

WOODS CHARTER SCHOOL
BOARD MEETING AGENDA
Thursday, October 15, 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: none
 - c. Minutes from September 17th meeting

2. Reports
 - a. Student Update – Samana Young
 - b. Faculty Update – Rachel Lawrence
 - c. Finance Committee Report – Karen Trott
 - d. Foundation Report – Jessica Oliver
 - e. Communications Committee Report – Collette Drake
 - f. Personnel Committee Report – Amy Ising, Kristina Sparrow
 - g. Board Development Report – Amy Ising

3. Business
 - a. Old Business

 - b. New Business
Policy for Destruction of Old EC Files

4. Closed Session
Closed session not anticipated.

5. Adjournment Session
 - Action Taken/Voted
 - Adjournment

Principal's Report

October 15, 2020

New Faculty

Sandra Kirk resigned at the end of September, and Gwen Bushek has stepped in to teach the middle school digital media elective that meets two periods each week. Gwen is a graphic designer who taught a high school journalism class at Woods a number of years ago.

Karen Hawkins began her maternity leave last week. Zachary Faircloth, a PhD student in American Studies at UNC-Chapel Hill, will teach her classes until January, when Dr. Hawkins plans to return.

October Teacher Bonuses

In Session Law 2020-45 Senate Bill 818, the NC General Assembly approved a one-time, lump sum bonus of \$350 for public school teachers to be paid by October 31st. Woods gave these bonuses on our October 5th payroll.

And noted in the legislation . . .

SECTION 2.(h) For the 2020-2021 fiscal year, funds appropriated from the General Fund to the Department of Public Instruction for the following bonus programs shall instead be used for bonuses for teachers in accordance with subsections (a) through (g) of this section [the \$350 bonus]:

- (1) The Advanced Placement/International Baccalaureate/Cambridge AICE Teacher Bonus Program
- (2) The Industry Certifications and Credentials Teacher Bonus Program
- (3) The Third Grade Read to Achieve Teacher Bonus Program
- (4) The Fourth and Fifth Grade Reading Teacher Bonus Program
- (5) The Fourth to Eighth Grade Math Teacher Bonus Program

SECTION 2.(i) For the 2021-2022 fiscal year and subsequent fiscal years, it is the intent of the General Assembly to reauthorize bonuses for teachers based on the criteria used in the programs identified in subdivisions (1) through (5) of subsection (h) of this section.

Flu Clinic at Woods

Our annual Faculty Flu Clinic, held on Oct. 7th-8th took a new form this year. We held time slots over two days rather than just one. We included Woods families (not just faculty and their families). And we held the clinic outside.

All in all the clinic was a big success. The weather was very friendly, and we dispensed just under 300 doses.

Explore More

Our Wednesday afternoon Explore More continues to grow in popularity. The current line-up for next Wednesday:

Pumpkin carving with warm cider

Socially Distanced D.E.A.R. (Drop Everything and Read)

Podcast production

Horsemanship

Annual Fund Drive

Important details to follow in Jessica Oliver's report.

This week is it! Time for everyone to send fuel to the fire!

We launched our Annual Fund drive with a letter (attached) and a video. We also held a first-ever Woods Virtual Trivia Night mostly just for some fun – but also to draw attention to the week. On Monday we will draw a winner for the Umstead Hotel and Spa offering.

In Preparation for Our November Meeting

A proposed timeline

Monday, Oct. 19th	Timeline published to Woods community
Wednesday, Oct. 21st	Faculty Reopening Team reconvenes A small group of teachers and admin will continue to fine-tune the Plan A/B plans. Reopening Team members will seek ideas and feedback from division faculty on specific parts of the plan.
Oct. 19th – Nov. 2nd	Board Communications Committee and Admin Team revise surveys for faculty, families, students
Oct. 22nd – 30th	Faculty and Admin complete revisions of Plan A/B

November 2nd Plan A/B published to families

Nov. 4th – 11th New round of surveys to faculty, families, students

A similar set of questions as we have asked before, but will include surveying related to Plan A for elementary families. This time, faculty survey will link faculty to their primary division and provide a process for faculty to identify specifically if they are unable to return to school under a Plan A or B.

