

WOODS CHARTER SCHOOL
BOARD MEETING AGENDA
Wednesday, March 18, 2026

1. Welcome
 - a. Reading of the board norms
2. Public Comment
3. Consent Agenda
 - a. Principal's Report presented by Cotton Bryan
 - b. Minutes from February 2026 meeting
3. Reports & Presentation of Committee Charters
 - a. Student Update – Oakes Ulrich
 - b. Faculty Update – Rachel Lawrence
 - c. Finance Committee Report – Courtney Cabe
 - d. Foundation Report – Jessica Oliver
 - e. Communications Committee Report – Doreen Messick
 - f. Personnel Committee Report – Rachel McInerney
 - g. Board Development Report – Charmaine Terregino
4. Business
 - a. Old Business - None
 - b. New Business -
 - New contract with Prestige School Solutions (formerly Acadia)
 - Annual lease renewal with Local Church
 - Audit contract with Sharpe-Patel
 - Discussion re: Butterscotch Basecamp shelter improvements and potential project committee formation
 - Discussion re: Woods Board long-term strategic vision
 - Discussion re: open Board seats for 2026-27 academic year
5. Closed Session
 - None
6. Adjournment Session
 - Action Taken/Voted
 - Adjournment

Principal's Report

March 18, 2026

Important Dates for 2026-27

The Admin Team and Front Office Team have decided the dates for many important school events for next school year (65 events so far). These events have been loaded to the Woods Master Calendar, the website, and they will go out in this weekend's newsletter. They are also attached to this report.

Audit Contract

We have received a proposal from Sharpe Patel, PLLC for audit and tax preparation services. Board members received a copy of this contract via email. This would be our fourth year working with this firm. Fees we've incurred the previous three years and those proposed for this year:

Year	Audit	990
2023	8,750	1,500
2024	8,750	1,500
2025	9,750	2,000
2026	11,000	2,000

Upon the Board's approval, I will sign the audit contract and return it to Sharpe Patel. Pretty quickly thereafter, we will begin the early audit process for FY 2026.

Church Lease Renewal

It is time to renew our annual lease with The Local Church who uses our space on Sunday mornings. Historically, we have been adjusting the lease to the 12-month CPI, which for this period has been 2.4%.

Agreement with Prestige School Solutions (Formerly Acadia Northstar, the firm that provides our back office financial services.)

After many years of not adjusting our fees, Prestige proposes a contract renewal that increases by 15% this coming year. They prepare our monthly and annual financial reports, interface with the State's system for drawing down funds, process our monthly payroll, cut all of our checks, and assist in the annual audit.

To account for the increase, Prestige offered this explanation:

“As your school has matured, the scope and level of support required have evolved as well. The attached engagement letter reflects that progression and aligns our services with your current needs.”

Strategic Assistance from the Board

The review of my Principal Evaluation at our last meeting yielded an open conversation of the board that centered on ways the board can assist with various strategic initiatives that the school faces. I believe that conversation will continue at this month's meeting.

As I have reflected on various proposals, I have identified two areas that I think would be most fruitful for the board's assistance:

1) Given that our primary role as a board is the stewardship of the school's financial resources, I hope that we can proactively identify a treasurer candidate who would be able to work alongside Courtney Cabe this coming year and assume the treasurer role once Courtney rotates off the board in June 2027, when her son graduates. The learning curve for the treasurer role is a steep one, one that Courtney has taken on with both skill and grace, and it behooves us to be as forward thinking as possible in this realm.

2) Since the completion of the construction of our building in 2008, we have subsequently taken on a few construction/remodeling projects. We have . . .

- Installed a timber frame front entry way,
- Built a playground and traverse wall,
- Finished the previously unfinished space on the south side of the building's first floor,
- Reconfigured the EC space on the elementary wing from one open room to a quad,
- Installed a bleacher system in the gym,
- Carved out offices for the HS Director and EC Director,
- Constructed two Council Houses and two Goliath Tables,
- Installed a solar array of 864 panels, and
- Built a pond lab.

I don't see that there's much in the realm of construction and remodeling that we can do, or need to do, in the future, but two projects are uppermost in my mind:

1) I would like to build a permanent structure for Butterscotch Basecamp that is beautiful and inspiring, and

2) We will need to redo the playground at some point in the next five years.

