



**Minutes of the PUBLIC MEETING of the
BOARD OF TRUSTEES
GREENWOODS CHARTER SCHOOL
468 Domino Lane, Philadelphia, PA 19128
December 20, 2018 7:30 PM**

This meeting was duly advertised in accordance with the Pennsylvania Sunshine Law in the Philadelphia Inquirer.

1. **At 7:38 PM, the meeting, held in the school cafeteria, was called to order by Chelsea Badeau and followed by a recitation of the Pledge of Allegiance and of Green Wood's Mission Statement.**
2. **Roll Call** J. Stacey, counsel, took roll call. Trustees in attendance: Chelsea Badeau, Deena Benner, Heather Cowley, Kristin Haskins-Simms, Meg Perillo and Richard Chapkis. A quorum was present.
3. **Announcement of Executive Sessions**
 - a. The Board Chair announced that an executive session was held prior to the start of the meeting in order for the Board to consult with administration regarding filling vacancies in open positions, and in order for the Board to consult with its attorney to receive legal advice regarding labor and employment matters, special education matters, and other legal issues related to the school programming.
 - b. The Board Chair announced that an Executive Session will be held prior to the next regularly scheduled Board meeting – January 17, 2019.
4. **Changes to Agenda**
 - a. There were no changes to the agenda other than noting that the printed agenda had the date for the next Board meeting in 3.b. as 2018.
5. **Installation of New Trustee.**
 - a. Counsel, J. Stacey administered the oath of office to Board of Trustee member Richard Chapkis who was elected at the annual meeting on August 16, 2018.
6. **Approval of Minutes**
 - a. *Action.* To approve the minutes of the public meeting of October 18, 2018 as presented to the Board. There was no discussion. Motion made by D. Benner and seconded by R. Chapkis.
Vote: 6 in favor, none opposed. Motion carried.



7. Updates and Reports

- a. *Information.* Board Chair Report from Chelsea Badeau. The CEO search is underway, interviews are ongoing. Debi Durso resigned from Board service, which was accepted with thanks by the entire Board. Due to administration turnover, the No Place For Hate program is to be reexamined for next year, depending upon whether GWCS would be accepted for the program and administration's decision.
- b. *Information & School Report* from Stephani Finnin, Principal. Yule log, held the night before was a success for both the performers and attendees. A PSSA math after school program is beginning mid-January for 4-8 grade students who scored Basic or Below Basic on last year's PSSAs. A Mural Arts Program project will be underway thanks to the work of art teacher Ms. Mosbrugger. 7th grade science fair was a success and winners move on to the Carver Science Fair. Applications for admission are open via Apply Philly Charter with a high number of applications.
- c. *Information.* PTA report from Jennifer McClarren. They are still looking for volunteers to be classroom communicators on behalf of the PTA. Silent Auction was December 1 and was a success, income was lower than in past due to lack of sponsors but still raises significantly more than sales of wrapping paper.
- d. *Information.* Board Governance report from R. Chapkis. The committee is still seeking both potential Board members and committee members for the Advisory Committees. In addition, work is underway reviewing school policies.
- e. *Information.* Finance Report from Omnivest and Meg Perrillo. In October, the enrollment "true up" for the beginning enrollment was be done by the Philadelphia School District. Finances are as expected now that that has been completed and still on track.
- f. *Information.* Report from Counsel, Jeff Stacey. There is still essentially no movement on charter renewal conditions for about 50 Charters in Philadelphia under the new staff at the Charter School Office or the new Philadelphia School District Board.
- g. *Information.* Report on Outdoor Space Planning from Heather Cowley. Property review is complete and now working with the Philadelphia Water Department to understand restrictions about space usage under stormwater rules and permit. There will be a Committee meeting in January, if interested email the board email address.
- h. *Action.* To approve the reports in 8(a)-8(g) above, as stated at the meeting and/or as presented to the Board.

Discussion: none. Motion made by H. Cowley and seconded by M. Perillo.

