

**KEYSTONE ACADEMY CHARTER SCHOOL**  
**6649 Tulip Street**  
**Philadelphia, PA 19135**  
**BOARD OF TRUSTEES MEETING**  
**JUNE 23, 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 7:00 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:**

Gretchen Alston – President	“GA”
Fred Phelps – Vice President/Secretary	“FP”
Marie McCarthy– Member	“MM”
Alma Diggs –Treasurer	“AD”
Tina Peterson – Member	“TP”
Christine Godfrey – Member	“CG”
Howard Randolph - Member	“HR”

<b>Board Members Present:</b>	<b>By Invitation: Non-Board Members:</b>
Gretchen Alston	Dr. Claudia Lyles
Fred Phelps	David Hussey, Esq.
Marie McCarthy	Michael Danyo, Finance – Santilli &
Tina Peterson	Thomson
Howard Randolph	Michael Thomson, Finance – Santilli &
	Thomson

**Board Members Absent:**

Alma Diggs  
Christine Godfrey

**B. Announcement of Executive Session – Mr. David Hussey:** The Board of Trustees held a closed executive session prior to this meeting at 6:00 pm to discuss confidential personnel and litigation matters.

**C. Approval of Agenda**

MOTION  
MM  
SECOND  
TP  
VOTE:  
 PASS  
 FAIL

**Resolution 16062301**  
**Approval of the Agenda**

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the JUNE 23, 2016 Agenda.

**D. Approval of Minutes**

MOTION  
HR  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

**Resolution 16062302**  
**Approval of MAY 26, 2016 Minutes of Meeting**

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

**E. Reports**

MOTION  
TP  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

**Resolution 16062303**  
**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 CEO report with the board.

MOTION  
MM  
SECOND

**Resolution 16062304**  
**Acceptance of the Report of Mrs. Gretchen Alston, Chair of the**

FP  
VOTE:  
 PASS  
 FAIL

### **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 June 15, 2106 Finance/Audit Committee meeting which included a proposed payroll increase of 2%, issues relating to the school's payroll processing company, and a review of the charter renewal process.

MOTION  
FP  
SECOND  
MM  
VOTE:  
 PASS  
 FAIL

### **Resolution 16062305 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 May 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 \$228,133.57 presented by Michael Danyo.

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

## **F. Personnel**

MOTION  
HR  
SECOND  
TP  
VOTE:  
 PASS  
 FAIL

### **Resolution 16062306 Approval of 2016-17 Salary Increases – Dr. Lyles**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves a 2% increase for faculty and staff, per the 2016-17 School Budget, effective August 29, 2016 for teaching and cafeteria staff and, July 1, 2016 for clerical, custodial and 12-month professional staff.

Dr. Claudia Lyles reviewed that the proposed salary increases are consistent with the approved budget.

MOTION  
HR  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

### **Resolution 16062307 Approval of Stipend for Charter Renewal Task**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves a stipend in the amount of one thousand dollars

(\$1000.00) for Dr. Kathryn Makar for the completion of the Charter Renewal narrative and related tasks.

Dr. Claudia Lyles reviewed the tasks for which compensation is recommended.

### G. Approval of renewal of the Food Service Contract for 2016-17

MOTION  
TP  
SECOND  
MM  
VOTE:  
 PASS  
 FAIL

#### **Resolution 16062308** **Approval of renewal of the Food Service Contract for 2016-17**

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves renewal of the contract with The Nutrition Group for the provision of food services during the 2016-17 SY in the amount of \$66,996.26 as presented;

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to execute contract with The Nutrition Group for the provision of food services during the 2016-17 SY in the amount of \$66,996.26 or any other document necessary or delegate any task necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Claudia Lyles discussed the proposed food services contract and that the school sought and reviewed public bids for the services.

### H. Application for Approval and Reimbursement of a Charter School Lease for the 2015-2016 Fiscal Year

MOTION  
HR  
SECOND  
MM  
VOTE:  
 PASS  
 FAIL

#### **Resolution 16062309** **Approval and Reimbursement of a Charter School Lease for the 2015-2016 Fiscal Year**

RESOLVED, that the Board of Trustees of Keystone Academy Charter School approves the application for approval and reimbursement of a charter school lease for the 2015-2016 fiscal year;

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

Dr. Claudia Lyles reviewed the lease reimbursement process.

#### **By Roll Call Vote:**

Gretchen Alston      yes

Fred Phelps	yes
Marie McCarthy	yes
Alma Diggs	absent
Tina Peterson	yes
Christine Godfrey	absent
Howard Randolph	yes

Dr. Claudia Lyles reported that the school received an anonymous \$500 cash donation, which she deposited with the Business Controller.

Upon Motion by Gretchen Alston, Seconded by Howard Randolph, the agenda was amended to add Resolution 16062310.

MOTION  
 HR  
 SECOND  
 FP  
 VOTE:  
 PASS  
 FAIL

**Resolution 16062310**  
**Approval of Acceptance of \$500 Anonymous Gift**

RESOLVED, that the Board of Trustees of Keystone Academy Charter School approves acceptance of an anonymous cash gift of \$500.

**Community Comment**

*Community Comment Colloquy (General Counsel)*

Good Evening, my name is David Hussey, 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>

**I. DISCUSSION AND ANNOUNCEMENTS**

THE NEXT REGULARLY SCHEDULED KEYSTONE ACADEMY BOARD OF TRUSTEES MEETING IS SCHEDULED TO BE HELD ON JULY 21, 2016

**ADJOURNMENT**

MOTION  
 HR  
 SECOND  
 TP  
 VOTE:  
 PASS  
 FAIL