



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

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

1. **At 7:34 PM the meeting, held in the school's 3<sup>rd</sup> floor media center, was called to order by Chelsea Badeau and followed by a recitation of Green Wood's Mission Statement**
2. **Roll Call** The Board's Counsel, J. Stacey took roll call. Trustees in attendance: Chelsea Badeau, Deena Benner, Heather Cowley, Debi Durso, Kristin Haskins-Simms, Meg Perillo. Trustee absent: Richard Chapkis. A quorum was present.
3. **Announcement of Executive Sessions**
  - a. Board Chair announced that executive sessions were 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 potential litigation in connection with labor and employment matters, special education matters, and concerning the charter school.
  - b. Board Chair announced that an Executive Session will be held prior to the next regularly scheduled Board meeting – October 18, 2018.
4. **Public Comment**
  - a. There was no public comment.
5. **Changes to Agenda**
  - a. Add an action item 9b to approve the proposed committee structure and chairs as set forth in the governance report.
6. **Installation of new Trustee.** Counsel, J. Stacey administered the oath of office to Board of Trustees member Kristin Haskins-Simms who was elected at the annual meeting on August 16, 2018.
7. **Approval of Minutes**
  - a. *Action.* To approve the minutes of the public meeting of August 16, 2018 as presented to the Board. Motion made by D. Benner and seconded by D. Durso.

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

## **8. Updates and Reports**

a. *Information.* Board Chair Report from Chelsea Badeau. Board Chair Report from Chelsea Badeau. Updates included: the resignation of Mary O'Neil, Special Education Director, who accepted a position closer to her home and the search is underway for a replacement; the extension of the contract for HR services with MF Consulting to continue and expand work to fill vacancies, revise the employee handbook and establishing ; Tim Sager has informed the Board that at this time he is unable to serve as a Trustee; and first school discussion – an interactive session - with the community will be held on PSSA results before the next regularly scheduled Board meeting.

b. *Information & School Report* from Stephani Finnin, Principal. First few weeks have been going well and the new English Language Arts (ELA) Journey's curriculum is underway including Professional Development (PD) for staff. There will be introductions to Go Math and the new ELA at back-to-school night rather than separate sessions for parents. The No Place for Hate program will be rolled out in late October as a supplement to the existing anti-bullying program. This complements the new "POW!" motto of the staff – Positivity Open communication and Working together. Staff participated in Outward Bound during pre-school PD. PSSA Scores to be distributed at back-to-school night. Parent Conferences have been moved to mid-grading period to boost support to improve student performance.

c. *Information.* PTA report from Jen McClarren. Events are underway including fundraisers such as Kids Stuff Books, calendars for the art/music program, Rita's Spirit Day and Box Tops. Looking for volunteers to be classroom communicators on behalf of the PTA. Silent Auction December 1, need some sponsors and will need volunteers. Eco Committee running a work evening at the Schuylkill Center for families which will include a potluck dinner afterwards.

d. *Information.* Board Governance report from Heather Cowley. There will be four committees to begin their work once the Board votes on them and their chairs later in the meeting. That information is attached to the agenda/minutes. There will also be ad hoc committees such as the outdoor space planning committee.

e. *Information.* Finance Report from Omnivest and Meg Perillo. Audit was begun, and nothing has been identified as an issue to date. Final audit due to the Charter Schools Office December 31, 2018. The school's true-up of school enrollment and payments from Philadelphia School District will be modified in October, as is every year. All other finances are within anticipated margins. There was an unexpected HVAC issue that was managed such that school was still able to open on time, but will show as budget deficit.

f. *Information.* Report from counsel, J. Stacey. There are almost 40 – nearly half – of the Charter schools in Philadelphia who do not have a signed charter renewals due to issues in the agreements that are unacceptable to Charter schools and outside of the PA Charter School Law.

g. *Action.* To approve the reports in 8(a)-8(f) above, as stated at the meeting and/or as presented to the Board. Motion: Made by D. Durso and seconded by H. Cowley.

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

## 9. Other Matters/New Business

a. *Action.* To authorize the acting CEO to sign and deliver the Tuition Agreement with Martin Luther School for the 2018-19 school year as presented to the board.

Discussion: None.

Motion: Made by H. Cowley and seconded by K. Haskins-Simms.

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

b. *Action.* To approve the proposed committee structure and chairs as set forth in the governance report. This includes Meg Perillo, Chair of Finance Committee; Debi Durso as Chair of Academic Excellence Committee; Deena Benner and Kristin Haskins-Simms as Co-Chairs of the Development and Community Engagement Committee and Richard Chapkis, Chair of the Governance Committee.

Discussion: We will continue to look for additional Board members and committee members, anyone interested should contact the Board through the email address on the school website.

Motion: Made by D. Durso and seconded by M. Perillo

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

## 10. Adjournment

a. *Action.* To adjourn the meeting. Motion made by D. Durso seconded by K. Haskins-Simms

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

**Meeting adjourned at 8:09 PM**

## ATTACHMENT 9b

### **Green Woods Charter School Committees of the Board of Directors**

The GWCS Board of Directors 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 Governing Board holds monthly (except for July) formal meetings. 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 you to voice your comments in this forum.

The committees of the GWCS Governing Board level meet as needed, depending on their goals. Each of these committees are chaired by a member of the Governing Board and comprised of members of the Board, Administration, and selected staff and parents.

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

*Chair: Debi Durso*

Green STEAM 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 STEAM 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.

*Chair: Kristin Haskins-Simms & Deena Benner*

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 GWCS's capital campaign, 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.