

Days Creek Charter School K-12  
Board of Directors Annual Meeting  
July 5, 2017

Board Members Present: Diane Swingley, Jim Docherty, Matt Giles, and Pauline Montgomery-Borg

Administration: Dr. Mark Angle

District Staff: None

Public/Students: Boo Hockert

1. 7:00 PM Meeting called to order by Ms. Swingley.
2. All recited the Pledge of Allegiance.
3. Agenda approval –Pauline motioned, Matt seconded to approve agenda, adding Senior Project Manual approval to 12.b. All approved.
4. Approval of minutes –June 8, 2017 meeting notes. Matt motioned to approve, Jim seconded, no corrections. All approved.
5. Public Input – None
6. Student Director Input – None
7. Appoint and Swear in Directors – Position #3 will be finishing Nicole Bambino’s staff position, it is an advantage to have the Vo/Ag Teacher on the Charter Board, however, the new teacher has a full schedule. Mark asked for suggestions. It was expressed that having an elementary teacher on the Board would help us focus on early learning. Matt motioned to appoint Ron Dunn to position #2 and Pauline Montgomery-Borg to position #5. Jim seconded. All approved.
8. Charter School Governance Annual Organization – Motions were made. All approved the following:
  - a) Charter Board of Directors Organization for 2017-18
    - i. Election of President/Board Chair – Diane Swingley
    - ii. Election of Vice President/Vice Board Chair –Matt Giles
    - iii. Election of Secretary/Treasurer – Pauline Montgomery-Borg
    - iv. Appointment of Charter School Director: Dr. Mark A. Angle
    - v. Appointment of Business Manager: Racheal Aiken
    - vi. Appointment of Custodian of Funds/Signature: Mark Angle, Rachel Aiken, Lisa Hemphill
    - vii. Appointment of Budget Officer: Mark Angle
    - viii. Appointment of Charter School Legal Counsel: Rebekah R. Jacobson  
Garrett Hermann Robertson, P.C.  
Willamette Professional Center  
1011 Commercial Street, NE  
Salem, OR 97301-1049  
503.581.150  
[www.ghrlawyers.com](http://www.ghrlawyers.com)

- ix. Hiring of Official Auditor: Neuner, Davidson, and Cooley
- x. Appointment of Bank of Record/Depository of School Funds: Umpqua Bank/Local Government Investment Pool
- xi. Appointment of Insurance Agent of Record: Craig Zolezzi of Zolezzi Insurance
- xii. Appointment of Federal and State Grant Official: Mark Angle
- xiii. Appointment of Newspaper of Record: The News-Review, Roseburg, OR
- xiv. Scheduling of Regular Meetings and Work Sessions of the Board of Directors: 6:30 p.m. on the Wednesday before the second Monday of each month. Work Sessions and Special Sessions as needed throughout the year
- xv. Appointment of Standing and Ad Hoc Board Committees:
  - 1. Mission and Vision: Jim Docherty, Chair
  - 2. Fundraising and Community Partners:
  - 3. Publicity: Jim Docherty, Chair
  - 4. Finance: Treasurer
  - 5. Recognition of Excellence – There will be an awards assembly each semester. The Charter Board could have more involvement in that, possibly having a Board recognition award. There needs to be a discussion on having shared responsibilities for Standing and Ad Hoc Committees.

#### 9. Report of the Director – Dr. Mark Angle, Superintendent

- a. Update on Summer Learning Institutes for Teachers – Sydney and Barbara Post will be at the first two days of the K-6 workshop. They hope to help develop the scope and sequence more. There is a need to articulate plans more clearly with blended classes, unpack and develop lesson plans with FOSS kits, work on integrating GLOBE project activities into curriculum, and plan at least 1-2 rubber boot project activities. Mark is struggling in putting together the itinerary for the HS week. He hopes to work on Math and Reading. Jim suggested creating a theme for the staff to coordinate together on. To facilitate the charter board feeding the staff, Jim provided two handouts, one to give to potential business asking them to donate foods for the seminars, and one with a list of business establishments from whom to solicit donations.
- b. Director Goals – Dr. Angle provided a handout with proposed Superintendent/Director goals. The Charter Board needs to vote for support.
- c. Director Evaluation Matrix for 2017-18 – A process needs to be agreed upon. It needs to start in January. There are templates to use; Mark will provide them prior to the August meeting. Matt asked if the format used last evaluation period was helpful for Mark. Mark said yes with the exception that the report was not blended, not having a consensus. The responses need to be unified. A narrative is better than a ranking. An executive session needs to be held to come to a consensus. After choosing a template for the process in August the time frame for the evaluation process will be the following: January – come with thoughts, February – work on consensus, March – present to the District Board.

#### 10. Student Success Coordinator Report – Cathy Knapp

Mark gave her report. There are no updates to be reported on the science book. She has ordered the MS samples. The staff will review in August and have the texts in time for the beginning of the school year.

11. Standing Committee Reports- Jim Docherty, Chair:
  - a. Mission and Vision: Jim did not have anything to share. Matt asked what forum to use to discuss the Mission/Vision.
  - b. Publicity – None
  - c. Fundraising/Community Partners – Solicit the vendors to feed the Staff. Matt asked about putting on a fund raiser for Dakota Briggs, possibly a basketball tournament.
  
12. Discussion and Action Items-
  - a. Senior Project Manual – second read with due dates changed. Matt motioned to approve, Pauline seconded. Discussion: Page 7 speaks to having the three main components (project, community service, and research paper) integrated. The manual need discuss why they all need to fit together. Jim feels the community service should be disconnected to the project and research report. It is important to instill serving your community by volunteering. This needs to be discussed throughout the year, discussing what is working and what is not. If there are to be changes, they can be made for next school year. An idea was brought up, suggesting the community service be removed from the senior project and make it a grade requirement for graduation. The timeline needs to be changed to have the seniors’ binders available ahead of the project presentations, making them available for the April Board meeting. Mentor page – make having a mentor a requirement, plus providing a mentor list to the seniors. These amendments will be incorporated into the 2018-19 manual. Second read: all approved.
  
13. Announcements: Baby Gile’s birth. Facilities: a ton of improvements accomplished this summer. Twenty percent of IT hardware to be replaced each year.
  
14. Adjourn at 8:55 PM

Submitted by Pauline Montgomery-Borg, DCCS Board Secretary