I would ask that the Board consider appointing a subcommittee/task force to investigate the feasibility of item #1. I think we have a wonderful opportunity to build something artful and Woodsy at our back door, and I believe a small team of board members and community members with relevant expertise can move this forward in time for consideration for our August 2027 refinancing of the building debt.

School Year 2026-27

August

Community Work Day (all families encouraged to attend)	Saturday	8/15/26
New HS Student Jump Start Ice Cream Social, 4 pm	Monday	8/17/26
Student Orientation Day	Monday	8/24/26
Opening Day of School (early release: 12:20 for ES, 12:30 for MS & HS)	Tuesday	8/25/26

September

9th Grade Offsite Retreat	Friday	9/4/26
Labor Day, No School	Monday	9/7/26
New Parents Welcome Reception	Thursday	9/10/26
New Student (MS/HS) Luncheon	Friday	9/11/26
ES Parent Orientation Night	Wednesday	9/16/26
Yom Kippur - No School	Monday	9/21/26
MS & HS Parent Orientation Night	Wednesday	9/23/26
Senior Retreat	Thurs-Fri	9/24-25/26
College Night for Seniors	Wednesday	9/30/26

October

Community Camp Out	Saturday	10/3/26
Walk to School Day	Wednesday	10/7/26
Professional Development Day, No School	Friday	10/9/26
Midterm Progress Reports, online	Monday	10/12/26
WCSF Annual Fund Drive	Mon-Fri	10/12-16/26
WCS Lottery Application Opens	Thursday	10/15/26
WCSF Grandparents'/Special Friends' Day	Friday	10/16/26
Fall Break, No School	Thurs-Fri	10/22-23/26
Harvest Day Parade, 8:30am	Thursday	10/29/26
P/T Conferences, No School	Friday	10/30/26

November

Veterans Day, No School	Wednesday	11/11/26
End of Trimester #1	Friday	11/20/26
Teacher Workdays, No School	Mon - Tues	11/23-24/26

Thanksgiving Break, No School	Mon - Fri	11/23-27/26
Trimester #1 Report Cards, online	Monday	11/30/26
December		
Tremont Trip	Wed-Fri	12/2-4/26
Into the Woods 5-K	Saturday	12/5/26
McIntyre's Shop-in Day	Thursday	12/10/26
HS Midterm Exams	Tues-Fri	12/15-18/26
Winter Break, No School		12/21/26-1/1/27
January		
School Resumes	Monday	1/4/27
Alumni Day	Friday	1/8/27
Homecoming Game	Friday	1/8/27
High School Homecoming Dance	Saturday	1/9/27
WCS Lottery Application Closes	Friday	1/15/27
MLK Program and Walk	Friday	1/15/27
Dr. Martin Luther King Jr. Day, No School	Monday	1/18/27
Feburary		
Trimester #2 Midterm Progress Reports, online	Monday	2/1/27
WCS Admissions Lottery	Monday	2/1/27
Professional Development Day, No School	Friday	2/5/27
Presidents' Day, No School	Monday	2/15/27
March		
End of Trimester #2	Wednesday	3/3/27
Teacher Workdays, No School	Thurs - Fri	3/4-5/27
Trimester #2 Report Cards, online	Monday	3/8/27
Eid - No School	Wednesday	3/10/27
Book Fair	Thurs - Fri	3/18-19/27
Good Friday - No School	Friday	3/26/27
Spring Break, No School	Mon - Fri	3/29/27-4/2/27
April		
Return to school after break	Monday	4/5/27
8th Grade Trip		TBD
Benefit Auction	Friday	4/23/27* TBC

Trimester #3 Midterm Progress Reports, online	Monday	4/26/27
Spring Long Weekend - No School	Friday	4/30/27
7th Grade Trip		TBD
May		
AP Exams		
Mental Health Awareness Week		5/10-14/27
Prom	Saturday	5/15/27* TBC
Senior Retreat	Friday	5/21/27
Memorial Day, No School	Monday	5/31/27
June		
ES & MS EOG's		
HS EOC's		
HS Final Exams		
Field Day	Tuesday	6/8/27
8th Grade Ceremony	Tuesday, 1 pm	6/8/27
Awards Day	Wednesday	6/9/27
Senior Dinner	Thursday	6/10/27
Graduation	Saturday, 10 am	6/12/27
Final Report Cards, mailed	Wednesday	6/16/27

