

Woods Charter school  
Board Meeting Minutes  
November 21, 2019

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

Non-voting members present: Cindy Sperry, Rachel Lawrence

Absent voting members: Karen Trott

Student Representative: Patrick Deegan

Others: Adrienne Berg, Vanessa Costa

The meeting was called to order at 7:03 pm in the Glade.

- I. The Pledge of Allegiance
- II. Public Comment: (written public comments may be added to the Public comment notebook)

Public comment	none
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- III. Consent Agenda

Principal's report <i>Mr. Bryan shared by Ms. Sperry</i>	<u>Additional discussion/key points:</u> Mr. Bryan was on the field trip with the juniors, so Ms. Sperry filled in for him tonight. She shared his principal's report which can be found in the meeting packet. Two major points to note are the two new business items for tonight: Phase 2 of LED light conversion and Chatham Community Church lease agreement.
Minutes from October 2019 meeting	<u>Additional comment:</u> a typo was noticed in the new business minutes regarding the \$400,000 to be moved into a new account. Ms. Perkins will fix the typo.

<u>Action taken:</u> a motion to approve the consent agenda was made by Ms. Bullett, seconded by Mr. Lincoln and passed unanimously.
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- IV. Reports

<p>Student Update <i>Patrick Deegan</i></p>	<p>Patrick shared an update of the high school academics, clubs, and sports. His full report can be found in the meeting packet.</p>
<p>Faculty Update <i>Ms. Lawrence</i></p>	<p>An update from teachers at every grade level was shared. It was a busy month of teaching and learning across the board.</p>
<p>Finance committee <i>Ms. Sparrow</i></p>	<p>October financials were shared with the board as well as the up to date cash and cash equivalents. Ms. Sparrow mentioned that unfortunately, we were not able to open an additional money market account at SECU to move the \$400,000 that we voted on last month. Mr. Bryan is still trying to find a way to open a new fund or come up with another plan.</p>
<p>Foundation report <i>Ms. Jessica Oliver</i></p>	<p>Ms. Oliver's report can be found in the meeting packet. Grandparents' Day was a huge success this year. The foundation is brainstorming ways to possibly change up the Into the Woods 5K for next year. The Foundation is trying to reach as many families as possible with the Holiday shopping Grocery Card program.</p>
<p>Communications <i>Mr. Lincoln/Ms. Bullett</i></p>	<p>No written report at this time. The committee plans to meet with the administration team soon.</p>
<p>Personnel <i>Ms. Ising</i></p>	<p>Nothing to report at this time.</p>
<p>Board Development <i>Ms. O'Connor</i></p>	<p>No written report at this time. We were excited to hear of Willow Oak Montessori school implementing their socio-economic diversity lottery for the upcoming school year. Board Development looks forward to learning more about their process. We anticipate presenting our ideas for our socio-economic diversity lottery at the December board meeting and hopefully voting on our plan for implementation at the January board meeting.</p>

V. Business

a.

Old Business	None
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b. New Business

i. Chatham Community Church Lease renewal	<p>The Chatham Community Church has agreed to the 1.7% rate increase effective November 1, 2019. Their new monthly payment will be \$2,443.21. They have added an "Early Termination Clause" that reads: <i>"Chatham Community has purchased land and is building its own building, with an anticipated start date in 2020. Once the date of completion is known, the Church may terminate its Lease with the school up to sixty (60) days' advance notice, with no financial or other penalties attaching thereto."</i> Details regarding this Lease can be found in this month's Principal's report.</p>
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Action Taken: A motion to approve the Lease Agreement with Chatham Community Church with the addition of the "Early Termination Clause" was made by Ms. Bullett, seconded by Mr. Lincoln, and passed unanimously.

ii. LED Lighting Conversion Phase #2	<p>In Mr. Bryan's Principal's report, he presented the next stages chart mapped out by Mr. Malone to be done by the John Riley Group. He is ready to move forward with Phase 2 in hopes to get this phase completed over Winter break. The next stages chart can be found in the meeting packet under the Principal's report.</p>
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Action Taken: a motion to approve the LED lighting conversion Phase 2 was made by Ms. Ising, seconded by Mr. Lincoln, and approved unanimously.

iii. High School Attendance Policy Revision <i>Ms. Berg and Ms. Costa</i>	Ms. Berg and Ms. Costa presented information regarding our current attendance policy and 2 proposals for revision that the high school team has come up with after much consideration. They are hoping we can vote on a revision to this policy at our next board meeting. Their full proposals can be found in the meeting packet.
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No action was taken at this time.

VI. Closed Session:

Closed Session	No closed session needed
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VII. Adjournment Session

Action Taken: a motion to adjourn was made at 8:37 pm by Ms. Bullett, seconded by Mr. Lincoln, and passed unanimously.