

WOODS CHARTER SCHOOL
BOARD MEETING AGENDA
Thursday, April 16, 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 March 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 -
 - i. Discussion re: Board Elections timeline and applications
5. Closed Session
 - None
6. Adjournment Session
 - Action Taken/Voted
 - Adjournment

Principal's Report

April 16, 2026

Contracts and Hiring

At this time of the school year, we're devoting almost all of our focus and energy on finishing the year in a strong and positive way. That said, it's also the time of year that we divert some of our attention to determining our faculty team for next school year. All employee contracts went out late last week. Faculty have one week to return them.

We currently know of these openings:

- (2) Elementary Teachers (Full Time)
- Exceptional Children (E.C.) Teacher (Full Time)
- Engineering (Part Time)
- School Counselor (Full Time)
- Bus Driver (Part Time)

Note: One of the elementary teaching positions has come open because 4th grade teacher Kelly Norris will be out of the classroom next year as she fulfills an internship (at Woods) as part of a masters in school administration program in which she's a student.

For all openings, we will cast a wide net, sending our job postings to many different venues/clearinghouses, to make sure we build an applicant pool of excellent candidates.

All applicants must submit a letter, resume, references, and a statement of educational philosophy to be considered "live." These materials are reviewed by hiring teams (composed of teachers and admin), who then decide which candidates should be considered for follow-up video conferencing and campus visits. When candidates visit campus, they observe classes, teach a class, and meet with lots of Woods people.

One of our most effective conduits for matching good people to Woods is YOU! If you know of amazing, dedicated educators who might serve our school well, then please speak up! Also, if you have a recommendation on where to post a position, please let us know that asap.

As an aside, several items of feedback from this year's principal evaluation come to bear in this domain of contracts and hiring:

Concern	Remedy
Faculty expressed a concern/frustration about the ambiguity around the timing of contracts.	This year I announced at a faculty meeting on February 24 th that contracts would be out on April 10. All contracts went out by April 10.
Some faculty have also expressed a lack of transparency regarding job openings.	I let the faculty know of all openings on March 27. I'm committed to providing updates on future openings as we know them.
Some faculty don't feel included in the hiring process.	We have formed hiring teams of faculty for each of the openings listed above. These teams review all applicants and make recommendations on which candidates to pursue more closely. Hiring teams and all division faculty members are invited to interview finalists and offer their feedback. Hiring teams make a recommendation to the Principal for their final choice. Principal has final say.

Benefit Auction

We are super excited about this Friday's WCSF Benefit Auction at our new location at Ardenwood Farm! The auction and the annual fund are our two largest fundraisers of the year, and their success is key in Woods' ability to keep amazing teachers and make sure those teachers have the professional development and curricular supports to do their best! Please register if you have not done so – and bring some friends. Also, remember that those not able to attend the event can still bid on silent auction items.

Learning Outside

Our 8th Grade Mountain Trip headed west last week for a three-day trip in western NC, using the Blue Ridge Assembly in Black Mountain as a basecamp. In their words: "YMCA Blue Ridge Assembly is a conference center of excellence in beautiful Black Mountain, NC. We impact lives, develop youth, and shape leaders." The itinerary includes a rafting trip on the French Broad River, a tour of Biltmore, and a full day of facilitated team development at the Assembly.

The 7th graders head out the last week of April for a trip to the coast to study coastal ecology and to bond as a group. They will use the Trinity Center in Salter Path as basecamp.

The Ageing Process for Our Playground

We have been thinking that our playground would need to be replaced in the next two to five years. We probably need to shift that timeline sooner rather than later.

Recently, in making a repair to a sagging post, Mr. Malone, our facilities manager, conducted an assessment of all of the posts and found many of them to be deteriorating more quickly than expected.

I am making contact with “natural playground” construction companies to gain more information on their processes. There are only a few operating in our area. We have consulted the group who built our current playground, but they appear unable to take on a replacement project.