Vote: 6 in favor, none opposed. Motion carried.



8. Other Matters/New Business

- a. *Action.* To approve the Independent Audit for the Fiscal Year Ending June 30, 2018 as presented by BBD, LLP. Discussion: The Audit had no significant findings and the school finances were found to be in order. There were no questions. Motion made by K. Haskins-Simms and seconded by M. Perillo.

Vote: 6 in favor, none opposed. Motion carried.

- b. *Action.* To approve the new hire, staff promotions and stipends as indicated in the attachment presented to the Board. Discussion: Vacancies that have been filled in the fall were identified as attached to these minutes. Stipend positions for staff were reviewed. Motion made by H Cowley, seconded by D. Benner.

Vote: 6 in favor, none opposed. Motion carried

- c. *Action.* To approve the creation of the Advisory Committee "Outdoor Space Planning." Discussion: committee has already been working, this formalizes it. Motion made by R. Chapkis, seconded by M. Perillo.

Vote: 6 in favor, none opposed. Motion carried

- d. *Action.* To approve the employee handbook 2018-2019. Discussion: only major changes were to make the dress code more inclusive and to update some reporting options for staff for certain concerns and for safety related issues to the School Safety and Security Coordinator – a designated staff member required under PA Act 44. Motion made by K. Haskins-Simms and seconded by R. Chapkis.

Vote: 6 in favor, none opposed. Motion carried

- e. *Action.* To ratify the steps taken by the school administration with respect to the Olweus program and the No Place for Hate program, as set forth in a letter from the administration to the GWCS community dated December 19, 2018. Motion made by D. Benner and seconded by K. Haskins-Simms.

Vote: 6 in favor, none opposed. Motion carried.

9. Public Comment

- a. Two individuals registered for public comment: Timothy Grier and Timothy Durso.
- Mr. Grier spoke of his personal concerns around how the No Place for Hate Program was introduced and demanded the resignation of all Board Members except for Mr. Chapkis, and demanded the removal of school administrators.
 - Mr. Durso spoke about his concerns that one individual was abusive towards a number of school community members rather than to find common ground



and a solution to a concern and thus too much time was spent by the community dealing with the abusive behavior.

10. Adjournment

a. Action. To adjourn the meeting. Motion made by D. Benner and seconded by K. Haskins-Simms. **Vote: 6 in favor, none opposed. Motion carried, meeting adjourned at 8:20 PM.**



ATTACHMENT 7b

GWCS Coordinator/Extra Curricular Roles		
K-2 Grade Band Leader	Christina DeMarco	
3-5 Grade Band Leader	Chris Young	
6-8 Grade Band Leader	Emily Groves	
8th Grade Coordinator	George Merrill	
Pretzel Coordinator	Teena Dahms	
Sunshine Coordinator	Sandy Taylor	
STEM Coordinator	Kristinia Skalaitis	
Data/Assessment Coordinator	Ariel Naider	
New Staff 2018-2019		
Position	Name	Effective Date
6th Grade Science	Michael Previtti	Fall 2018
6th Grade Social Studies	Carrie Weidman	Fall 2018
Assistant Principal	Christopher Hunsberger	Fall 2018
SPED Director	Stephanie Rehrig	Fall 2018
Dean of Students	Joseph Ferrante	Jan 2019

ATTACHMENT 7c

Green Woods Charter School Advisory Committees of the Board of Trustees

The GWCS Board of Trustees is the governing body of the school and is responsible for overseeing the effective, faithful execution of the mission through the school's program and operations. The GWCS Board holds formal meetings most months of the year. The meetings are announced in advance, posted on the school calendar, and open to the public. Agendas, minutes, and some committee notes along with school financials and other board-level documents can be found on the school website. Each board meeting has an open comment period and we invite the community to participate through this forum.

The advisory committees of the GWCS Board meet as needed, depending on their goals. Each advisory committee is chaired by a member of the Board and may be comprised of members of the GWCS Board, Administration, and selected staff and parents and members of the community at large.

