

**WOODS CHARTER SCHOOL
BOARD MEETING AGENDA
Thursday, August 20, 2020**

The Board requested public comment for this video-conferenced meeting to be received via the Board's group listserv: board@woodscharter.org

1. Consent Agenda

- a. Principal's Report
- b. Contracts:
- c. Minutes from June 4th and June 18th meetings

2. Reports

- a. Student Update – (no student rep yet determined)
- b. Faculty Update – Rachel Lawrence
- c. Finance Committee Report – Karen Trott
- d. Foundation Report – Jessica Oliver
- e. Communications Committee Report –
- f. Personnel Committee Report –
- g. Board Development Report –

3. Business

- a. Old Business
 - Principal's Goals 2020-21
- b. New Business
 - An amendment to our flex benefit plan to reflect changes made by the CARES Act allowing OTC medicines and feminine care products full FSA eligibility.
 - A proposed Coronavirus sick leave and family leave policy that reflects changes recently made in the Families First Coronavirus Response Act.
 - NC Prayer Certification and Set of Assurance for PRC 103 grant application.

4. Closed Session

Closed session not anticipated.

5. Adjournment Session

Action Taken/Voted
Adjournment

Principal's Report

August 20, 2020

We're up and running! The faculty came together on the Back 40 field on August 12th to officially begin our new year together. Almost all other orientation meetings were conducted digitally, but we wanted to start out as one team, present, together.

The themes of my remarks to the group:

- Re-connecting with the Deep Why of our work
- Taking care of ourselves, each other
- Keeping remote learning humanized
- Not settling for less than full engagement
- The "Team Lift"
- Grace and kindness go a long way
- Let's see what we can learn!

A few connectivity hiccups this week, but mostly we seem to be realizing the transition from emergency remote instruction to remote instruction. We've had many positive experiences from the start and very high student attendance.

We've offered curbside pick-up for books, materials, Chromebooks, etc., and almost all families have come by to retrieve their boxes and bags. We're hoping the handful of boxes remaining will be out the door Friday.

We have 90 Chromebooks issued to families/students.

We have issued 8 AT&T hotspots. 10 more Verizon hotspots should arrive within the week.

2020-21 School Board Meeting Dates

All meetings begin at 7:00 p.m. in The Glade, unless otherwise noted. During remote learning, we will conduct board meetings remotely (via Zoom or Meet). Meetings of the board are open meetings, and Woods families are encouraged to attend.

Thursday, August 6, 2020 (Retreat)

Thursday, August 20, 2020

Thursday, September 17, 2020

Thursday, October 15, 2020

Thursday, November 19, 2020

Thursday, December 17, 2020

Thursday, January 21, 2021
 Thursday, February 18, 2021
 Thursday, March 18, 2021
 Thursday, April 15, 2021
 Thursday, May 20, 2021
 Tuesday, June 8, 2021

A Full House

Our student enrollment numbers as of August 19, 2020:

Current Model		Current Actual 8/19/20	
Grade	# Students	Grade	# Students
12	46	12	45
11	46	11	46
10	46	10	47
9	46	9	46
HS	184	HS	184
8	40	8	40
7	40	7	40
6	40	6	40
5	40	5	40
MS	160	MS	160
4	36	4	36
3	36	3	36
2	32	2	32
1	32	1	32
K	32	K	32
ES	168	ES	168
Total	512	Total	512

Physical Plant Improvements

USA Flooring replaced carpet in twelve rooms for \$34,118. We have one final phase remaining to complete our carpet upgrade of the entire building. (Then, we'll have a few wonderful years of not having to talk about carpet.) We deep cleaned all rooms with non-new carpet.

SCS by Floor Action sanded and repainted the gym floor for \$12,000. The original quote was \$11,400. We had to rent a special generator for \$600 to power their ride-on-top floor sander.

Summer JumpStart

We had a very successful experience of Summer JumpStart. The program took place the last three weeks of summer and included 22 students in grades K-4. The teachers were Amber Bates, Trina Cole, Beth Hoffman, Renee Powell, and Beverly West. Mrs. West and Kathleen St. Lawrence took the lead in designing this summer’s program.

Kindergarten Cohorts

We are experimenting with having small cohorts of kindergartners on campus for a few days each week. This arrangement allows six students to be present in each of the two classrooms, while the classroom is livestreamed to students at home. At this small scale we’ve had no trouble implementing all of the various health and safety protocols required, and it is proving to be an invaluable opportunity in helping our youngest learners off to a strong start.

Annual Audit

Our annual audit, conducted by Thomas, Judy, & Tucker is wrapping up, and all seems to be progressing smoothly.

The audit must be concluded by October 31st.

