

**KEYSTONE ACADEMY CHARTER SCHOOL**  
4521 Longshore Avenue  
Philadelphia, PA 19135  
**BOARD OF TRUSTEES MEETING**  
APRIL 20, 2017

**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 7:02 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 H. Saidel, Esq.:**

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

**Board Members Present:**

Gretchen Alston  
Fred Phelps  
Christine Godfrey  
Howard Randolph

**By Invitation: Non-Board Members Present**

Dr. Claudia Lyles, CEO  
Daniel H. Saidel, Esq.  
Michael Danyo, Finance – Santilli & Thomson  
Michael Thomson, Finance – Santilli & Thomson

**Board Members Absent:**

Alma Diggs  
Marie McCarthy  
Tina Peterson

**B. Announcement of Executive Session – Mr. Daniel Saidel, Esq.**

*I'd like to state, for purposes of the Minutes of this meeting that on April 20, 2017, the Board of Trustees met in Executive Session for the following purposes under 65 P.S. § 708:*

(x) Consultation with Professional Advisor or Attorney. To consult with its attorney or other professional advisor regarding information or strategy in connection with litigation or with issues on which identifiable complaints are expected to be filed.

**B. Approval of Agenda**

MOTION  
FP  
SECOND  
HR  
VOTE:  
 PASS  
 FAIL

**Resolution 17042001**  
**Approval of the Agenda By: Mrs. Gretchen Alston**

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the APRIL 20, 2017 Agenda.

**C. Approval of Minutes**

MOTION  
HR  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

**Resolution 17042002**  
**Approval of MARCH 23, 2017 Minutes of Meeting By: Mrs. Gretchen Alston**

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the Minutes of the MARCH 23, 2017 meeting of the Board of Trustees of Keystone Academy Charter School.

**D. Reports**

MOTION  
CG  
SECOND  
HR  
VOTE:  
 PASS  
 FAIL

**Resolution 17042003**  
**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 her written report with the board.

MOTION  
FP  
SECOND  
CG  
VOTE:  
 PASS  
 FAIL

**Resolution 17042004**  
**Acceptance of the Report of Mrs. Gretchen Alston, Chair of the Finance Committee**

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

On April 4, 2017, Gretchen Alston, Chair of the Finance Committee, convened a Finance Committee meeting which was attended by M. Danyo, M. Thomson, Fred Phelps, Dr. C. Lyles and Alma Diggs. The subject matter for review of the Finance Committee meeting was:  
2017-18 Proposed Budget,  
2017-18 Board Meeting Schedule,  
2017-18 Academic Calendar,  
March 2017 Financials,  
March 2017 Financial Status, and  
Status of the Longshore school facility.

MOTION  
HR  
SECOND  
CG  
VOTE:  
 PASS  
 FAIL

**Resolution 17042005**  
**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 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 \$371,995.06 presented by Michael Danyo.

Michael Danyo distributed and reviewed with the board, Keystone Academy Charter School financial statements, documents and the Treasury Report in the amount of \$371,995.06.

**E. Finance**

MOTION  
FP  
SECOND

**Resolution 17042006**  
**Approval of 2017-18 Keystone Academy Charter School Budget**

CG  
VOTE:  
 PASS  
 FAIL

**By: Mr. Michael Danyo**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby reviews and accepts 2017-18 Keystone Academy Charter School Budget as presented by Michael Danyo, Santilli and Thomson and hereby incorporates into these minutes by reference the report statements;

FURTHER RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the 2017-18 Keystone Academy Charter School Budget as presented; and

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

**A. Roll Call Vote**

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

M Danyo and M. Thomson distributed and reviewed with the board the 2017-18 Keystone Academy Charter School Budget.

**F. Approval of 2017-18 Keystone Academy Charter School Calendar and 2017-18 Keystone Academy Charter School Board of Trustees Board Meeting Schedule**

MOTION  
CG  
SECOND  
HR  
VOTE:  
 PASS  
 FAIL

**Resolution 17042007**

**Approval of 2017-18 Keystone Academy Charter School Calendar:  
By Dr. Claudia Lyles**

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the 2017-18 Keystone Academy Charter School Calendar, as presented.

Dr. Lyles distributed and reviewed with the board the 2017-18 Keystone Academy Charter School Calendar.