Woods Charter School
Board Meeting Minutes
February 19, 2026

Voting members present: Courtney Cabe, Rachel McInerney, Doreen Messick, Amy Garrett, Alex Protzman, Michelle Pearlstein and Charmaine Terregino

Non-voting members present: Rachel Lawrence (Faculty Representative), Oakes Ulrich (Student Representative), and Cotton Bryan (Principal)

Absent voting members: None

Non-voting members not present: None

The meeting was called to order at pm and was held in person, with guests having the option to watch via Zoom.

- Public Comment: None
- Norms reiterated
- Consent Agenda: No Changes

Principal's report <i>Cotton Bryan</i>	Principal report highlights: • Reviewed school days off due to weather; reviewed absences • Website updates have been made since last Board meeting. • Budget for 2026-27: approximately \$7.6million in budget. ○ Largest expenditure is faculty salaries, benefits and debts. ○ NC is the only state without an approved budget therefore making it difficult to project State Charter School allotment. ○ Summer Wonders will be offering 4 weeks this summer. ○ We no longer receive a SRSA Grant; remainder of the funds needs to be used by 6/2026 ○ Anticipate receiving federal IDEA funds in 2026-2027 ○ Expenses – anticipate increases in health, dental, life and other insurances. • Professional Development Day was held on Feb 6 at Camp Chestnut Ridge. The full Principal's Report can be found on the school website in the board meeting packet.
Minutes from January Meeting	Additional Comments: None
Action Taken	A motion to approve the consent agenda was made by Rachel McInerney, was seconded by Amy Garrett, and was unanimously approved by all present voting board members.

- Reports

Student Update <i>Oakes Ulrich</i>	Oakes Ulrich updates: • Students overall didn't feel negatively affected by snow days • Ethics Bowl Team placed 6th in State at recent tournament • Mock Trial • No Phone Day • Feed-Well-Fridges came for a presentation this morning and Student council presented check from Homecoming.
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	Grade level updates included in Student Report The full Student Report can be found on the school website in the board meeting packet.
Faculty Update <i>Rachel Lawrence</i>	Rachel Lawrence shared updates - Outdoor Club had an outdoor trip to National Wildlife Refuge System of Eastern NC - Older students assisted younger elementary students with Mardi Gras masks - No Screens Day was a success. - Reviewed phone usage policy at school. The full Teacher Report can be found on the school website in the board meeting packet.
Finance Committee <i>Courtney Cabe</i>	Courtney Cabe shared budget, revenue, and expenses for January, 2026. Highlights include: - Currently we are doing well at 103% of revenue but this will even out - Reviewed fluctuations in interest rates since 2024 The full Finance Committee Report can be found on the school website in the board meeting packet.
Foundation Report <i>Cotton Bryan for Jessica Oliver</i>	Cotton Bryan discussed events and financial summary including: - Foundation has raised \$410K towards Annual Fund as of January 2026. - Rachel Finkelstein is this year's Teacher Discovery Fund grant recipient. She plans to embark on a 14 day immersive study into British Literature - Gift Cards are a bit down this year - Auction website is live The full Foundation Report can be found on the school website in the board meeting packet.
Communications <i>Doreen Messick</i>	Doreen Messick updates: - Reviewed upcoming timeline for 2026 WCS EOY Community Survey - Reviewed ongoing work with communications committee goal to study school-wide communications No written report.
Personnel <i>Rachel McInerney</i>	Rachel McInerney updates: Reviewed Principal's Survey – will provide more in New Business. No written report.
Board Development <i>Charmaine Terregino</i>	No New Updates. No written report.