Friday, Nov. 13th Survey results and current COVID metrics to WCS Board

If we are able to obtain more data on the experience of other schools that have reopened under Plan A/B then that will also be included.

Thursday, Nov. 19th November WCS Board meeting

COVID Metrics Update

As a reminder, the key metrics I'm asking us to keep uppermost in mind:

- the percent positive COVID test rate (14-day trend),
- the COVID hospitalizations (14-day trend),
- survey responses from Woods faculty,
- survey responses from Woods families, and
- the experience of other charters and private schools that have opened under various iterations of Plan B.

Our 14-day average for percent positive testing rate: 6.1%

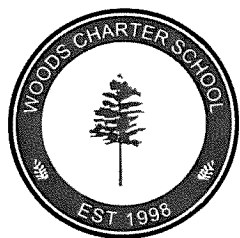
At our September meeting it was 5.7%

Our 14-day hospitalization average is 1,031.

At our September meeting, it was 913.

The number of clusters reported for K-12 schools is growing (as there are more students returning to school). The current number reported by NC DHHS is 24. Interestingly, and perhaps importantly, 46% of those clusters (a disproportionate amount) have occurred in private schools (which are not required to abide by NC DHHS protocols).

The highest single-day reporting of new cases in NC was today, with 2,532 new cases reported.



Woods Charter School

A Public School of Choice

160 Woodland Grove Lane

Chapel Hill, NC 27516

October 5, 2020

Tel. (919) 960-8353

Fax. (919) 960-0421

Dear Community of Woods,

Where I attended middle school, it was not possible to get through 7th grade English, regardless of your teacher assignment, without reading Jack London’s short story “To Build a Fire.” I was someone who had not yet made a voluntary friendship with reading and books (though would later become an English teacher), and it was the first piece of writing that really “got” me, that registered beneath the surface. It’s the haunting story of a man and his husky struggling to survive a 50-below-zero storm in the Yukon. London describes the weather as so cold that the man’s spit freezes in mid-air and “crackles” as it hits the snow and ice beneath him. Near the end of the story the man struggles desperately “to build a fire,” though he’s losing consciousness and his hands are now stiffened with frostbite. The man knows, all too well, that he will have little chance to survive the dark night without a fire for warmth. (You’re going to have to read the story yourself to find what happens. It’s available free online!)

Though we were in far less desperate circumstances, London’s story came to mind this summer as my family and I found ourselves soaking wet and chilled to the bone on a backpacking trip in the mountains. We were prepared for rain, but not for a full day of rain followed by a true late-in-the-afternoon deluge that sent the river nearby over its banks and left standing water all around our campsite. When the rains finally stopped, our crew of five all stood around forlorn, listless, and shivering, with core temperatures dropping and spirits plummeting. If we were to warm up (and if I were to preserve any chance of my family joining me on a backpacking trip again!) we needed a fire, a big, warm, glowing fire. Our chances of starting a fire, however, with the surrounding wood not just wet, but truly waterlogged, seemed nil.

We set to work though, to give it our best try, before resigning ourselves to a cold, soggy night. May and David, with knives, began scraping out slivers of dry-ish wood from the inside of sticks and logs to use for kindling. Maggie, Jake, and I were off in all directions collecting bundles of the thinnest twigs we could find. We made several attempts to light the kindling, but we could not coax the wet material to ignition. “It’s just not going to work” was a sentiment felt by all and actually vocalized by several. In a last reckless and desperate move, I held a basketball-sized bundle of hemlock twigs in one hand and our backpacking stove tilted sideways, on full blast, in the other. (Disclaimer: please do not try this.) After a minute of blue and orange flame toasting the twigs, we had a semblance of fire. Even then, it took almost an hour of all five of us working frantically – blowing on the fire, scurrying off in the woods for more material, cutting more slivers – to reach a fire that could be sustained. Our mood for that hour was a mixture of excitement, hope, and frenzied desperation.