**Resolution 17042008**

**Approval of 2017-18 Keystone Academy Charter School Board of Trustees Board Meeting Schedule: By Dr. Claudia Lyles, CEO**

MOTION  
FP  
SECOND  
HR  
VOTE:

[X] PASS  
[ ] FAIL

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the 2017-18 Keystone Academy Charter School Board of Trustees Board Meeting Schedule, as presented.

Dr. Lyles distributed and reviewed with the board the 2017-18 Keystone Academy Charter School Board of Trustees Board Meeting Schedule.

## G. Contracts

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

### **Resolution 17042009**

#### **Approval of Service Contracts for 4521 Longshore Avenue, Philadelphia, PA: By Dr. Claudia Lyles, CEO**

RESOLVED, the Board of Trustees of Keystone Academy Charter School approves contracts, as presented, with the following providers for services at 4521 Longshore Ave:

- i. Omega Security in the amount of \$145/month to monitor the fire and building security alarm systems;
- ii. Beddis & Wheeler Security daily on-site security at the rates of \$20/hr. from Monday–Friday and \$21/hr. on Saturday and Sunday for the provision of temporary on site security; and
- iii. Wayne Moving and Storage in the amount of \$33,295.00 for packing, moving, unpacking and placing all school equipment and furniture, on account of the Keystone Academy Charter School move to 4521 Longshore Avenue, Philadelphia, PA on May 4, 5, and 6, 2017; and
- iv. Sylvia Marketing & Public Relations for the provision of public relations tasks related to the June 3, 2017 Open House and Ribbon Cutting Ceremony and 2017-18 School Opening in the amount of \$3500.00.

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to execute these contracts or any other 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:

- i. Omega Security contract in the amount of \$145/month to monitor the fire and building security alarm systems;
- ii. Beddis & Wheeler Security contract for daily on-site security at the rates of \$20/hr. from Monday–Friday and \$21/hr. on Saturday and Sunday for the provision of temporary on site security; and

- iii. Wayne Moving and Storage contract in the amount of \$33,295.00 for packing, moving, unpacking and placing all school equipment and furniture, on account of the Keystone Academy Charter School move to 4521 Longshore Avenue, Philadelphia, PA on May 4, 5, and 6, 2017; and
- iv. Sylvia Marketing & Public Relations contract for the provision of public relations tasks related to the June 3, 2017 Open House and Ribbon Cutting Ceremony and 2017-18 School Opening in the amount of \$3500.00.

**H. Conference Attendance - Board Training**

MOTION

SECOND

VOTE:  
 PASS  
 FAIL

**RESOLUTION**  
**WAS**  
**WITHDRAWN:**  
**AND NOT**  
**VOTED ON BY**  
**THE BOARD**

Christine Godfrey, Board Member, reviewed with the Board of Trustees of Keystone Academy Charter School that she is unable to attend the Annual Conference of Keystone Alliance for Public Charter Schools on May 3-4, 2017 in King of Prussia, PA.

Thereafter, Gretchen Alston – President withdrew **Resolution 17042010** for consideration by this board.

**Resolution 17042010 - *WITHDRAWN***  
**Approval for Payment of Conference Registration Fee By: Mrs. Gretchen Alston**

RESOLVED, the Board of Trustees of Keystone Academy Charter School approves payment in the amount of \$300.00 for Christine Godfrey, Board Member, to attend the Annual Conference of Keystone Alliance for Public Charter Schools on May 3-4, 2017 in King of Prussia, PA.

**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>Marcia Smith</i>	<i>Ms. Smith submitted emails to the board. Ms. Smith asked the board about public comment procedures for Keystone Academy Charter School Board of Trustees</i>

	<i>meetings and thereafter Daniel H. Sidel, Esq. reviewed public comment procedures with Ms. Smith during the Community Comment section of this board meeting.</i>
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**I. DISCUSSION AND ANNOUNCEMENTS**

THE NEXT REGULARLY SCHEDULED KEYSTONE ACADEMY BOARD OF TRUSTEES MEETING IS SCHEDULED TO BE HELD ON MAY 18, 2017 AT 4521 Longshore Avenue, Philadelphia, PA.

**ADJOURNMENT**

MOTION  
CG

SECOND  
FP

VOTE:

PASS

FAIL

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