- Old Business:

	None
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- New Business:

Preliminary Budget for School Year 2026-2027	Courtney Cabe reviewed Preliminary Budget Highlights • Proposed county revenue is based on full year prior and on the actual value • Stayed conservative with interest income
Action Taken	A motion to approve the 2026-2027 Preliminary Budget was made by Alex Protzman, seconded by Michelle Pearlstein and unanimously approved by all present voting members

- Closed Session

Purpose of Closed Session	Head of School Evaluation and Review of Employment Contract for Cotton Bryan
Action Taken	A motion to move into Closed session at 8:47pm for discussion of Head of School Evaluation and new employment contract for Cotton Bryan was made by Amy Garrett, was seconded by Rachel McInerney, and was unanimously approved by all present voting board members.

- Adjournment of Closed Session

Action Taken	A motion to adjourn the closed session was made at 10:37 pm by Alex Protzman, was seconded by Amy Garrett, and was unanimously approved by all present voting board members.
Contract Renewal	An announcement was made that an employment contract had been offered to and accepted by Cotton Bryan as the Head of School for the 2026-2027 school year.

- Adjournment Session

A motion to adjourn was made at 10:39 pm by Amy Garrett, was seconded by Michelle Pearlstein, and was unanimously approved by all present voting board members.

Student Report

March 18, 2026

The latter half of February and the beginning of March mark the end of the second trimester, a time that is both stressful due to grades being finalized yet also relaxing knowing final tests are still a ways away. AP tests don't start until May, meaning that there's still plenty of time to prepare. However, students will soon have to start taking studying seriously in order to be fully prepared for their exams. This time period is also when enrichment classes come to a close. Next Friday will be this year's last enrichment period, reflecting the shift from fun activities towards more academic preparation for the end of year exams.

Clubs have also been active. Just a few days after this board's last meeting, Model UN attended Duke's Model UN conference. Just a week after that, Model UN attended UNC Chapel Hill's Model UN conference, which also marked a close to the Model UN season with it being their last conference of the year. They've won a lot of awards this year and have consistently been competitive at every conference they attended.

Future Business Leaders of America participated in their State Leadership Conference trip March 12 to 14, where they got to use the new small bus this board bought. They competed against fellow delegates from across the state, and performed much better than last year. The club was restarted only last year, yet they still managed to have a group qualify for FBLA's National Leadership Conference in Texas.

Even with the need to prepare for final exams, it's still important that the student body has fun and keeps a positive attitude. With this in mind, Student Council will be organizing spirit week next week, where students will dress up according to themes and several events will be held. For example, on Tie Dye Tuesday, students will be able to tie dye bandanas supplied by Student Council. On Waffle Wednesday, Student Council will bring in toasters and give out free waffles at lunch. On Fun in the Sun Friday, Students will dress up in beachy clothes and Student Council will hand out goldfish and lemonade to promote the Women's Soccer game against Northwood. Now for the grade reports.

Hello all, this past month has been a doozy for the Freshman Class, with many major grades and assignments getting put in towards the end of the trimester. Still, the freshman pulled through, and came out with a stronger understanding of study habits and what it takes to be a good student. Projects, like the Biology Music Video, were especially liked throughout the grade, allowing students to not only learn about meiosis, but have fun doing it. Also, as spring sports like Women's Soccer, and Track come around, students are once again excited to participate, and represent their school in extracurricular activities. Students have been ready looking forward to things such as March Madness, cotton with Cotton, and especially Waffle Wednesday, with all of the activities being heavily praised by older students. Finally, as students enter the last chapter of their Freshman year, they are ready to experience what could be their first finals, and are preparing for their first summer as a high school student using their skills learned throughout the year.

In chemistry, four different honors chemistry teams who entered into the ExploraVision competition won honorable mention, which is double the record! An exciting accomplishment for the Sophomores! In civics class, we finally get to have our “Communist Party” where each student makes a food to the best of their ability, and brings it to the party to share. Furthermore, we recently just had our presidential election and every candidate had very passionate campaigns and overall was very successful! In particular, Sophomores had a lot of fun with creating campaign ads, from diss-tracks to motivational speeches. A great start to trimester three for the sophomores! Now for the juniors.