Woods Charter School
Board Meeting Minutes
March 18, 2026

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

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

Absent voting members: Michelle Pearlstein

Non-voting members not present: None

The meeting was called to order at 7:05 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: • Important Dates of 2026-2027 have been established • Reviewed ◦ proposal from Sharpe Patel, PLLC for audit and tax preparation. ◦ renewing annual lease with the Local Church ◦ contract renewal with Prestige School Solutions • Reviewed building projects that have occurred since 2008 • Reviewed possible future projects such as permanent structure at Butterscotch Basecamp The full Principal's Report can be found on the school website in the board meeting packet.
Minutes from February Meeting	Additional Comments: None
Action Taken	A motion to approve the consent agenda including accepting the audit contract with Sharpe Patel, renewing of annual lease with the Local Church and renewing school contract with Prestige School Solutions for financial services, was made by Amy Garrett, was seconded by Alex Protzman, and was unanimously approved by all present voting board members.

- Reports

Student Update <i>Oakes Ulrich</i>	Oakes Ulrich updates: • Clubs have been very active including: MUN which attended Duke and UNC competitions. FBLA performed well at the State Leadership Conference with a group qualifying for FBLA's National Leadership Conference in Texas. • High School Spirit Week coming up including Tie-dye Tuesday and Waffle Wednesday. • Juniors are prepping for ACT within the week; English class has facilitated ACT preparation • Seniors attended PlayMakers theater for a Macbeth performance 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 • Second grade finished up their study on the US Constitution including

	memorizing the preamble. - Seventh grade science has started Physics portion in curriculum - Eight grade science is studying energy sources including solar and electric power - Fourth grade finished their inquiry into North Carolina culture including trip to NCMA. 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 February, 2026. Highlights include: - Reviewed Financial Report and Acknowledgements - Financial standing remains stable. 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 reviewed: Auction upcoming on April 17, 2026 No written report
Communications <i>Doreen Messick</i>	Doreen Messick updates: - Reviewed 2026 WCS End of Year Community Survey Outline - Survey will run from Sunday April 5 – Sunday April 19 - Multiple forms of communication including Woods News, direct email to classes and Infinite campus direct email and text. No written report.
Personnel <i>Rachel McInerney</i>	No report
Board Development <i>Charmaine Terregino</i>	Charmaine Terregino updates: - Reviewed open WCS Board positions (3 spots open) and preliminary timeline for elections - Suggestion was made to provide new members an introduction to Board procedures prior to first meeting. No written report.

• Old Business:

	None
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• New Business:

Butterscotch BaseCamp Shelter Improvements	Discussion regarding Butterscotch BaseCamp Shelter - Desire to create a permanent structure - Will solicit community for interested and experienced members for input and suggestions.
Action Taken	No vote taken
Woods Board long-term strategic	Discussion regarding Woods Board long-term role

vision	• How does Woods go from a "surviving" to a "thriving" culture • Improving continuity of information • Other metrics to measure success of Principal and School • Standard procedures for preserving Board documents • Utilize the existing survey and data to inform progress forward • Will return to this topic
Action Taken	No vote taken

Closed Session

None	None
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- Adjournment Session

A motion to adjourn was made at 9:05 pm by Amy Garrett, was seconded by Alex Protzman, and was unanimously approved by all present voting board members.

Woods Charter School Foundation, Inc.

DIRECTOR'S REPORT: APRIL 2026

ANNUAL FUND

We have raised \$435K towards our \$545K goal! Below is a look at where we've been at this time the last three years, and how we finished each year.

YEAR	2025/26	2024/25	2023/24	2022/23
Annual Fund as of 3/31	\$435K	\$350K	\$335K	\$243K
Auction Proceeds	TBD	\$208K	\$199K	\$193K
Faculty Supplement	Goal: \$320K	\$290K	\$263K	\$236K

BOOK FAIR

Our Book Fair was a success! As always, McIntyre's Books is a generous and super-easy partner to work with. Our total sales were \$8907.18 over the two days. McIntyre's is donating 20%, which comes to \$1781.43 – our best yet and \$163 more than last year and \$362 more than the year before!

