

KEYSTONE ACADEMY CHARTER SCHOOL
6649 Tulip Street
Philadelphia, PA 19135
BOARD OF TRUSTEES MEETING
MAY 26, 2016
7:00PM

MINUTES

SECTION I: CALL TO ORDER

Opening Colloquy

This Board of Trustees meeting of the Keystone Academy Charter School Board of Trustees is hereby called to Order. The time is 7:05 pm. My name is Gretchen Alston. I am the President of this Board of Trustees and I will facilitate this meeting.

This is a public meeting of the Board of Trustees of the Keystone Academy Charter School that was properly advertised pursuant to the Pennsylvania Sunshine Act. The public meeting schedule is posted at the school and on the website in the monthly calendar.

All members of the public are welcome, to sit and listen to the Board of Trustees conduct its business tonight. Members of the public who have registered with the Administrative office to participate in public comment by 5 pm on the day before this scheduled meeting may participate in public comment. At this time, I would ask that executive administration submit the list of commenters to our legal counsel. Comments will be limited to three minutes unless the Board decides to grant additional time.

At this time, I will ask that Roll Call be taken.

A. Roll Call by Gretchen Alston:

- | | |
|---|------|
| 1. Gretchen Alston – President | “GA” |
| 2. Fred Phelps – Vice President/Secretary | “FP” |
| 3. Marie McCarthy– Member | “MM” |
| 4. Alma Diggs –Treasurer | “AD” |
| 5. Tina Peterson – Member | “TP” |
| 6. Christine Godfrey – Member | “CG” |
| 7. Howard Randolph - Member | “HR” |

Board Members Present:	By Invitation: Non-Board Members Present:
Gretchen Alston Alma Diggs Fred Phelps Tina Peterson Howard Randolph	Dr. Claudia Lyles Dr. Kathryn Makar Daniel H. Saidel, Esq. Michael Danyo, Finance – Santilli & Thomson

Board Members Absent:

Michael Thomson, Finance – Santilli & Thomson

Marie McCarthy
Christine Godfrey

B. Announcement of Executive Session – Mr. Daniel Saidel

The Board of Trustees of Keystone Academy Charter School held an Executive Session at 6:00 pm May 26, 2016 to discuss Potential Litigation and Personnel Matters.

C. Approval of Agenda

MOTION
HR
SECOND
FP
VOTE:
 PASS
 FAIL

Resolution 16052601
Approval of the Agenda

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the MAY 26, 2016 Agenda.

D. Approval of Minutes

MOTION
FP
SECOND
HR
VOTE:
 PASS
 FAIL

Resolution 16052602
Approval of MARCH 17, 2016 Minutes of Meeting

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the Minutes of the **MARCH 17, 2016** meeting of the Board of Trustees of Keystone Academy Charter School.

MOTION
HR
SECOND
AD
VOTE:
 PASS
 FAIL

Resolution 16052603
Approval of APRIL 6, 2016 Minutes of the Special Meeting of the Board

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the Minutes of the **APRIL 6, 2016** Special Meeting of the Board of Trustees of Keystone Academy Charter School.

E. Reports

MOTION
HR
SECOND
FP
VOTE:
 PASS
 FAIL

Resolution 16052604
Acceptance of the Report of Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the report of Dr. Claudia Lyles, CEO and hereby incorporates into these minutes by reference Dr. Claudia Lyles' written report.

Dr. Claudia Lyles reviewed her written report with the board.

MOTION
HR
SECOND
FP
VOTE:
 PASS
 FAIL

Resolution 16052605
Acceptance of the Report of Dr. Claudia Lyles of the Education Committee

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the report of Dr. Claudia Lyles of the Education Committee and hereby incorporates into these minutes by reference the Education Committee's written report.

Dr. Claudia Lyles reviewed the agenda of the April 6, 2016 Education Committee and Dr. Makar's leadership of the school.

MOTION
HR
SECOND
FP
VOTE:
 PASS
 FAIL

Resolution 16052606
Acceptance of the Report of Mrs. Gretchen Alston, Chair of the Finance/Audit Committee

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the report of Mrs. Gretchen Alston, Chair of the Finance/Audit Committee and hereby incorporates into these minutes by reference Mrs. Alston's written report.

Gretchen Alston reviewed the agenda of the May 10, 2106 Finance/Audit Committee meeting which included a review with Santilli & Thomson of the proposed 2016-2017 Budget and issues relating to the school's payroll processing company.

MOTION
FP
SECOND
AD
VOTE:
 PASS
 FAIL

Resolution 16052607
Acceptance of the Treasury Report - Michael Danyo of Santilli and Thomson

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby reviews and accepts the March 2016 Financial Report of Michael Danyo and hereby incorporates into these minutes by reference the financial statements and the documents presented by Michael Danyo to the board; and

FURTHER RESOLVED, the Board of Trustees of Keystone Academy Charter School accepts the Treasury Report in the amount of \$115,482.84 presented by Michael Danyo.

Michael Danyo and Michael Thomson reviewed the March 2016 Financial and Treasury Reports with the board.