Academic Excellence Committee - Goal: To oversee the success in academics at GWCS

Chair: Vacant

Green STEM and its integration across subjects and all grades creates GWCS's unique learning environment. This committee is charged with aligning our education standards with our charter commitments and applicable state and national standards, devising measures to monitor goals and outcomes, establishing strategies and plans to strengthen our Green STEM program, and developing plans to grow, retain, and hire exemplary teachers.



Development & Community Engagement Committee - Goal: To raise funds to meet GWCS's budgetary needs while clearly communicating our mission to the outside community and strengthening our partnerships.

Co-Chairs: Deena Benner & Kristin Haskins-Simms

This committee's intersecting roles – fundraising and connections – means they work to ensure our brand and vision is clearly communicated to both internal and external partners and our messages are clear and inclusive. This enables them to oversee GWCS's largest fundraisers, including the Golf Outing, GWCS's efforts on tracking and reconnecting alumni, securing grants and running any capital campaigns, to meet the budgetary needs of our school. They also collaborate with the community at large to ensure we are meeting our mission.

Finance Committee - Goal: To manage GWCS's financial success

Chair: Meg Perillo, Treasurer

This committee works with the Administration to create the upcoming fiscal year budget; presents budget recommendations to the Board; monitors implementation of the approved budget on a regular basis and recommends proposed budget revisions; selects and oversees auditor selection; conducts financial research; and recommends to the Board appropriate policies for the management of the charter school's assets.

Governance Committee - Goal: To assure GWCS and the Board is operating with sound, legal governance with clear policies and procedures

Chair: Richard Chapkis

Committee is responsible for board member recruitment, nomination, orientation, training, and evaluation of Board members in accordance with the bylaws and policies and practices approved by the Board. This committee also reviews and recommends changes to bylaws and board and school policies as needed.

Outdoor Planning Committee – Goal: To oversee the planning and implementation of an outdoor space plan for GWCS.

Chair: Heather Cowley

One of the tenants of Green STEAM and its integration across all subjects of all grades is the educational use of both the built and natural environment. In many places around the world, the natural environment has been altered by humans. GWCS students have a unique opportunity to learn how humans have shaped the natural environment while participating in active stewardship through a variety of activities, one of which is by assisting in maintenance of the created “natural” space of the school campus. This committee is responsible for shaping the use of that space, identifying opportunities for student interaction with nature, and ensuring the property meets the overall needs of the school community.



ATTACHMENT 7e

From: **Green Woods Charter School** <mail@notify.onecallnow.com>

Date: Wed, Dec 19, 2018, 12:08 PM

Subject: No Place for Hate

Notification from: **Green Woods Charter School**

Dear Families,

Green Woods Charter School is committed to fostering a culture free from bias, bullying, and name-calling, where students feel empowered to embrace diversity in themselves and others. To support these goals and beliefs, we have been partnered with the Olweus Bullying Prevention Program since 2014. Olweus is designed to improve peer relations and make schools safer, more positive places for students to learn and develop. It offers support for students who are bullied and effective interventions for students who bully. For more details on the Olweus program and specific planned activities for the remainder of the school year, please see the description following this letter.

As part of our continued efforts to maintain a welcoming and inclusive environment, this year we were invited to be a part of the Anti-Defamation League's No Place for Hate Program (NPFH). NPFH is designed to create inclusive school communities by promoting unity and respect, and empowering schools to reduce bullying, name-calling and other expressions of bias. For more details on the NPFH Program, please see the description following this letter.

While our original intent was to kick off the NPFH Program in late September 2018, we encountered two obstacles that compelled us to more thoroughly evaluate the feasibility of rolling out the program in 2018. Those two obstacles were: 1) the CEO search and other leadership transitions left the School Team with less time than expected to devote to the development and implementation of the program during this school year; and 2) vocal and persistent feedback from a member of the GWCS parent community that included threats of legal action. The School Team has developed an approach to thoughtfully address both concerns.