Despite inclement weather impeding on available testing days, the Juniors are wrapping up taking the ACT this week. I noted (during our last StuCo meeting) a sense of hope surrounding the ACT. Even with the notoriety and demand of the test, the Junior class did not feel nearly as encumbered or burdened for the preparation of the ACT compared to similar standardized tests in the past. Whether this is due to ACT prep throughout the year in English, or a greater sense of opportunity, it has been a joy to see the Juniors thriving. With the weather (slowly) getting warmer, so too do we have spring sports starting up. We are also getting ever-closer to the AP exams of May. As of writing this, March Madness has also officially started! StuCo has launched a bracket competition for advisories and individuals with two different prizes, cupcakes for the advisory and cheeseballs (resembling basketballs) for our winners. Today in advisory I heard some rumblings on our preferences and thoughts on the bracket, priming us to win!

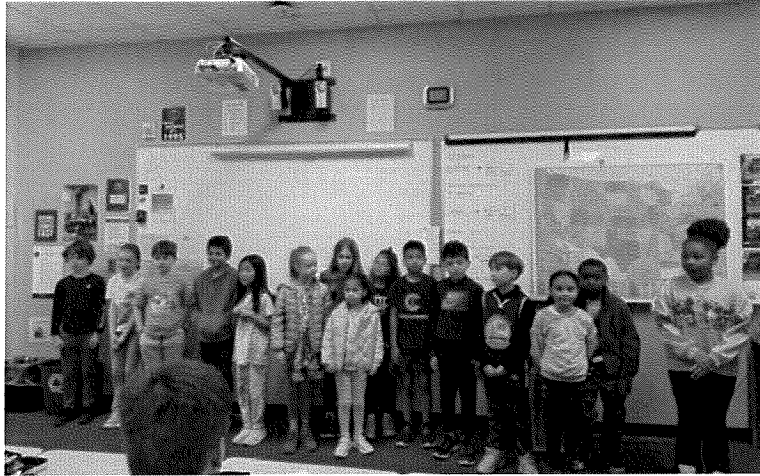
The seniors have had a great month. While it has been busy finishing off trimester two, having two english essays and several tests the final week, our years of high school experience have proved to have prepared us well. After finishing out the trimester, we got to go to PlayMakers as a class to watch a live performance of Macbeth, which was the book we had just finished reading as a class. The play was incredibly impressive, and many students also recognized faces from when we watched them perform Death of a Salesman last year.

As a whole, the last month has been a difficult but rewarding time, ending the trimester strong. As always, if you have any questions please feel free to reach out to our email at stuco@woodscharter.org.

March 2026 Faculty Board Report

Prepared by Rachel Lawrence, March 18 2026

Mrs. West's class is finishing up their study on the U.S. Constitution. Each year, students memorize the Preamble and eagerly recite it to whoever will listen. We always make our way up to the high school and share with Dr. Hawkins' history classes. Here, the second-graders are reciting for the first-period class.