MOTION
FP
SECOND
AD
VOTE:
 PASS

Resolution 16052608
Acceptance of the Treasury Report - Michael Danyo of Santilli and Thomson

FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby reviews and accepts the April 2016 Financial Report of Michael Danyo and hereby incorporates into these minutes by reference the financial statements and the documents presented by Michael Danyo to the board; and

FURTHER RESOLVED, the Board of Trustees of Keystone Academy Charter School accepts the Treasury Report in the amount of \$181,856.58. presented by Michael Danyo.

Michael Danyo and Michael Thomson reviewed the April 2016 Financial and Treasury Reports with the board.

F. Approval of 2016-17 Budget

MOTION
HR
SECOND
FP
VOTE:
 PASS
 FAIL

**Resolution 16052609
Approval of 2016-17 School Budget – Michael Danyo**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby reviews and accepts the 2016-17 School Budget as presented by Michael Danyo and Michael Thomson, both of Santilli and Thomson, and hereby incorporates into these minutes by reference the 2016-17 Budget.

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the 2016-17 Budget.

FURTHER RESOLVED, Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to execute the contract or any other document necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

- A. Roll Call Vote**
- Alma Diggs yes
- Fred Phelps yes
- Gretchen Alston yes
- Howard Randolph yes
- Marie McCarthy absent
- Tina Peterson yes
- Christine Godfrey absent

Michael Danyo, Michael Thomson and the Finance Committee reviewed the 2016-2017 Budget and Bond Loan Covenants with the board.

G. Personnel

MOTION
HR
SECOND
FP
VOTE:

**Resolution 16052610
Approval of 2015-16 Club Sponsor: By Dr. Claudia Lyles**

RESOLVED that the Board of Trustees of Keystone Academy Charter

PASS
 FAIL

School hereby approves payment to the following personnel as a 2015-16 Club Co-Sponsor at a rate of \$25/hr., effective April 14, 2016.

- 1) Michael Browning in the amount of \$300.00 to co-sponsor Soccer Club for twelve hours. (Spring session).

Dr. Claudia Lyles reviewed the 2015-16 Club Sponsor with the board.

MOTION
FP
SECOND
AD
VOTE:
 PASS
 FAIL

Resolution 16052611

Approval of Temporary Position Change and Salary Adjustment By: Dr. Claudia Lyles

RESOLVED that the Board of Trustees approves a temporary change in position for Pamela Thomas from Building Aide to Teacher effective April 26, 2016 at a prorated salary of \$38,000.00. (child care leave).

Dr. Claudia Lyles reported to the board that P. Thomas is a certified teacher.

MOTION
AD
SECOND
HR
VOTE:
 PASS
 FAIL

Resolution 16052612

Approval of Summer 2016 ESY/ESL/Curriculum inventory, ordering and development/summer testing: By Dr. Claudia Lyles

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves payment to the following personnel for 2016 summer work, at a rate of \$25/hr. as indicated below:

- 1) Jennifer Schaaf and Kerri Flood for the provision of ESY support beginning June 20, 2016 through July 28, 2016 for ninety six (96) hrs. each in the individual amount of \$2,400.00 and a total amount of \$4,800.00.
- 2) Kristin Leonard for the provision of summer ESL screening during the months of July and August for twenty (20) hrs. in a total amount of \$500.00.
- 3) Michelle DelBuono for program materials ordering, curriculum materials inventory and administration of summer baseline testing to new students for one hundred twenty (120) hrs. in the total amount of \$3000.00.
- 4) Melissa Haslett for grade 2 reading and math curriculum development and summer testing during the months of July and August for seventy-two (72) hrs. in a total amount of \$1,800.00.

Dr. Claudia Lyles reviewed the Summer 2016 ESY/ESL/Curriculum inventory, ordering and development/summer testing with the board.

H. Approval of 2016-17 School Calendar

MOTION
AD
SECOND
FP
VOTE:
 PASS
 FAIL

Resolution 16052613

Approval of 2016-17 School Calendar: By Dr. Claudia Lyles

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the 2016-17 School Calendar as presented.

Dr. Claudia Lyles reviewed the 2016-17 School Calendar with the board.

I. Policy Approval

MOTION
HR
SECOND
AD
VOTE:
 PASS
 FAIL

Resolution 16052614

Approval of LEA Level Parent Involvement Policy (Title 1): By Dr. Kathryn Makar

RESOLVED, the Board of Trustees of Keystone Academy Charter School approves the LEA Level Parent Involvement Policy (Title 1) as presented;

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to execute this policy or any other document necessary or delegate any task necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Kathryn Makar reviewed the Level Parent Involvement Policy (Title 1) with the board.

MOTION
HR
SECOND
AD
VOTE:
 PASS
 FAIL

Resolution 16052615

Approval of School Level Parent Involvement Policy (Title 1): By Dr. Kathryn Makar

RESOLVED, the Board of Trustees of Keystone Academy Charter School approves the School Level Parent Involvement Policy (Title 1) as presented;

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to execute this policy or any other document necessary or delegate any task necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Kathryn Makar reviewed the School Level Parent Involvement Policy (Title 1) with the board.

