

Woods Charter school
Board Meeting Minutes
April 16, 2020

Voting members present: Missy O'Connor, Kala Bullett, Amy Ising, Amy Perkins, Kristina Sparrow, Karen Trott, and David Lincoln.

Non-voting members present: Cotton Bryan & Rachel Lawrence

Absent voting members: none

Student Representative: Patrick Deegan

The meeting was called to order at 7:01 pm in the Glade.

- I. The Pledge of Allegiance: due to our virtual meeting, there was no pledge of allegiance
- II. Public Comment: (written public comments may be added to the Public comment notebook). For this virtual meeting, the Woods community was told to email *any public comments to the school board for Missy O'Connor to address as needed. At the time of the meeting, there were two public comment emails sent to the school board as a whole.*
- III. Consent Agenda

<p>Principal's report <i>Mr. Bryan</i></p>	<p><u>Additional discussion/key points:</u> Full principal's report can be found in the meeting packet. Mr. Bryan gave a run down of the timeline of events so far with our Covid 19 closing of school. He gave information regarding DPI and grades for seniors, volunteer requirements, etc. A Graduation committee had formed with Ms. Berg as the head. He shared DPI's current recommendation for grades 6-11, but more information could be forthcoming from DPI's latest meeting.</p> <p>A list of maintenance projects are being coordinated. Building Capital projects are being looked at. Full list can be found in the meeting packet under the Principal's report. A decision not to have Summer Wonders this summer</p> <p>LED lighting conversion phases cost/savings chart reviewed,</p> <p>Mr. Bryan and Karen Trott applied for the Small Business Administration (SBA) Paycheck protection program (PPP) . also discussed this in New Business.</p>
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	Rooftop Solar Project is almost complete. Mr. Bryan shared his gratitude for all of the hard work on all fronts from all of the components that make up Woods Charter School during this COVID 19 unprecedented time. Principal's report will be sent out via Woods News email.
Minutes from March 26, 2020 meeting	<u>Additional comment</u> : none

Action taken: a motion to approve the consent agenda was made by Amy Ising, seconded by Kala Bullett, and passed unanimously by the board members.

IV. Reports

Student Update <i>Patrick Deegan</i>	Patrick shared an update. Students are continuing to adapt to on-line classes and learning. He asked that we have some seniors on the Graduation Committee if possible.
Faculty Update <i>Ms. Lawrence</i>	Rachel shared little of what is going on in the school community. Virtual teaching and learning is still going on. A saying "Assume good intent", a phrase Mr. Bryan says, comes to mind for Ms. Lawrence during this time. She also shared a document that has been helpful for her, written by Peg Dawson, author of <i>Smart but Scattered</i> . A main take-away from Dawson's article is "If they could, they would". As we go through uncharted waters as a school community, it's good to keep these both in mind.
Finance committee <i>Ms. Trott</i>	Karen Trott shared March 2020 financials with the board as well as the up to date cash and cash equivalents. Written statements and charts are included in the meeting packet.
Foundation report <i>Ms. Jessica Oliver</i>	Jessica Oliver shared a decision was made to postpone the auction. Date to be determined. The Wanderlust raffle is still available. The auction bidpal website has items being added

	in preparation for the auction.
Communications <i>Mr. Lincoln</i>	No written report at this time.
Personnel <i>Ms. Ising</i>	No written report at this time.
Board Development <i>Ms. O'Connor</i>	No formal report at this time. Missy O'Connor shared that the committee would be meeting soon to discuss next steps in the Economic Diversity Lottery after getting feedback from DPI.
DoT transportation subgroup committee Mr. Lincoln/Ms. Ising	No written report at this time.

V. Old Business	none
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VI. New Business

a. Board Elections Timeline Plan	<p>Missy shared a proposed timeline for the Board Elections. Election information will be distributed to the school community and posted on the website starting April 24th. The deadline for applications is May 4th at 4:00pm.</p> <p>In addition to the timeline, the board needed to agree on the way in which we will conduct elections if the school is not reopened on May 18 2020. Option C was to have virtual voting. Option D was to offer drive by voting at various times at the school as well as possibly the bus stops. Both C & D are contingent upon more than 3 candidates applying for the board. All proposed voting options can be found in the meeting packet.</p>
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Action Taken: A motion to approve the Board Elections Timeline with Option C plan in place if school does not reopen May 18, 2020 was made by Kristina Sparrow, seconded by Kala Bullett and passed unanimously by the board members.

b. New CD with Live Oak Bank for Capital Reserve Fund	Karen Trott shared the finance committee's recommendations for the CD account and the rationale for choosing Live Oak Bank.
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Action Taken: A motion was made to move \$443,000 into a new 1 year CD with 1.9 %INT account at Live Oak Bank was made by Kala Bullett, seconded David Lincoln, and passed unanimously by the board members.

c. SBA Paycheck Protection Program Loan	Karen and Mr. Bryan were very excited to let us know that our application was accepted and WCS received the funds requested for the SBA PPP loan. They explained the stipulations regarding this loan. The board wanted to thank Nina Lloyd for recognizing that WCS fit the criteria for this loan and bringing it to the finance committee's attention.
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Action Taken: A motion to approve the SBA paycheck protection program loan amount for \$255,000 for Woods Charter School was made by David Lincoln, seconded by Kristina Sparrow, and passed unanimously by the board members.

d. Amending Senior's Community Service Hours requirements	Due to school and community closings because of COVID 19, a recommendation has been made to reduce the number of hours required volunteer hours for seniors this year only from 50 hr. To 45 hrs. The high school administration felt this was a reasonable amount to still require of seniors this year. The high school admin team is working on creative ideas to help students fulfill their hours.
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Action Taken: A motion to approve the reduction of required volunteer hours for the 2020 graduating seniors from 50 hours to 45 hours due to COVID-19 was made by Amy Ising, seconded by David Lincoln, and passed unanimously by the board members.

e. LED Lighting Conversion, Phase 3	Mr. Bryan shared his plans for Phase 3 of the LED lighting conversion in the building. A recommendation was made to go forward with Phase 3 & 4 while we have the building relatively empty and it may be more cost effective to do both phases at the same time.
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Action Taken: a motion was made to approve Phase 3 and Phase 4 for the LED Lighting plan for WCS by David Lincoln, seconded by Karen Trott, and passed unanimously by the board members.

VII. Closed Session	none
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VIII. Adjournment Session	Meeting was adjourned. Thank you to all of the WCS community for tuning in to our virtual meeting.
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Action Taken: A motion to adjourn the meeting was made at 8:42pm by David Lincoln, seconded by Kristina Sparrow, and passed unanimously by the board members.