Eventually we found ourselves around a glowing fire with pale, pruny bare feet perched on rocks taking in the warmth, with core temperatures and spirits on the rise. Our family was happy. Warmth was returning to our bodies. In a summer in which we were often begging, aching for something to go right, something had, miraculously, gone right!

This summer's experience comes to mind now as I think of our school family and the work, the scurrying, the all-hands-on-deck effort that we're giving to make remote learning go well against the backdrop of a global pandemic. I think of our students first and the flexibility, focus, and resilience they've shown in this very trying time. I think of our parents and grandparents attempting a near-impossible balancing act of work, family, and assisting students. And, I think of our teachers, shouldering such heavy weight, working feverishly and evolving their practices to meet the challenges of the day, giving of themselves fully, in ways both familiar and new.

Woods works because we've always held close to heart the notion that we're all in this together and that the miracle of a true school community only comes about when we all devote as much of ourselves as we can manage to make this shared enterprise work.

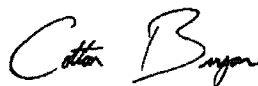
Every day, I'm grateful for, and heartened by, *all* of the ways that our school families contribute to build something very wonderful at Woods. Clearly, we are who we are because the families of Woods have gone above and beyond to grow the school with their work, their ideas, and their love. Of the many ways to help our school continue to evolve, one is through your participation in the Annual Fund. So much of what makes Woods work has really nothing to do with money; however, we also know that to make Woods a truly amazing school, we must be able to attract and retain the best teachers in the world. Furthermore, we need to provide those teachers with the technology, curricular supports, and professional development that will empower them to do their very best work with our students . . . and these things *do* cost money.

As in past years, the three major designations for Annual Fund donations are . . .

- 1) **curricular supports:** textbooks, workbooks, lab equipment, art supplies, computer software, etc.
- 2) **faculty professional development:** summer institutes, workshops, graduate school classes, etc. to help our faculty continue their growth and learning.
- 3) **faculty salary supplement:** Charter schools receive lower funding than traditional public schools, and correspondingly Woods teachers earn a lower salary (by roughly \$3000-\$6000) than their public school counterparts. We would like to support our teachers by offering a salary supplement that attempts to bridge this gap.

Please continue to help steward the growth of Woods. We would like to avoid coming back to you again and again this year to ask for donations to the Annual Fund, so instead, we're asking everyone to make a pledge or donation during the week of October 12th – 16th. Please know that all amounts are greatly appreciated (and fully tax deductible), and I assure you that we will be careful and frugal with every dollar donated.

With hope and with gratitude,



Cotton Bryan
Principal

Woods Charter school
Board Meeting Minutes
September 17, 2020

Voting members present: Collette Drake, Amy Ising, Nina Lloyd, Amy Perkins, Kristina Sparrow, & Karen Trott.

Non-voting members present: Cotton Bryan & Rachel Lawrence

Absent voting members: none

Student Representative: no student representative appointed yet

The meeting was called to order at 7:02 pm via virtual Zoom meeting.

- 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 asked to email *any public comments to the school board for Ms. Ising to address as needed.*
- III. Consent Agenda

