call to Order:** Meeting called to order by Diane Swingley at 6:05 p.m.
- 2. Pledge of Allegiance:** All recited the Pledge of Allegiance.
- 3. Approval of Agenda: Motion to approve agenda by Matt; seconded by Anna. No discussion, passed unanimously.**
- 4. Approval of Minutes: a. September 8, 2021 Regular Meeting and Special Work Session August 1, 2021. Motion to approve both minutes by Anna; seconded by Cathy. No discussion, passed unanimously.**
- 5. Student Input:** Matt Anderson reported he likes his schedule, especially his senior late start because he does not have a first period class. Discovery U going well and provides many options. Kate reported she likes her classes especially history. Students seem to be enjoying the new teachers. There was a short discussion after Kate said she did not like the late lunch schedule. Bailey reported all classes are going well. She especially likes her second grade teachers aid class. She did not like the raw vegetable snakes. Cathy said the school received a grant to provide fresh fruits and vegetables as snakes. Bailey finished by reporting that the volleyball team is tied with UVC for second place in league and has a game Friday against Riddle.
- 6. Public Input:** None
- 7. Report of Executive Director, Steve Woods: a. Q & A regarding items from the District Board Agenda –** Steve reported he is submitting a hire for a math tutor, Gudelia Clark de Esparza and she may provide help as a Spanish interpreter when needed. She had been a High School administrator and math tutor at the Canyonville Academy which closed down this year. There were grant funds targeted for math remediation used for this hire. **b. Division 22 Assurance –** Steve will be submitting the district's Division 22 Assurance report to the state which reports we are in complete compliance.
- 8. Report of Cathy Knapp: a. IRRE (Institute for Research and Reform in Education) School Performance Presentation –** Cathy dove into the data and graphs from the updated 2021-22 beginning of school surveys and data collected in the IRRE report. Cathy pointed out that 71 students were not at DCCS last year so it is difficult to assess growth. However, the data showed there is definitely a change in the school culture with an increased commitment to attendance plus an improving academic commitment. The data showed that math and ELA showed most students were marginal but with a definite increase in math proficiency. Cathy will work with teachers and play with the data to identify which students need an intervention with help or even a sped referral. Cathy then spent time going over the math and ELA data from interim and state assessments. Diane asked if you can compare this data year to year for specific classes. You can, Cathy said, but with such small student numbers individual names are revealed. She will try to do that comparison without the names. Discussion around the data involved directors and Cathy. Steve shared that 20%

of learning last year was distance learning. He then spoke to the importance of the survey as a measure of school culture. Questions like “Do you feel safe?” and “Do you feel more valuable?” are important measures. He believes that a fall survey along with the spring survey would give important data. Matt shared that the teachers have improved and have shown they learned how to use software. He celebrated that he is seeing definite progress!

**9. Reference Items:** Steve placed this agenda item in to keep the CIP (Continuous Improvement Plan) front and center. He wants everything to be focused through the CIP plan and if something does not fit this is the agenda item to bring it up. Steve encouraged board members to look up on the school link to follow what teachers are doing and spend time talking about “What We Do”.

**10. Standing Committee Reports:** **a. Mission and Vision** – Will be presented in agenda item 11. **b. Publicity** – Anna shared *The News Review* article about Days Creek Charter School. Matt reported there was now an E sports team that has been a very positive addition for students that are not involved in athletic sports. Tiller-Trail Newsletter can now be found on the school web site. The newsletter is written by the students in the journalism class. Matt shared that the Discover U class made a field trip to a horse ranch above Tiller and he brought in the Marines for one class. **c. Fund Raising/Community Partners** – None. **d. Recognition of Excellence** – No progress to report, but since things are almost back to normal they are looking forward to trying different ways to recognize students.

**11. Report and Discussion - Information and possible action by the board:**

**a. Capstone (Senior) Project and Portfolio** – Discussion about the Capstone Experience centered on the senior project. Lots of ideas and suggestions including:

Students should be encouraged to use initiative in their community service.

Every year the teachers and CB need to work on the Goal/Reflection flag.

Eliminate senior project this year.

Should have at least one mock job interview.

Steve suggested the CB should script and detail reflections and goals. What area are students setting goals in?

Following was a discussion about the senior project and job shadowing. There was also discussion about each student establishing a career readiness file and a suggestion to change the name to Career / College Readiness File. **b. Action Item – Motion to grant teachers authority to follow the verbally listed skills until the existing Capstone E-Manual is replaced by the impending Capstone Document. Cathy moved the Seniors be required to do the following: Seniors this school year will do 25 hours of community service; complete a five (5) page paper on excellence to state writing standards; do a senior project or do a job shadow; and make a final presentation to the charter board about their project/job shadow, reflections of their time at Days Creek, and present their career/college readiness file. Matt seconded the motion. Some discussion about career readiness/college file followed. Motion vote: five in favor, Diane abstained. Motion passed.**

More work is needed so it was agreed to have a work session on October 21 at 4:00 p.m. in Matt's room.

**12. Announcements:** Steve went over the five announcement items.

**13. Adjourn:** Joanne made a motion to adjourn. Anna seconded the motion. No discussion and passed unanimously at 8:00 p.m.

Charter Board Secretary