

Woods Charter school
Board Meeting Minutes
October 15, 2020

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

Non-voting members present: Cotton Bryan & Rachel Lawrence

Absent voting members: none

Student Representative: Samana Young

The meeting was called to order at 7:03 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

Principal's report <i>Mr. Bryan</i>	<p><u>Additional discussion/key points:</u></p> <ul style="list-style-type: none"> ● Highlights shared: New faculty updates, October teacher bonuses, Flu Clinic at Woods, Explore More updates, Annual Fund Drive ● Mr. Bryan reviewed his Proposed Timeline for November Meeting for reopening plans or next steps for WCS. ● Updated us on COVID metrics <p>The full Principal's report can be found in the meeting packet.</p>
Minutes from September 17, 2020 meeting	<p><u>Additional comment:</u> none</p>

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

IV. Reports

Student Update	<ul style="list-style-type: none"> ● Welcome Samana Young, our 2020-21 newly elected Student
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<p>Samana Young</p>	<p>representative. Samana shared her first student update report. Highlights from her report include: the new schedule seems popular among students with later class start times, etc, however some students are struggling with the lack of structure and isolation. Sports that are able to practice and virtual clubs are underway. There seems to be good participation in the virtual clubs. In regards to reopening plans, Samana expressed students' desires for clear communication of plans and concerns that they would like a voice in reopening plans.</p> <ul style="list-style-type: none"> ● A board member asked her how seniors seem to be handling college applications and conferencing with advisors. Samana said from what she has heard, it seems to be going well.
<p>Faculty Update <i>Ms. Lawrence</i></p>	<ul style="list-style-type: none"> ● Ms. Lawrence gave a faculty update. So much wonderful teaching and learning happening in so many innovative ways at all grade levels. ● Projects, virtual field trips, presentations, getting out and getting together while socially distanced on Wednesdays to Explore More, even virtual PE, there is a lot happening at WCS. ● And added plus: parents getting to see their students' interactions with their teachers over the computer. ● Thank you teachers. Your hard work does not go unnoticed!
<p>Finance committee <i>Ms. Trott</i></p>	<ul style="list-style-type: none"> ● Karen Trott shared September 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. ● When asked, she reviewed the balloon payment amount that will be due in 7 years with our 10 year loan which will be just over \$4 million dollars. ● A new HVAC system would be a major investment needed in the future of our school. ● She and Mr. Bryan will be applying for the Paycheck Protection Plan Loan forgiveness soon. ● Ms. Trott also presented the finance committee charter's action items for the 2020-2021 school year. ● She noted they are looking for interested people to join the Finance committee. They need a member of the community and a member of the Foundation board. Meetings are the Tuesday prior to our school board meetings.
<p>Foundation report <i>Ms. Jessica Oliver</i></p>	<ul style="list-style-type: none"> ● Jessica Oliver shared her Foundation report. ● Annual Fund Week is happening. ● Foundation is exploring creative ways to keep some of our Woods traditions going such as the 5K while also adding new ways to reach families as well like with the Trivia night and the Umstead Hotel and Spa raffle incentive. ● The Foundation board will decide when and if we can hold

	<p>events and how they will look this year. Ms. Oliver's report lists dates of when the Foundation will decide on these events by.</p> <ul style="list-style-type: none"> • The Annual Auction date is set for 4/23/21. It will happen no matter what either in person or virtually. • 3 new grants were approved, Ms. Oliver shared those descriptions and amounts.
<p>Communications <i>Ms. Drake</i></p>	<p>Ms. Colette Drake announced that her committee had gained a member, Matt Young. They will review the information that was passed down to them from previous members. The committee plans to assist the Admin team with survey questions for our reopening survey to be sent out in Nov.</p>
<p>Personnel</p>	<p>Personnel Committee Charter was shared.</p>
<p>Board Development <i>Ms. Ising</i></p>	<p>No written report at this time. Committee will be meeting soon to work on their charter. Hope to present charter at the Nov. meeting</p>

V. Old Business: None

VI. New Business

<p>a. Policy for Destruction of Old EC files</p>	<p>Mr. Bryan shared the proposed document and policy for our school for the destruction of Old EC (Exceptional Children's) files when a former student reaches the age of 25.</p> <p>Questions for clarification included who will the letter of notification be sent to, the parent or the former student? At age 25, is there a violation of privacy since the student will be an adult?</p>
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No action taken at this time, however, Mr. Bryan will take the inquiries raised by board members, seek clarification, and report back to us at our next board meeting so we can vote on this policy addition at a future meeting.