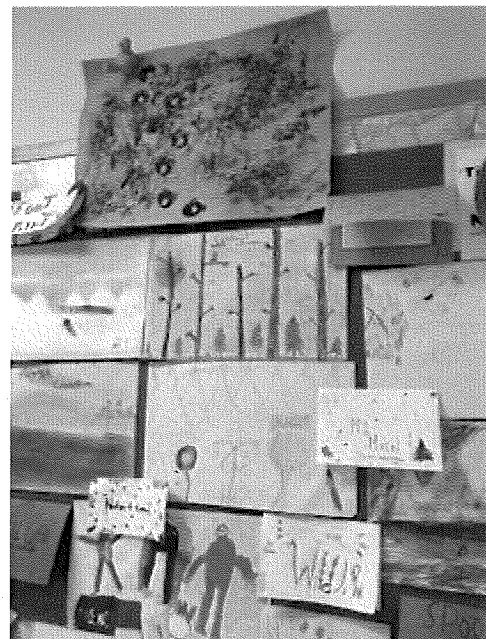
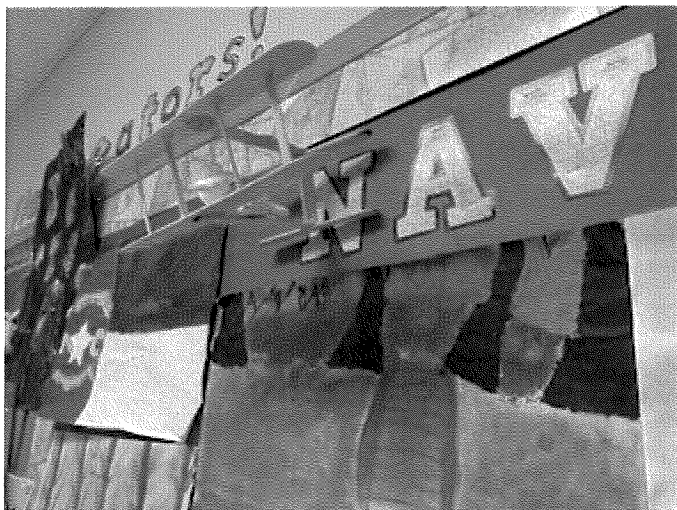
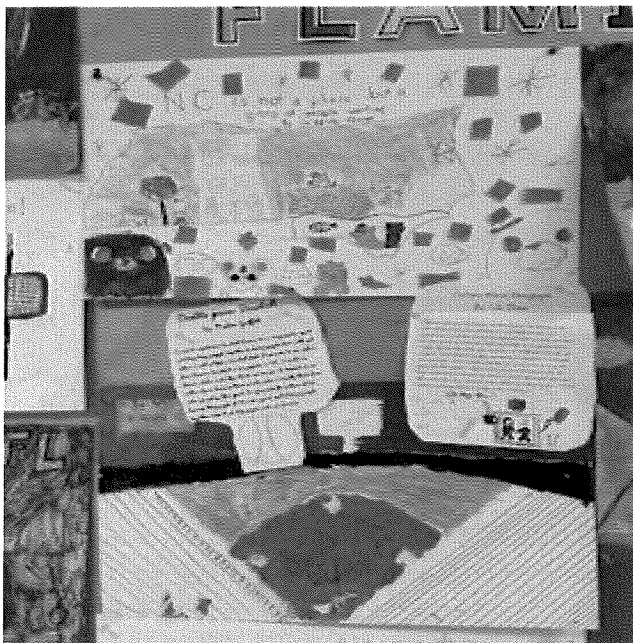
Middle School Science - 7th grade science has started the Physics portion of the school year. Science and PE come into motion together in this section of the curriculum. So far the seventh graders have used golf balls, ping pong balls, tennis balls, and bocce balls to calculate velocity and see the effects of the transfer of momentum between objects. We also tested out balanced and unbalanced forces using the much coveted tug of war rope.



8th grade science has been learning about energy sources. We had a visit from parent Ted Traynor who taught us about commercial solar power. It was great! As a fun project to wrap up learning about electric power, students shopped for multimillion dollar properties currently for sale across the country and designed power plants to suit the landscape and their priorities. If you're interested in an investment, eighth graders have plans for an offshore wind farm off of Block Island, RI and for solar and hydropower on a \$33,000,000 ranch in Idaho.

4th grade

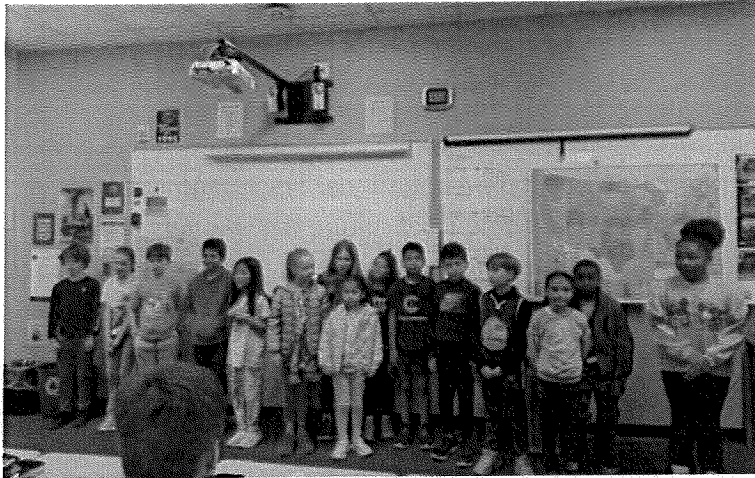
We just finished our inquiry into culture in North Carolina. Starting with a field trip to NCMA as a way to explore how people express their culture through art, we looked at festivals, events, and moments in history that have built our culture. Students choose what elements of culture they thought were important to turn into either a mural or sculpture. They then wrote a paragraph describing their choices and how it reflects the culture of North Carolina.