Employee Roster

First name:	Last name:	Role:	PT/FT
Emily	Anderson	Front Receptionist	PT
Evelyn	Barnes	Testing Coordinator, Online Coordinator, Assistant to Personnel Director	PT
Scott	Barnes	Technology Assistant	FT
Amber	Bates	E.C. Teacher	FT
Adrienne	Berg	High School Director, AP Seminar Teacher	FT
Pascale	Bost	Elementary French Teacher	PT
Cotton	Bryan	Principal	FT
Kimberly	Carpenter	Teaching Assistant, Bus Driver	FT
Ella	Clarke	English Teacher, Advisor	FT
Trina	Cole	Kindergarten Teacher	FT
Erin	Collins	3rd Grade Teacher	FT
Vanessa	Costa	Spanish Teacher, Advisor	FT
Stephanie	Derfeuil	French Teacher, Advisor	FT

Eryn	Dillard	2nd Grade Teacher	FT
Amy	Dowden	Science Teacher, Advisor	FT
Rahul	Dudhat	Math Teacher, Advisor	FT
Shirley	Edwards	Front Receptionist	PT
Elizabeth	Faulkner	Kindergarten Teacher	FT
Rachel	Finkelstein	English Teacher, Advisor	FT
Dena	Floyd	Athletics Director, P.E./Health Teacher	FT
Rosline	Grant	Admissions Coordinator, Volunteer Coordinator	PT
Amanda	Greene	E.C. Teacher	FT
Eric	Hale	3rd Grade Teacher	FT
Karen	Hawkins	History Teacher	FT
Aimee	Haygood	Math Teacher, Advisor	FT
Beth	Hoffman	E.C. Teacher	FT
Rachel	Holley	Math Teacher, Advisor	FT
Jamie	Horil	Lunch Program Coordinator	PT
Creighton	Irons	Music Teacher	FT
Heather	Jester	MS English Teacher, Advisor	FT
David	Johnson	E.C. Teacher	FT
Ann	Kaiyala	Dir. of Personnel, Dir. of Summer Program, Dir. of Special Services	FT
Sandra	Kirk	MS Science Elective	PT
Michele	Kish	Administrative Assistant	PT
Teresa	Klein	Art Teacher, Advisor	FT
Deborah	Kozlowski	Art Teacher	PT
Rachel	Lawrence	Math Teacher, Advisor, Instructional Tech. Lead Teacher	FT
Kari	MacLean	E.C. Teacher	FT
Jim	Malone	Facilities Manager	FT
Alexander	Massengale	History Teacher, Advisor	FT
Bryan	Matthews	P.E./Health Teacher, Advisor, MS Athletics Director	FT
Janet	Moody	Math/Science Teacher, Advisor	FT
Kimberley	Moody	Math Teacher, Advisor	FT
Andrew	Nelson	History Teacher, Advisor	FT
Hope	Nolin	4th Grade Teacher	FT
Denise	O'Gorman	HS Science Teacher, Advisor	FT
Jessica	Oliver	Director of Advancement	PT
Kirk	Parrish	E.C. Teacher	FT
Kristen	Pass	Teaching Assistant, Bus Driver	FT
Misty	Peeler	English/Social Studies Teacher, Advisor	FT
John	Perschy	Bus Driver	PT
Renee	Powell	Teaching Assistant, Bus Driver	FT
Taylor	Ritchie	Student Aide	FT
Rachael	Robinson	School Nurse	FT
Julie	Rosen	4th Grade Teacher	FT
Kimberly	Rossi	Business Manager, Communications Coordinator	PT

Veronica	Scotton	Teaching Assistant, Bus Driver	FT
John	Sheridan	Math Teacher, Advisor	FT
Suzanne	Sikes	Science Teacher, Advisor	FT
Diane	Smith	French Teacher, Advisor	PT
Cynthia	Sperry	Assistant Principal, K-8 Director	FT
Kathleen	St. Lawrence	E.C. Coordinator	FT
Rachel	Thomas-Levy	Theater Teacher	PT
Anna	Thrower	Registrar, Database Manager	PT
Taylor	Transue	1st Grade Teacher	FT
Ursula	Valgus	1st Grade Teacher	FT
Robin	Wagoner	6th Grade Humanities Teacher, Advisor	FT
Nick	Walker	Assistant Facilities Manager	PT
Jake	Weaver	Before/After School Director	FT
Beverly	West	2nd Grade Teacher	FT
Katherine	White	Spanish Teacher, Advisor	FT
Brittany	Wilson	E.C. Teacher, M.T.S.S. Coordinator	FT
Carmen	Wood	Elementary P.E. Teacher	FT
Elizabeth	Wood	Social Studies Teacher, Advisor	FT
Sonja	Younger	Science Teacher, Advisor	FT

New Faculty 2020-21

If ever there were a good year to *not* be bringing in a lot of new faculty members, it is this one. We are so fortunate that 100% of our teaching faculty from last year have returned. We have only two new hires to report:

Rachael Robinson joined us in July as our new school nurse, filling the position held by Lori Phillips for seven years before she retired in June. Ms. Robinson has served as a school nurse and a pediatric hospital nurse at UNC and brings a powerful mix of calm, positivity, and expertise to her work. She has worked closely with Lori and the Admin Team to achieve a smooth transition.