<p>Principal's report <i>Mr. Bryan</i></p>	<p><u>Additional discussion/key points:</u></p> <ul style="list-style-type: none"> ● Mr. Bryan gave a timeline summary of where we are today since March 14 ● He gave a summary of the hybrid model Kindergarten is using currently for some in school learning and some virtual. 75% of kindergarteners attend school in person in A/B cohorts 2 days a week with 6 students in a cohort from 9am-12pm in masks. 25% of families decided to stay in full remote learning which is live streamed. ● There have been some small groups brought into the school for certain activities. ● Explore More, for grades 5-12, is a way to reach students and all them to get together virtually or outside safely. These activities are held on Wednesdays 2:30-3:30pm being spearheaded by various teachers. ● Faculty child care is being provided for part of the day weekdays except Wednesday. ● Mr. Bryan listed special COVID funds which we are eligible for, which all expire 12/30/20. ● He listed steps that are being taken and some steps still in discussions to get school ready for the return to school. ● Athletics update was given ● Parent orientations at grade levels are being held or have been held.
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	<ul style="list-style-type: none"> • Teachers and administration is open to suggestions • He gave a list of common themes found in survey comments and his responses to those common concerns/questions. • 5 Key Metrics that the administration is using to make its decisions about reopening: <ol style="list-style-type: none"> 1) the percent positive COVID test rate (14 day trend). 2) covid hospitalizations (14-day trend) 3) survey responses from Woods faculty 4) survey responses from Woods parents 5) experience of other charter and private schools that have opened under various iterations of Plan B. • Mr. Bryan gave the status of each of these 5 metrics currently including survey results from the faculty and parents surveys conducted in July and September. <p>Based on all of the information presented with these five metrics, Mr. Bryan announced the administration team's recommendation to the board. The recommendation was that we stay in remote learning until after Winter Break and reevaluate at that time.</p> <p>In addition to this announcement, the report lists scenarios in a section titled, "When might we reopen? If not now, when?"</p> <p>The full Principal's report can be found in the meeting packet.</p>
<p>Minutes from, August 20, 2020 meeting</p>	<p><u>Additional comment:</u> none</p>

Action Taken: A motion to approve the consent agenda was made by Karen Trott, seconded by Nina Llyoyd, and passed unanimously by the voting board members.

IV. Reports

<p>Student Update Representative tbd</p>	<p>No report at this time. By next month's meeting, we should have an elected student representative.</p>
<p>Faculty Update <i>Ms. Lawrence</i></p>	<ul style="list-style-type: none"> • Ms. Lawrence gave an update. School is very much open and reaching students virtually in different

	<p>ways. An update of teaching was shared from all grade levels. Student council election in high school should happen next week. Woods will host the SAT for the first time during this academic year.</p>
<p>Finance committee <i>Ms. Trott</i></p>	<ul style="list-style-type: none"> ● Karen Trott shared August 2020 financial reports with the board as well as the up to date cash and cash equivalents for the year to date. ● Written statements and charts are included in the meeting packet. ● Ms. Trott reviewed our loan and the balloon payment we would need to make in 7 years. ● A question was asked about our 3.9% mortgage rate if this is a competitive rate. Ms. Trott mentioned that this was something the Finance committee was looking into.
<p>Foundation report <i>Ms. Jessica Oliver</i></p>	<ul style="list-style-type: none"> ● Jessica Oliver shared her Foundation report. ● So far, our annual fund is at \$39,000. ● Grandparents/special friends day has been postponed if possible as well as the school wide Campout. ● Gift card program is an easy way to help the school. 10% of our families have taken part in this program. ● Annual fund week will still be happening. There will be an incentive for donating this year. Anyone who donates will be entered into a chance to win a luxurious getaway. Monthly sustainers will be automatically entered. ● Into the Woods 5k is set for December 5th, at the foundation's October meeting, a decision will be made if the event needs to be virtual or can be a hybrid. ● A decision will be made in January about the New Parents' Welcome reception in 2021. ● Benefit auction date is April 23, 2021.

	<p>Foundation Board will determine the format in February.</p> <ul style="list-style-type: none"> • A list of Grants Awarded so far this year was reviewed. • A question was asked about the effectiveness of using Mail Chimp for newsletters. Ms. Oliver said the latest newsletter had about a 50% open rate.
<p>Communications <i>Ms. Drake</i></p>	<p>No written report at this time. Colette Drake shared that she has reviewed the committee's information passed down to her. She shared the committee's goal which is to support Woods faculty and staff as appropriate.</p>
<p>Personnel <i>Ms. Ising</i></p>	<p>No written report at this time.</p>
<p>Board Development <i>Ms. Ising</i></p>	<p>No written report at this time. Ms. Amy Ising shared that an upcoming task of this committee is to look at the Board officer nomination process.</p>

V. Old Business

<p>Nominations for Board Vacancy</p>	<p>Each of the 5 board applicants spoke briefly about why he/ she should be chosen for this school board vacancy. The board members received each person's application to review prior to the meeting. All existing voting board members voted via a Qualtrics survey that Amy Ising sent us prior to the meeting. After all votes were cast and tallied, Ms. Ising announced that our newest board member would be Matt Young to fill the vacancy for the 2020-2021 school year. Congratulations was given to Matt. It was with heartfelt gratitude that each applicant was thanked for applying.</p>
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Action taken: no motion was needed. The voting board members voted for the board vacancy.