BENEFIT AUCTION

Bidding is open, raffle basket tickets are being purchased by the dozens, Wanderlust is sold out, Friday's weather forecast is gorgeous and we are (almost!) ready for our big night!

We currently have 258 attendees as of midday Wednesday. Last year, a total of 270 registered for tickets, and of those, 48 registered in the last three days leading up to the night – so I think we'll be in great shape! As of Wednesday, our guests include 4 couples who got into this year's lottery, two alumni, and 55 faculty members.

NEXT YEAR'S DATES

Thurs, Sept 10	New Parents Welcome Reception
Sat-Sun, Oct 3-4	All School Campout
Wed, Oct 7	Walk to School Day
Mon-Fri, Oct 12-16	Annual Fund Week
Fri, Oct 16	Grandparents' & Special Friends' Day
Sat, Dec 5	Into the Woods 5K
Thurs, Dec 12	McIntyre's Books Shop-In Day
Thurs-Fri, Mar 18-19	Book Fair
Fri, Apr 23**	Benefit Auction (tbc)

Woods Charter School Foundation, Inc.

2025-26 EVENTS

SEPTEMBER 17	NEW PARENTS WELCOME RECEPTION
SEPTEMBER 27	ALL SCHOOL CAMPOUT
OCTOBER 8	WALK TO SCHOOL DAY
OCTOBER 13-17	ANNUAL FUND WEEK
OCTOBER 17	GRANDPARENTS & SPECIAL FRIENDS DAY
DECEMBER 6	INTO THE WOODS 5K
DECEMBER 11	McINTYRE'S BOOKS SHOP-IN DAY
MARCH 26-27	BOOK FAIR
APRIL 17	BENEFIT AUCTION

2025-26 GRANTS TO WCS

Individual Teacher, Director & Dept Support	Up to \$20,000.00
Faculty Appreciation Events	Up to \$9,000.00
Curricular Materials	\$6,792.99
Student Consumables	\$27,077.88
Professional Development	\$19,259.87
Teacher Discovery Fund	\$2,435.31
Club Matching	\$404

FINANCIAL SUMMARY

As of 3/31/26:

Fidelity Bank Checking: \$584,209 (\$233,926 designated)

Treasury Bond: \$103,126

Woods Endowment: \$85,336

LPL Financial: \$55

Woods Charter School Foundation, Inc.

GROCERY & GAS CARD ORDER FORM 2025/26

If you'd prefer to fill out this form online, go to the Foundation page on the Woods website.

Name: _____

Phone & Email: _____

Indicate the number of grocery & gas cards you would like to order below. Beside each retailer is the percentage of your purchase that the retailer donates back to Woods.

Circle one: MONTHLY ORDER -or- ONE TIME ORDER

STORE	\$25	\$50	\$100	\$200	\$500	TOTAL\$
Lowes Foods (10%)						
Food Lion (5%)						
BP Fuel Gas Card (10%)						
Amazon.com Card (10%)						
Starbucks (10%)						

Delivery Options (orders distributed the first Wednesday of each month):

☐ Hold at Front Office for pick up ☐ Put in my office mailbox (*faculty*)

☐ Send home with my student. Student name: _____

☐ Mail (*only an option if you do not have a student at Woods*).

Mailing Address: _____

Payment is due on the 15th of each month. The program runs September through June.

****Credit Card payments will have a 2.5% processing charge added.****

Check (circle if yes)	Please make out to WCSF and write "Gift Cards" in memo line.		
Auto Draft Check (circle if yes)	Set up with you bank as a bill paid to: WCSF (160 Woodland Grove Ln, Chapel Hill, NC 27516). Please write "Gift Cards" in memo line.		
Credit Card (circle card type)	Visa	MasterCard	American Express
Credit Card #			
Expiration Date	CSC#:		
Name on Card			
Billing Address			
Authorized Signature			