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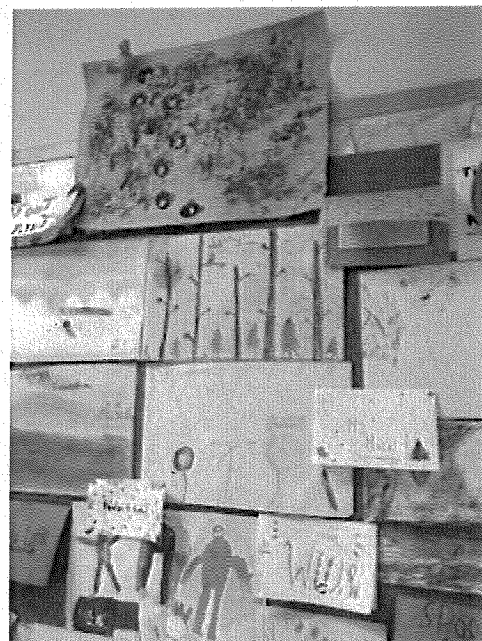
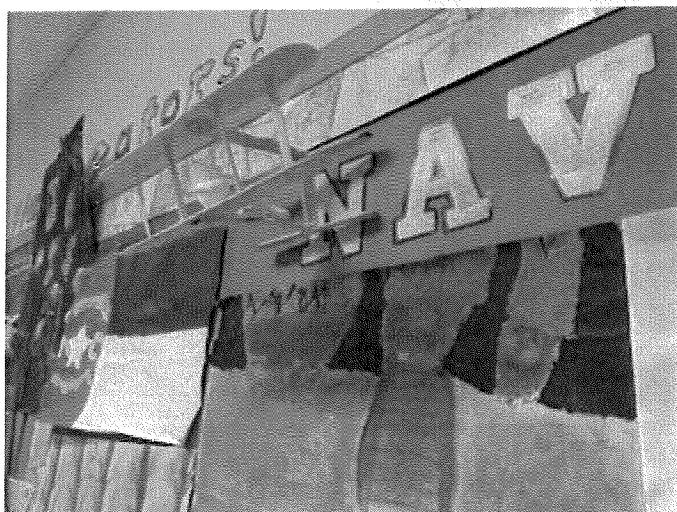
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4th grade

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Woods Charter School End of Year Community Survey Outline
VERSION: March 17, 2026

TLG Project Name	WCS End of Year Community Survey
Project Owner	Doreen Messick
Client Name / Contact	Woods Charter School Board / Communications Committee
Sample Source	Direct Survey Link in Woods News; Faculty Email; Student Email; Infinite Campus
Honoraria Source	None
Survey length	10-20 Minutes
Help email link	dmessick@woodscharter.org

COMMUNICATION ABOUT SURVEY / SURVEY LINK

Woods News Primarily for Parents

Email for Faculty

Email for Students

Infinite Campus Email + Text Notification

SECTION 5: SCREENER (1 MIN)

Thank you for taking your time to provide valuable feedback for Woods Charter School.

Please note these quick instructions:

- Please navigate this survey using **ONLY** the scrolling functionality on this screen. Please do **NOT** use your browser's navigation buttons until the survey is completed.
- Any technical issues and/or questions related to this survey may be reported to dmessick@woodscharter.org

S05	Which of the following describes your CURRENT affiliation with Woods Charter?
S10	Which gender do you identify most closely with?
S15	Overall, how would you rate the effort you put into receiving and reviewing communication from Woods Charter School?

SECTION A: OVERALL SCHOOL SENTIMENT (3 MIN)

A0 5	Overall, how satisfied are you with your experience at Woods Charter School?
A1 0	How likely would you be to recommend Woods Charter School to others if you were asked for your opinion?
A1 5	Please read Woods Charter School's Mission Statement and answer the question below.
	Woods Charter School empowers students to achieve their full potential. We develop young citizens equipped with a solid academic foundation, a passion for learning, and exemplary character.
	Now that you have read the mission statement, how much do you agree that Wood Charter's mission is fulfilled by the school?
A2 0	Please take a moment to expand on any of your previous answers before moving on.