VI. New Business

<p>School Plan for Post October 2nd</p>	<p>Mr. Bryan shared information in his principal's report with the 5 Metrics as noted in the principal's report highlights above. The administration team used these metrics to guide its decisions for reopening.</p> <p>The administration team's recommendation to the board is that we stay in remote learning until after Winter Break and reevaluate at that time.</p> <p>Ms. Ising opened the floor to discussion or questions. Below are summaries of comments made:</p> <p>Many board members expressed that this was a difficult decision to make.</p> <p>After receiving the survey information to review earlier in the week, hearing the Governor's latest announcement at 3pm today, and receiving the administration team's recommendation this evening, this decision is not an easy one.</p> <p>It was mentioned often that we all want to return to school.</p> <p>It was also mentioned that if we return to school, it will be different from the school we all miss and want to get back to. Plan B would only be 2 days in person and 3 days at home, concerns about this were raised.</p> <p>A survey was conducted by students for high school students to complete. This information was emailed to board members. A board member brought up these survey results in our meeting. The majority of high school students surveyed would prefer Plan B.</p> <p>Requests for more specific information regarding Plan B as it pertains to Woods Charter School was a common concern among board member comments.</p> <p>Safety of faculty and students as well as families was mentioned</p>
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frequently as a high priority in this discussion.

A board member stated that the recommended timeline of waiting until January to possibly return is too long.

51% of schools in NC have returned to some form of in person teaching. A suggestion was made that we should be looking to those schools and how they have been successful.

Information from the Chatham County School board meeting today was referenced a few times specifically the presentation from Dr. Danny Benjamin, Professor, Infectious Diseases, Duke Department of Pediatrics information from the ABC Collaborative. It was suggested we possibly look into getting him to come speak at our school.

Concerns with Plan B were shared given the size of our classrooms, furniture in classrooms, etc. For Plan B, we need to look at it closely to figure out how it can work at Woods.

Concerns for how teachers would be able to handle Plan B teaching remotely and in person were also brought up.

Another common trend was wanting to honor the comfort level of the majority of our teachers in returning to in person teaching. Plan B will only work if teachers are there to teach.

Another comment was teachers and students are just getting into a groove with remote learning.

Another member asked after hearing these concerns, if realistically we envisioned ever going to a Plan B, or if there was a possibility it would be Plan A before we would return.

It was also mentioned that remote learning is not going smoothly for all and some students/families are struggling mentally and academically.

A question was asked for clarification on the timeline of this recommendation. Did this mean we would reevaluate our plan after Winter Break or before? Mr. Bryan stated that the wording of their recommendation could have been worded differently. It was the administration's intent that we stay remote until January, but we would reevaluate before we leave for Winter Break.

A suggestion was made that we continue with remote learning for four more weeks beyond October 2, and then reevaluate at

	<p>that time.</p> <p>A suggestion was made that if we evaluate this before Winter Break that we give ourselves ample time at more than one board meeting to discuss this before it is brought to a board meeting for a vote.</p> <p>Mr. Bryan asked those board members who raised questions about Plan B specifics what information they are wanting to know about Plan B.</p> <p>More discussion ensued. Ms. Ising stated we were getting close to 10pm, so we needed to decide on the recommendation that was on the table.</p> <p>A motion was made to continue with Plan C in accordance with the recommendation of the administration team through the end of 2020. This motion was made by Kristinia Sparrow, seconded by Collette Drake. The voting board members were polled. 3 members voted in favor of this motion, 2 members voted no.</p> <p>After the motion passed, a few members felt compelled to speak. A vote against this motion was not a vote against supporting our teachers and safety of the Woods community.</p> <p>It was reiterated that we, as a school, need to use this time between now and when we leave for Winter break to come up with Plan B and Plan A specific to Woods to share with parents and faculty. The board agreed to discuss this again at our October meeting, and vote on next steps at our November meeting.</p>
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Action Taken: A motion was made to continue with Plan C in accordance with the recommendation of the administration team through the end of 2020. This motion was made by Kristinia Sparrow, seconded by Collette Drake. The voting board members were polled, 3 members voted in favor of this motion, 2 members voted no. The motion passed.

