



**Minutes of the PUBLIC MEETING
BOARD OF TRUSTEES
GREENWOODS CHARTER SCHOOL
468 Domino Lane, Philadelphia, PA 19128
Special Meeting May 2, 2019**

1. **At 6:09 PM, the meeting, held in the school cafeteria, was called to order** by Chelsea Badeau, Board Chair and followed by a recitation of the Pledge of Allegiance and of Green Wood’s Mission Statement.
2. **Roll Call.** H. Cowley, Board Secretary, conducted roll call. Present were trustees: C. Badeau, D. Benner, H. Cowley and B. Smith. Absent were: R. Chapkis, K. Haskins-Simms and M. Perillo. A quorum was present.
3. **Announcement of Executive Sessions**
 - a. Board Chair announces that an executive session will be held prior to the next regularly scheduled Board meeting – May 16, 2019.
4. **Changes to Agenda**
 - a. Adding “990” to action items 6d & 6e for accuracy.
5. **Special Board Meeting Purpose**
 - a. Report from Governance Committee. In R. Chapkis’ absence, H. Cowley, committee member, presented policies to be changed to reflect changes in Federal or state laws or changes needed to reflect school practices in place but not documented accurately. These are needed to ensure compliance with Pennsylvania Department of Education reviews scheduled before the next regularly scheduled Board meeting.
6. **Other Matters/New Business**
 - a. *Action* – to approve the consolidation of Policy numbers 409 and 816 into one policy numbered 816, Travel and Expense Reimbursement, and the updates to Policy 816 as presented to the Board. Discussion: the amounts of reimbursement increased to reflect changes in Federal and state laws. In addition, there were two identical policies at one time, only one appears to have been updated recently, so the committee recommends consolidation. Motion made by H. Cowley and seconded by B. Smith.

Vote: 4 in favor, none opposed. Motion carried.

- b. *Action* – to approve amendments and new number assignment of 705 to the Parent and Family Engagement Policy as presented to the Board. Discussion: this is an annual update for this policy as per requirements. Motion made by D. Benner and seconded by B. Smith.

Vote: 4 in favor, none opposed. Motion carried.

- c. *Action* – to approve the Internal Controls Policy, which shall supersede any other Board policies that may be in conflict with this policy. Discussion: This new version accurately reflects the in-place process for internal controls. There are a number of policies this fully updated policy relates to which will be examined in the near future. The policy will be assigned a number once all other related policies are examined to either combine into this policy or eliminate redundant policies. Motion made by H Cowley and seconded by B. Smith.

Vote: 4 in favor, none opposed. Motion carried.

- d. *Action* – to approve the contents of and submittal to the IRS of the 990 Form for Green Woods Charter School as presented to the Board. Discussion: this is the annual IRS filing required for all 501(c)(3) organizations. Motion made by B. Smith and seconded by D. Benner.

Vote: 4 in favor, none opposed. Motion carried.

- e. *Action* – to approve the contents of and submittal to the IRS of the Form 990 for Green Woods Foundation for Environmental Education as presented to the Board. Discussion: the Foundation is a Single Supporting Organization which means it fundraises for another entity, in this case, Green Woods Charter School. The Foundations' source of income in 2018 was the Golf Outing. Motion made by B. Smith and seconded by D. Benner.

Vote: 4 in favor, none opposed. Motion carried.

- f. *[Reserved.]*

7. Public Comment

- a. Information. No one was registered to speak.

- 8. Adjournment** A motion to adjourn the meeting was made at 6:19 PM by D. Benner and seconded by H. Cowley.