J. Approval of State Mandated Plans (Title I)

MOTION
HR
SECOND
FP
VOTE:
 PASS
 FAIL

Resolution 16052616

Approval of Teacher Equity Plan for Consolidated Federal Services By: Dr. Kathryn Makar

RESOLVED, the Board of Trustees of Keystone Academy Charter School approves the Teacher Equity Plan for Consolidated Federal Services as presented;

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to execute this plan or any other document necessary or delegate any task necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Kathryn Makar reviewed the Teacher Equity Plan for Consolidated Federal Services with the board.

MOTION
HR
SECOND
FP
VOTE:
 PASS
 FAIL

Resolution 16052617

Approval of the Title I Transition Plan: By Dr. Kathryn Makar

RESOLVED, the Board of Trustees of Keystone Academy Charter School approves the Title I Transition Plan as presented;

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to execute this plan or any other document necessary or delegate any task necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Kathryn Makar reviewed the Title I Transition Plan with the board.

K. Approval of 2016-17 Board Meeting Schedule

MOTION
FP
SECOND
HR
VOTE:
 PASS
 FAIL

Resolution 16052618

Approval of 2016-17 Board Meeting Schedule: By Mrs. Gretchen Alston

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the 2016-17 Board of Trustees Meeting Schedule as presented.

Gretchen Alston reviewed the 2016-17 Board Meeting Schedule with the board.

L. Approval of 2016-17 Student Lunch Fees

MOTION
FP
SECOND
HR
VOTE:
 PASS
 FAIL

Resolution 16052619
Approval of 2016-17 Student Lunch Fees (increase): By Dr. Claudia Lyles

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the increase for 2016-17 lunch fees for non-subsidized students from \$2.70 to \$2.75, per lunch meal, effective September 2016.

Dr. Claudia Lyles reviewed with the board the 2016-17 Student Lunch Fee increase.

M. Approval of Hearing Support Services Contract

MOTION
AD
SECOND
FP
VOTE:
 PASS
 FAIL

Resolution 16052620
Approval of Hearing Support Services Contract By: Dr. Claudia Lyles

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves a contract with Clarke Schools for the provision of Hearing Support Services, per an IEP, in the amount of \$100.00/hr. plus travel, effective May 9, 2016 through June 15, 2016 as presented.

Dr. Claudia Lyles reviewed with the board the Hearing Support Services Contract.

N. Approval of 2014 Completion of the Required Federal and State Criminal and Child Abuse Background Checks

MOTION
HR
SECOND
AD
VOTE:
 PASS
 FAIL

Resolution 16052621
Completed the Required Federal and State Criminal and Child Abuse Background Checks By: Dr. Claudia Lyles

RESOLVED that the Board of Trustees has advised and confirmed that the Keystone Academy Charter School has records confirming that all employees have completed the required federal and state criminal and child abuse background checks, and it is father resolved that the Board President is authorized and directed to execute an affidavit to be submitted to the Philadelphia School District if so required, to show the School has complied with this requirement of law.

Dr. Claudia Lyles reviewed with the board the requirements of properly completing and submitting the Federal and State Criminal and Child Abuse

Background Checks.

O. Approval of Charter Renewal

MOTION
FP
SECOND
AD
VOTE:
[X] PASS
[] FAIL

Resolution 16052622
Approval and Ratification of Keystone Academy Charter School to make all appropriate filings, notices and applications to effect the successful renewal of the existing Keystone Academy Charter School charter during 2016/2017 school year. By: Dr. Claudia Lyles

WHEREAS Pennsylvania law states that a public school charter may be renewed for five (5) year periods upon reauthorization by the local board of school directors of a school district;

WHEREAS the School District of Philadelphia has mandated an application process for charter school renewals;

RESOLVED Dr. Claudia Lyles, Chief Executive Officer of Keystone Academy Charter School, is hereby authorized and directed to cause Keystone Academy Charter School to make all appropriate filings, notices and applications to effect the successful renewal of the existing Keystone Academy Charter School charter during 2016/2017 school year and in accordance with 24 P.S. § 17-1720-A.

Dr. Claudia Lyles reviewed with the board the required filings, notices and applications to effect the successful renewal of the existing Keystone Academy Charter School charter during 2016/2017 school year.

Community Comment

Community Comment Colloquy (General Counsel)

Good Evening, my name is Daniel H. Saidel, with Sand & Saidel, PC, and General Counsel to the Keystone Academy Charter School Board of Trustees. Will you please state your name for our records?

You will have three minutes to address the Board of Trustees. Any documents or communications that you might supplement your comment with should be submitted to me. I will keep the time and notify the board when three minutes have elapsed.

This Board may choose not to comment, question or respond in any way to your public comment. I will begin the time now.

<i>Who</i>	<i>What</i>
<i>NONE</i>	<i>NONE</i>

P. DISCUSSION AND ANNOUNCEMENTS

THE NEXT REGULARLY SCHEDULED KEYSTONE ACADEMY BOARD OF TRUSTEES
MEETING IS SCHEDULED TO BE HELD ON JUNE 16, 2016

ADJOURNMENT

MOTION
AD
SECOND
FP
VOTE:
 PASS
 FAIL