VII. Closed Business: none

VIII. Adjournment Session	
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Action Taken: A motion to adjourn the meeting was made at 9:57pm was made by Kristina Sparrow, the motion was seconded by Nina Lloyd, and passed unanimously by the voting board members.

This is policy from the regs.

NC Policy:

NC 1505-2.15 Destruction of Information (a) The LEA must inform parents when personally identifiable information collected, maintained, or used under these Policies is no longer needed to provide educational services to the child. (b) The information must be destroyed at the request of the parents. However, a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. (c) The LEA shall inform parents that the personally identifiable information to be destroyed may be needed by the parent or the child for social security benefits, legal defense, or other purposes. At the parent's request, a copy of the record shall be provided.

We then have to create our internal policy.

Destruction of Confidential Information

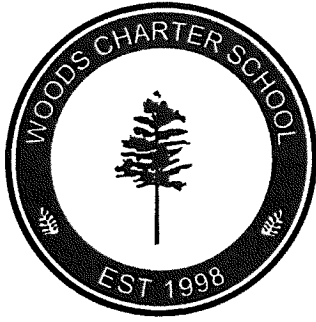
It is the policy of Woods Charter School, when a student is determined ineligible as a result of an initial IEP meeting, a reevaluation IEP meeting, or upon graduation, the student's EC files are no longer needed by the school for educational purposes. Upon the student's 25th birthday, the entire EC File will be destroyed. Woods Charter School will provide public notice of this 45 days prior to taking action. Please note, special education records may be needed for social security benefits, legal defense, or for other purposes in the future. At the parent's or eligible adult student's request, they may review the EC file or request the original EC file prior to the student's 25th birthday. Destruction of these records reduces risks against improper and unauthorized disclosure of personal information.

For the paper...

Public Notice

Public Notice for Destruction of Confidential Files: According to school policy, Woods Charter School hereby gives notice that special education records are no longer needed to provide educational services to individuals with disabilities who have left the school and have reached the age of 25 years. The school will destroy these special education records 45 days after the date of this notice, as of xx/xx/xxxx. Destruction of these records reduces risks of improper and unauthorized disclosure of personal information.

Please be aware that a person having special education records on file with Woods Charter School, may need these records for social security benefits, legal defense or for other purposes in the future. Any person wishing to review or retain his or her file should contact the School's EC Director, Kathleen St.Lawrence at 919-960-8353 x450 within 45 days of this notice.



160 Woodland Grove Lane
Chapel Hill, NC 27516

Tel. (919) 960-8353
Fax. (919) 960-0133
www.woodscharter.org

Notification of Destruction of EC Files

Student: John Smith
Date of Birth: Oct. 1, 1995
Date of 25th Birthday: Oct. 1, 2020

In accordance with NC 1505-2.15 and Woods Charter School policy, once a student is determined ineligible as a result of an initial IEP meeting, a reevaluation IEP meeting, or upon graduation the student's EC files are no longer needed by the school for educational purposes. Once the student is exited and has reached the age of 25, the student's entire EC File will be destroyed. Public notice will be given 45 days prior to the student's 25th birthday. Woods Charter School will destroy these special education records 45 days after the date of notice. Destruction of these records reduces risks of improper and unauthorized disclosure of personal information.

Please be aware that if you have special education records on file with Woods Charter School, you may need these records for social security benefits or for other purposes in the future. If you wish to review the file or keep the file for your own records, please make a request to the School's EC Director, Kathleen St.Lawrence at 919-960-8353 x450 within 45 days and prior to Oct. 1, 2020

This policy has been reviewed by members of the Student's IEP team.

Title	Signature	Date
Parent		
LEA Representative		
Special Education Teacher		
Regular Education Teacher		
Student		