Leah Purvis graduated from Woods and went on to earn a B.S. degree in Environmental Science from U.N.C. - C.H. She also completed a Master's degree program in middle grades science education at Carolina. She will serve as a long-term substitute for Sonja Younger who will be on leave until October as she recovers from back surgery.

Calendar Notes

September 2	Labor Day, no school
September 10	ES Parent Orientation Night
September 17	September Board Meeting
September 24	MS & HS Parent Orientation Night
September 28	Yom Kippur, no school

Woods Charter School Foundation, Inc.

DIRECTOR'S REPORT: AUGUST 2020

LOOKING BACK: 2019-20

After a year of high highs and low lows, we are thrilled to report that we raised a total of \$358.2K for our Annual Fund – surpassing our goal of \$350K!

Our Annual Fund funded:

- over \$47,000 in curricular materials and student consumables;
- more than \$10,000 in discretionary spending for our teachers and departments;
- close to \$25,000 in professional development opportunities;
- close to \$2,500 in teacher appreciation;
- over \$40,000 on the solar installation, co-curricular club support, Rentz Scholarship funding and other designated supports; and
- the largest faculty supplement to date – a total of over \$171,000!

LOOKING FORWARD: 2020-21

Our Annual Fund goal this year is again \$350K. We know that many in our community are experiencing uncertain and stressful times, but we are striving to provide Woods the same level of financial support as we were able to offer last year.

The year will be an exercise in creativity, flexibility and fluidity. Our board is ready to meet the challenges head-on and is confident in the support of our school families, faculty and community. We are looking forward to a successful year!

One way to support the Annual Fund now, and at no cost to you, is by signing up for our Gift Card Program. This fundraiser raised close to \$20K for our Annual Fund last year and is an easy, socially-distanced, zero-cost way to help our school. We have an online order form on the Foundation page on the school website in which you can put in a monthly or one-time order for Amazon, Target, Lowes Foods, Food Lion, Starbucks, BP and/or Shell cards. Special thanks to Cristina Lincoln and Elise Stanford for co-chairing this program.

This year's Foundation events:

Annual Fund Week	October 12-16
Grandparents/Special Friends Day	Fri, October 16
Into the Woods 5K	Sat, December 5
Spring Forward Parents Welcome Reception	TBD
Benefit Auction	Fri, April 23

Our 2020-21 Board members are: Chris Brewer, Cotton Bryan, Erin Collins, Caroline Dilworth, Erin Grossmann, Beth Kennedy, Cristina Lincoln, Richard Nuss, Jessica Oliver and Elise Stanford. Our first meeting for the year is September 8th.

Principal Goals 2020-21 **DRAFT** - Revised based on 6/18/20 feedback

1. **Support, retain, and develop our faculty.**

- Provide regular and varied forms of constructive feedback for all faculty.
 - Work with the admin team to evolve how we provide feedback to teachers in a regular, authentic, and meaningful way.
 - Visit, at least, ten classes per week.
- Continue to implement Beginning Teacher Support Plan.
- Steward processes for reflective practice for all faculty. (e.g., peer-to-peer observations, school visits, teacher book groups, instructional rounds, etc.)
- Continue Project Marigold to emphasize, creatively and explicitly, the need for faculty self-care.

2. **Mindful of the 2nd Law of Thermodynamics (things tend toward chaos unless you invest new energy into the system), strengthen and deepen the sense of community at Woods as experienced by students, faculty, and parents.**

- Nurture the culture of Woods to make sure it continues to grow as a place that is community-minded, relationship-based where respect, civility, and a playful spirit have happy homes.
- Foster a culture that supports diversity of thought and constructive, civil discourse.

3. **Practice Leadership-by-Walking-Around.**

- Be present in classrooms, hallways, and at extracurricular/athletic events.

4. **Diversify our student body by increasing the diversity of our lottery pool and attracting more job applicants from teachers of color.**

- Skillfully implement the school's revised Admissions Policy that includes a new priority placement category for students from economically disadvantaged families.
- Increase opportunities for faculty to participate in professional development that focuses on diversity, equity, and inclusion in K-12 education.
- Support current faculty of color to ensure that Woods is a place where they are safe, respected, fulfilled, and cared for.

5. **Communicate regularly and proactively with Woods families using multiple forms.**

- Leverage traditional and digital media for articulating and reiterating our philosophy, mission, and values.
- Compose a monthly reflection piece to the community that offers a principal's perspective on educational issues and school happenings.
- Implement new guidelines for newsletter effectiveness.
- Publish *Woods Finances 101* by October 1, 2020.

6. **Develop and implement plans for continuing school during the COVID-19 pandemic, while clearly and emphatically holding student/faculty safety and student learning at the center.**

- Communicate regularly with families about the plan and its implementation.

7. **Keep our fundraising efforts robust, even as we navigate the local impact of the global recession.**