To address the first concern, the School Team oversaw a detailed review of the NPFH Program and determined that the program is appropriate for GWCS and will not in any way impinge upon academic instruction time. However, leadership transitions take time and our focus is on stabilizing our team and getting our new CEO in place.

To address the second concern, the School Team spoke with several members of the GWCS community and also conducted a formal survey of parents and staff. The survey demonstrated widespread support for the program – 94% of the over 100 parent respondents and 100% of the staff respondents were in favor of the NPFH Program. In addition, the school's legal team conducted a thorough review of the program and **process** and concluded there were no legal issues associated with the program.

Because we lost almost two months addressing the above-referenced issues, we have decided to (i) continue with the Olweus Program for the remainder of this year, and (ii) evaluate kicking off the NPFH Program at the start of the 2019-2020 school year--should GWCS again be invited by the ADL to participate. (The NPFH Program is very sought after and has a waiting list of about 30 schools or after-school programs in the tri-state area.)

I hope you understand it was not easy to address these issues. The school administration has been working closely with the Board to find a path forward that benefits our students, staff and the community. We believe in the NPFH Program and its framework for combating bias, bullying, and hatred, and believe that, if adopted, it will help lead to long-term solutions for creating and maintaining a positive climate. Very importantly, this process has affirmed that the GWCS community of parents and staff believe in the values espoused by the NPFH Program.

Please call Mr. Hunsberger at 215-482-6337 with any questions. Thank you for your continued support.

Kind Regards,

GWCS Administration



OLWEUS

With over thirty-five years of research and successful implementation **world-wide**, Olweus is a whole-school program that has been proven to prevent or reduce bullying throughout the school setting. The Olweus Program has been in place at Green Woods since 2014.

Goals of the program include:

- Reduce existing bullying problems among students
- Prevent the development of new bullying problems
- Achieve better peer relations at school

The Bullying Prevention Committee meets monthly to plan activities and discuss outcomes. Members of the team attended a two-day training when the program was introduced three years ago. This training included an introduction to the research on bullying behaviors, the impact of bullying, the importance of bullying behavior prevention and interventions, and strategies to address bullying. New teachers are trained during onboarding by our school counselor.

The Olweus program includes weekly “class meetings that matter” where teachers discuss what is happening in class, the community and at home. These meetings are both teacher and student directed.

To ensure students at all grade levels participate in the Olweus program, buddy class activities occur monthly where older classes pair with younger classes to discuss ways to make the school climate positive. Grade pairings are as follows:

7th grade and 3rd grade

6th grade and 2nd grade

5th grade and 1st grade

4th grade/ K and 8th grade

One example of a school-wide initiative born out of the Olweus program is a *promise tree*, created by our Art Teacher, which is almost complete and will include student-created promises (on leaves) regarding respect, being kind, working hard, and promises to make the school environment positive. The tree will be on display in the lobby in January. An annual survey is completed by students in June and returned to Olweus.

For more information on the Olweus program, please visit: <https://olweus.sites.clemson.edu/>

NO PLACE FOR HATE:

No Place for Hate is a self-directed program provided by the Anti-Defamation League (ADL) that helps all of the stakeholders take the lead on improving and maintaining school climate so all students can thrive.

To be designated No Place for Hate, a school must complete the following:

- * Needs assessment
- * Formation of a No Place for Hate committee
- * Signing of the Resolution of Respect



- * One A WORLD OF DIFFERENCE® Institute anti-bias or bullying prevention training program
- * Design and implementation of three school-wide anti-bias or bullying prevention activities
- * Pre and post survey completed by the student body

For more information on the No Place for Hate Program please visit: <https://www.adl.org/who-we-are/our-organization/signature-programs/no-place-for-hate>

To ensure that you continue to receive these emails, please add mail@notify.onecallnow.com to your Email Address Book.

To unsubscribe to notifications from **Green Woods Charter School**, please [click here](#).

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