

Days Creek Charter School Board of Directors
July 12, 2023 Meeting Minutes

Charter Board Members Joanne Gordon, Matt Giles, Cathy Knapp, Diane Swingley
District Board Representatives - Laura Stufflebeam, Rebekah Sawyer
Administration - Joe LaFountaine and Cathy Knapp
Staff present: Sarah Hooper

Call to Order by Diane Swingley at 5:34pm

Pledge of Allegiance recited by all

Approval of Agenda Joanne Gordon made the motion to approve the agenda with addition to 8c and table 12a and 12b. Seconded by Cathy Knapp No Discussion. Voted - All in Favor. Motion Passes.

Approval of Minutes for June 7, 2023 (Charter Board Monthly Meeting) and June 26, 2023 (Combined Board Meeting) Joanne Gordon made the motion to approve both minutes with corrections for both meeting minutes. Seconded by Matt Giles. No Discussion. Voted All in Favor. Motion Passes

No Public input

No Student Input

Appoint Directors for Service and Reaffirm - Matt Giles made the motion to approve Anna Rickards for Position #2 on the Days Creek Charter Board. Seconded by Joanne Gordon. No Discussion. All in Favor

Matt Giles made the motion to approve Annual Charter School Governance Organization from 7a-7m. Cathy Knapp seconded the motion. No discussion. Voted - All in favor.

- a. Board Organization
 - i. Election of President/Board Chair - Diane Swingley
 - ii. Election of Vice President/Board Vice-Chair - Matt Giles
 - iii. Election of Secretary/Treasurer - Cathy Knapp
- b. Appointment of Executive Director of DCCS: Joe LaFountaine
- c. Appointment of Business Manager: Claire Cotton
- d. Appointment of Custodian of Funds/Signature
 - i. Joe LaFountaine
 - ii. Claire Cotton
 - iii. Leah Giles
- e. Appointment of Budget Officer: Joe LaFountaine
- f. Appointment of Charter School Legal Counsel: Rebekah R. Jacobson | GHR Lawyers | Salem, Oregon

- g. Official Auditor: Umpqua Valley Financial
- h. Appointment of Bank of Record/Depository of School Funds: Umpqua Bank/Local Government Investment Pool
- i. Appointment of Insurance Agent: Craig Zolezzi | Zolezzi Insurance | Sutherlin, Oregon
- j. Appointment of Federal and State Grant Official: Joe LaFountaine
- k. Appointment of Newspaper of Record: *The News-Review*, Roseburg, Oregon
- l. Confirm Regular Meetings and Work Sessions of the Board of Directors:
 - i. Wednesday before the second Monday of the month, 5:30 p.m. at DCCS campus.
 - ii. Work Sessions and Special Sessions as needed throughout the year.
- m. Appoint Standing Board Committees (Ad Hoc committees formed as needed):
 - i. Mission and Vision - Matt Giles, Chair
 - ii. Publicity - Joanne Gordon and David Brown, Co-Chairs
 - iii. Fundraising and Community Partners - Matt Giles and Joanne Gordon, Co-Chairs
 - iv. Recognition of Excellence - Cathy Knapp and Anna Rickards Co-Chairs

Mr. LaFountaine reported that

- The District Board welcomed two new members. Todd Vaughn and Charlie Pritchard. Laura Stufflebeam will be on the Charter Board as a representative from the District Board.
- The District Board approved the hiring for Joe LaFountaine.
- They reviewed enrollment and budget updates.
- He will be reviewing potential changes to the 2023-24 School Calendar with the District Board. There were some errors noted during the July District Board Meeting. Matt Giles requested to be part of any committees that discuss the School Calendar.
- He reported on the Summer STEAM Camp put on for Kindergarten through Seventh graders. There were about 13 students participating in the camp. Sarah Hooper, Chrissy Hoffman, and Rachel Whetzel coordinated a lot of activities for the students spread out over two weeks.
- We will be having a Back to School Night Thursday August 17, 2023. He will be working with various groups including students, staff, and community to have a fun event for families and students. A committee will work on planning the evening event.
- He shared that a strength of his is around instruction and data. He will be working with the staff and both boards to utilize the data to improve academic success at the school/district.

Student Success Coordinator Report

- Cathy Knapp reported on two math curriculums that the staff would like to be considered for adoption.
- Kindergarten through Fifth grade staff would like to adopt Eureka Math. The staff like the program for the straightforward approach to curriculum and instruction. The program has a digital component teachers can use when teaching whole group lessons, assessments and other materials are also provided in the program.
- The Middle school staff would like to adopt the Ed Gems Math Program. The author, Shannon McCaw is from Oregon and updated a former program she had produced. This program has the instructional strategies they have focused on.

- The teachers realize they will need to work together to make sure to create a transition plan for moving students from Eureka Math to EdGems. High school staff are waiting for a year to see if the Oregon Department of Education makes any further changes to math requirements.

Reference - Discussion Items

- Capstone Project Update - Matt Giles will review at the August 2023 meeting.

Standing Committee Reports

- Mission and Vision - Matt Giles has updated the Capstone Infographic. He would like to make sure that staff are trained on the updates. He would also like to see it posted around the school.
- Publicity - . Joanne Gordon inquired about who is in charge of Facebook and other social media posts. Joe Lafontaine will work with staff to organize who is in charge of updating the website, reader board, and social media. This will be communicated with Joanne Gordon and other community members.

Action items

Joanne Gordon made the motion to approve the math curriculum adoption- Eureka Math for K- 5 and EdGems for grades 6-8. Matt Giles seconded the motion. No Discussion. Voted - All in favor.

Cathy Knapp made the motion to approve the Days Creek Charter School / District 2023-24 Board Meeting Dates. Matt Giles seconded the motion. No Discussion. Voted - All in favor.

No action made - No meeting set for the CB / DB revising/ updating the Superintendent/Executive Director Evaluation Workbook 2022-2023. Both boards will complete this in their August, 2023 meetings.

Announcements

Joanne Gordon - reminded staff of the Tiller Art Trail that will be held July 15, 2023. Laura Stufflebeam added that the church in Tiller would be hosting a garage sale.

Meeting Adjourned - Joanne Gordon made the motion to adjourn the meeting. Matt Giles seconded the motion to adjourn. No discussion. Voted - All in favor.

Adjourned at 7:50pm

Dated this August 2, 2023

Respectfully Submitted by:

Cathy Knapp, Days Creek Charter Board Secretary