<p>b. Reduction of community service hours requirement for high school students</p>	<p>In the Spring of 2020, we voted to reduce the amount of community service hours required for graduating seniors due to full remote learning due to Covid in the last trimester of school. Ms. Adrienne Berg brought up a concern to Ms. Lawrence in her faculty report that there may be a need to reduce the requirement for this trimester as well. She was hoping the board could consider this request tonight. After much discussion, we decided to agree to reduce the requirement for this trimester by 5 hours. It was noted that if we are fully remote as a school in subsequent trimesters, we will revisit the need to reduce requirements for those trimester as the need arises.</p>
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A motion to reduce the high school community service requirement for Trimester 1 of the 2020-2021 school year by 5 hours was made by Nina Lloyd, seconded by Kristina Sparrow, and passed unanimously by the voting board members.

<p>c. Proposed timeline for our November meeting</p>	<p>Mr. Bryan shared his proposed timeline that leads up to our November meeting regarding our goal of voting on the next steps for Plan C, B, or A in our reopening plan. This proposed timeline is included in the Principal's report.</p> <p>Board members reviewed the timeline, asked questions for clarification, and made suggestions.</p> <p>Board members noted parent concerns we had received via emails regarding remote learning and reopening. A suggestion of a Town Hall format of questions and answers was discussed for the WCS community to have a voice. We discussed how this could be facilitated. It was also suggested that Mr. Bryan do a virtual walk-through of the plans to present the committee's plans to the community that way.</p> <p>It was proposed to add November 2nd to the timeline for a virtual walkthrough of the plans with a question and answer opportunity for parents to give input. Ms. Ising would be able to moderate the Q&A in the chat bar of the zoom call. This Nov. 2nd event will be added to the timeline.</p> <p>Board members asked if we could add the Drafts for reopening</p>
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	<p>that we shared with the board at our special meeting on October 8th, so the WCS community has an idea of the draft plan. Mr. Bryan agreed to add that to the timeline as long as we make sure people understand this is still a draft. A link to the drafts will be added to the timeline.</p> <p>Board members discussed whether we need an additional meeting after the community survey results are shared with the board but before the regular November 19 board meeting. The majority of voting board members felt a special meeting was necessary for a time to discuss the revised school plans for reopening, the Admin team's recommendation to the board based on the committee's plan, the 5 metrics, and the community and faculty survey results. This special meeting date November 18th will be added to the timeline.</p> <p>The Board Communications Committee and Admin Team will revise surveys for faculty, families and students. Ms. Drake and Mr. Young make up our communications committee and have agreed to help with these surveys. It was noted that middle and high school students will be surveyed when the new round of surveys is administered. Including a survey specific to students will be added to the timeline</p> <p>It was asked if the school reopening committee would be reconvening after the community survey results to make their recommendation for the board. This committee meeting date of Nov. 16th will be added to the timeline.</p> <p>It was asked if we could add in our timeline a way for parents and community to share their concerns with the school board who will convey that information to the reopening committee. Mr. Bryan said he would make it clear that input was welcome and parents could email the school board. This statement will be added to the timeline.</p> <p>In the motion below, "stipulations" is defined as the items noted in bold that were to be added to the timeline.</p>
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Action Taken: A motion to approve the timeline with the stipulations as mentioned in the above notes was made by Karen Trott, seconded by Matt Young, and passed unanimously by the voting board members.

VII. Closed Business: none

VIII. Adjournment Session

During our meeting wrap up, it was asked if when we are studying the first two metrics i 1) the percent positive COVID test rate (14 day trend) and 2) covid hospitalizations (14-day trend) if we are looking at the counties our students and faculty live or are we looking at the state as a whole. Mr. Bryan stated that he has been looking at the state statistics as a whole. It was noted that when we tease out the specific counties that our WCS community comes from, the numbers are about the same as the state wide statistics. From this discussion, Ms. Ising agreed to get specific county information about Covid cases from those counties and bring that information to our next meeting.

Action Taken: A motion to adjourn the meeting was made at 9:26 pm was made by Collette Drake, the motion was seconded by Matt Young, and passed unanimously by the voting board members.