SECTION B: TOPIC DEEP DIVES (12 MINUTES)

In this next section you're going to see the same three questions many different times. Each set of three is about a different topic (list below).

It may get a bit repetitive but hang in there... your feedback on these topics is important!

If you do not feel like you have an opinion on the topic, feel free to skip all questions associated with that topic (e.g., if you haven't had any experience with "college counseling" you can skip all of those questions). Likewise, do *not* feel obligated to fill in the open-ended questions for each topic. If you don't have anything to add, that's perfectly acceptable!

- Administration - overall
- Administration - K-8 Division separate divisions
- Administration - HS Division separate divisions
- Faculty
- Academics / Curriculum
- Exceptional Children (EC) Department
- Diversity
- Facilities / Maintenance
- Communication To You new in 2025
- Technology Infrastructure (hardware, wi-fi, IT, etc.) new in 2025
- Technology Usage (classroom use, social media, accessibility, etc.) new in 2025
- Athletics
- Foundation add back 2026
- Volunteering add back 2026
- Character Education The Development of Exemplary Character (adjusted wording in 2025)
- Lunch Program add back 2026

- Medical Assistance add back 2026
- Disciplinary Action
- Emergency Preparedness / School Safety
- College Counseling *(only for high school affiliation)*

B0 5	How satisfied are you with Woods Charter School's [INSERT TOPIC]?
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B1 0	How important is the topic of [INSERT TOPIC] to you, personally, at Woods Charter School?
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B1 5	If you have any additional comments about Woods Charter School's [INSERT TOPIC], please provide them.
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SECTION C: ADDITIONAL OPPORTUNITY FOR YOUR VOICE TO BE HEARD (4 MINUTES)

Before we let you go, we would like to provide you with an opportunity to offer direct comments. Below is a series of open-ended questions. These questions will help us understand how and why you feel the way that you do. Please contribute as much here as you are able, and rest assured that your responses will be read in their entirety!

C0 5	The thing that I value most about Woods Charter School is...
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C1 0	What makes Woods Charter School distinctive or special is...
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C1 5	If I could change one thing about Woods Charter School, it would be...
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C2 0	I wish I knew more about...
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C2 5	If Woods Charter School had an extra \$250,000, I would want to see it spent on...
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SECTION D: WRAP UP

Thank you so much for taking the time to provide your valuable feedback to Woods Charter School. Your time and input are very much appreciated!

In the field below, please feel free to provide any feedback about your experience taking this survey today. If you do not have any feedback, simply click on the "Submit" button below.

IMPORTANT DATES

- **Tuesday, February 24th** – Communications Committee to meet and create 2026 WCS End of Year Community Survey Outline
- **TBD** – Meeting between Communications Committee Chair and Cotton Bryan
- **Wednesday March 18th** – Communications Committee to share 2026 WCS End of Year Community Survey Outline and solicit feedback from other Board members
- **Week of March 23-27:**
 - **Finalize Google Form for go-live - update new questions**
 - Draft all Woods News communications, Infinite Campus communications, as well as Grade Level specific emails.
 - Ensure all are ready to go prior to Spring Break commencing March 28.
- Plan to run 2026 WCS End of Year Community Survey from April 5-17
- **Sunday, April 5th** – 2026 WCS End of Year Community Survey launch date (this is the last Sunday of Spring Break)
 - Woods News: Sunday, April 5th + Wednesday, April 8th + Sunday, April 12th + Wednesday, April 15th
 - Infinite Campus Email + Text: Monday, April 6th + Wednesday, April 15th
 - Faculty Email: Monday, April 6th + Wednesday, April 15th
 - Student Email: Monday, April 6th + Wednesday, April 15th
 - Could consider one final Infinite Campus Email and Text on Thursday April 16
- **Friday, April 17th** – 2026 WCS End of Year Community Survey close date @ midnight
- **Thursday, May 21st** – Communications Committee to share preliminary 2026 WCS End of Year Community Survey results with the Board.