

KEYSTONE ACADEMY CHARTER SCHOOL
6649 Tulip Street
Philadelphia, PA 19135
BOARD OF TRUSTEES MEETING
JULY 21, 2016

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 8:08 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 Daniel Saidel

- | | |
|---|------|
| 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:
<ol style="list-style-type: none"> 1. Gretchen Alston 2. Fred Phelps 3. Marie McCarthy 4. Alma Diggs” 5. Howard Randolph 	<p>Dr. Claudia Lyles Daniel H. Saidel, Esq. David Annecharico, Esq.</p>

Board Members Absent:

Tina Peterson
Christine Godfrey

B. Announcement of Board Training and Professional Development from 6:00 PM until 8:07 PM July 21, 2016 presented by Daniel Saidel, Esq. and David Annecharico, Esq.

C. Approval of Agenda

MOTION
HR
SECOND
MM
VOTE:
 PASS
 FAIL

Resolution 16072101
Approval of the Agenda

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the JULY 21, 2016 Agenda.

D. Approval of Minutes

MOTION
MM
SECOND
HR
VOTE:
 PASS
 FAIL

Resolution 16072102
Approval of June 23, 2016 Minutes of Meeting

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the Minutes of the **June 23, 2016** meeting of the Board of Trustees of Keystone Academy Charter School.

E. Reports

MOTION
HR
SECOND
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VOTE:
 PASS
 FAIL

Resolution 16072103
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, CEO distributed and reviewed with the board her written report.

MOTION
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VOTE:
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Resolution 16072104
Acceptance of the Treasury Report – Prepared by Michael Danyo of Santilli and Thomson

FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby reviews and accepts the June 2016 Financial Report prepared by Michael Danyo and hereby incorporates into these minutes by reference the financial statements and the documents presented by Dr. Lyles for 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 \$158,608.87 presented by Dr. Lyles for Michael Danyo.

The June 2016 Financial Statements and Treasury Report in the amount of \$158,608.87, which were prepared by Michael Danyo, were distributed Dr. Lyles and reviewed by the board.

F. Personnel

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**Resolution 16072105
Approval of Teacher Appointment – Dr. Lyles**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the appointment of Kimberly Copeland as a classroom teacher, effective August 29, 2016 at a yearly salary of \$39,000.00;

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. Lyles reviewed with the board the appointment of Kimberly Copeland as a classroom teacher, effective August 29, 2016 at a yearly salary of \$39,000.00.

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**Resolution 16072106
Approval of Private Contractors - Dr. Lyles**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the appointment of Elizabeth Galbally, Guidance Counselor, at a rate of \$40.00/hr. for thirty-two (32) hours/week, effective August 4, 2016 (Title I Funds) and Trumell Lamb, School Climate and Truancy Coordinator, at a rate of \$50.00/hr. for twenty four (24) hours/wk., effective August 4, 2016 (Title II Funds);

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, Lyles reviewed with the board the appointment of Elizabeth Galbally,

Guidance Counselor, at a rate of \$40.00/hr. for thirty-two (32) hours/week, effective August 4, 2016 (Title I Funds) and Trumell Lamb, School Climate and Truancy Coordinator, at a rate of \$50.00/hr. for twenty four (24) hours/wk., effective August 4, 2016.

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Resolution 16072107
Approval of the Creation of a Classroom Aide Position (Title I) - Dr. Lyles

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the creation of a Classroom Aide position to be funded from the Title I allocation;

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. Lyles reviewed with the board the creation of a Classroom Aide position to be funded from the Title I allocation.

G. Contracts

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Resolution 16072108
Approval of Contract for Physician’s Standing Orders Services - Dr. Lyles

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the contract with Dr. Elena McDonald for the provision of Standing Orders (Physician of Record) for the 2016-17 school year in the total amount of \$2,500.00;

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. Lyles reviewed with the board the contract with Dr. Elena McDonald for the provision of Standing Orders (Physician of Record) for the 2016-17 school year in the total amount of \$2,500.00.

Resolution 16072109
Approval of Contract with Bayada Nurses - Dr. Lyles: This rate reflects an hourly increase of \$0.25.

Resolved that the Board of Trustees approves the contract with Bayada Nursing for the provision of a school nurse at a rate of \$49.50/hr. for thirty-five (35) hrs. /wk., for all student days and August 29-September 2, 2016 and

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June 15-16, 2017, which are professional development days to be used for records/review completion;

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. Lyles reviewed with the board the contract with Bayada Nursing for the provision of a school nurse at a rate of \$49.50/hr. for thirty-five (35) hrs. /wk., for all student days and August 29-September 2, 2016 and June 15-16, 2017, which are professional development days to be used for records/review completion.

Resolution 16072110
Approval of Contract with Stevens Heating and Plumbing

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Resolved that the Board of Trustees approves the contract with Stevens Heating and Air Conditioning Inc. as presented for the repair of two boilers at the Tulip Street School Facility, to meet PA Industrial Board specifications in the amount of \$15,327.00;

Further Resolved that \$15,327.00 shall be deducted from the monthly rental payment due to the Tulip Street School Facility’s landlord as per Attorney Carl Singley’s 7/15/2016 email to Daniel H. Saidel, Esq.;

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. Lyles reviewed with the board the contract with Stevens Heating and Air Conditioning Inc. for the repair of two boilers at the Tulip Street School Facility, to meet PA Industrial Board specifications in the amount of \$15,327.00 and that \$15,327.00 shall be deducted from the monthly rental payment due to the Tulip Street School Facility’s landlord as per Attorney Carl Singley’s 7/15/2016 email to Daniel H. Saidel, Esq.

H. Policy

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 FAIL FAIL

Resolution 16072111
Approval of Finance Policies, per Title I requirements – prepared by Michael Danyo

RESOLVED, that the Board of Trustees of Keystone Academy Charter School approves the following policies;

- 1) Allowability of Costs
- 2) Cost Management
- 3) Conflict of Interest
- 4) Procurement
- 5) Travel reimbursement

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. Lyles distributed and reviewed with the board the following policies which were prepared by M. Danyo;

- 1) Allowability of Costs
- 2) Cost Management
- 3) Conflict of Interest
- 4) Procurement
- 5) Travel reimbursement.

Resolution 16072112
Approval of Revised Policies - Dr. Lyles

RESOLVED, that the Board of Trustees of Keystone Academy Charter School approves revisions to existing policies;

- 1) Code of Conduct (student)
- 2) ELL
- 3) Truancy (attendance)

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. Lyles distributed and reviewed with the board revisions to the following existing policies;

- 1) Code of Conduct (student)
- 2) ELL
- 3) Truancy (attendance).

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 VOTE:
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I. Calendar Change

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VOTE:
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Resolution 16072113 – Dr. Lyles 2016-17 Board Meeting Schedule (revision)

RESOLVED, that the Board of Trustees of Keystone Academy Charter School approves a revision to the 2016-17 Board Meeting calendar making Tuesday August 16, 2016 the August 2016 monthly meeting date.

Dr. Lyles distributed and reviewed with the board a revision to the 2016-17 Board Meeting calendar making Tuesday August 16, 2016 the August 2016 monthly meeting date.

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>

J. DISCUSSION AND ANNOUNCEMENTS

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

ADJOURNMENT

MOTION
HR
SECOND
AD
VOTE:
 PASS
 FAIL
