

**Days Creek Charter School K-12  
Board of Directors  
Special Work Session Meeting  
September 10, 2021**

Charter Board Members Present: Cathy Knapp, Jim Docherty, Anna Rickards, Diane Swingley.  
Administration: Cathy Knapp  
District Staff: Mary Harris  
Public/Students: None

- 1. Call to Order and Pledge of Allegiance:** Diane called the meeting to order at 11:05 and we all recited the pledge of Allegiance.
- 2. Capstone (Senior) Project, Capstone Research Paper Document, and Capstone Portfolio:** Mary Harris asked questions about what was expected of students to complete the Capstone Project. She talked about her children's anxieties over what was expected. Good input from all to explain that we wanted to complete and detail out the project so a clear explanation could be given to all students in a finished format. Nothing is expected currently but the goal is to have the Capstone Project ready to present to students at the start of the second quarter.

There was lots of discussion during this work session. We started with the Pikto graph and decided to go thru each year and each ribbon to be sure all items were detailed and covered. It was recommended that the FFA should be equivalent to the Capstone Project. Other ribbons, points, and assignments made:

- Reading is a part of the High School plan and the freshman year reading ribbon should be changed to "Define reading level".
- Need to do a personality assessment as well as a self-reflection paper freshman year.
- Cathy says the Portfolio will use Google Plan for organizing.
- Diane will go thru Community Service Manual
- Anna will work on the writing piece
- Matt will work on Portfolio
- Everyone will work on the last two ribbons for seniors.

- 5. Adjourn: Anna motioned to adjourn. Cathy seconded the motion. No discussion. Motion passed unanimously at 12:05.**

Submitted by Jim Docherty  
Charter Board Secretary