

KEYSTONE ACADEMY CHARTER SCHOOL
4521 Longshore Avenue
Philadelphia, PA 19135
BOARD OF TRUSTEES MEETING
JUNE 15, 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 7:00 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 Daniel H. Saidel, Esq.:

- | | |
|---|------|
| 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:
Gretchen Alston	Dr. Claudia Lyles
Fred Phelps	Daniel H. Saidel, Esq.
Marie McCarthy	
Alma Diggs	
Christine Godfrey	
Howard Randolph	

Board Members Absent:

Tina Peterson

B. Announcement of Executive Session – Mr. Daniel Saidel

I'd like to state, for purposes of the Minutes of this meeting that on June 15, 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.

C. Approval of Agenda

MOTION
MM
SECOND
AD
VOTE:
 PASS
 FAIL

Resolution 17061501

Approval of the Agenda By: Mrs. Gretchen Alston

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the **June 15, 2017** agenda.

D. Approval of Minutes

MOTION
FP
SECOND
MM
VOTE:
 PASS
 FAIL

Resolution 17061502

Approval of MAY 25, 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 **MAY 25, 2017** meeting of the Board of Trustees of Keystone Academy Charter School.

E. Reports

MOTION
AD
SECOND
FP
VOTE:
 PASS
 FAIL

Resolution 17061503

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.

TABLED

Resolution 17061504 – TABLED

Mrs. Gretchen Alston TABLED Resolution 17061504 - Acceptance of the Treasury Report - as Michael Danyo of Santilli and Thomson was not present at this board meeting.

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby reviews and accepts the May 2017 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 \$164,812.07 presented by Michael Danyo.

F. Approval of Contracts

MOTION
MM
SECOND
AD
VOTE:
 PASS
 FAIL

Resolution 17061505 **Curriculum Writing Contract Approval By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves payment of \$1300.00 to Toolz4Teachers for the facilitation of Social Studies Curriculum writing calculated as follows:

1. ten (10) hours work at \$130.00/hr.; and

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, CEO reviewed with the board the payment of \$1300.00 to Toolz4Teachers for the facilitation of Social Studies Curriculum writing calculated at ten (10) hours work at \$130.00/hr.

MOTION
FP
SECOND
HR
VOTE:
 PASS
 FAIL

Resolution 17061506 **Contract Approval with Bayada Nursing By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the 2017-18 contract with Bayada Nursing as presented, at a rate of \$49.75/hr. for the provision of nursing services/support during the 2017-18 school year; and

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, CEO reviewed with the board the 2017-18 contract with Bayada Nursing as presented, at a rate of \$49.75/hr. for the provision of nursing services/support during the 2017-18 school year.

MOTION
AD
SECOND
MM
VOTE:

Resolution 17061507 **Approval of Private Contractors - By: Dr. Claudia Lyles, CEO**

PASS
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the appointment of Erin Fritz, Guidance Counselor, at a rate of \$40.00/hr. for thirty-two (32) hours/week, effective August 1, 2017 (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 1, 2017 (Title II Funds); and

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, CEO reviewed with the board the appointment of Erin Fritz, Guidance Counselor, at a rate of \$40.00/hr. for thirty-two (32) hours/week, effective August 1, 2017 (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 1, 2017 (Title II Funds.)

G. Personnel

MOTION
MM
SECOND
AD
VOTE:
 PASS
 FAIL

Resolution 17061508

Approval of Appointments By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School approves a change in position for Pamela Thomas from Building Aide to Teacher effective August 22, 2017 at an annual salary of \$48,690.00;

FURTHER RESOLVED that the Board of Trustees of Keystone Academy Charter School approves the appointment of Stephanie Heppard to the position of Teacher effective August 22, 2017 at an annual salary of \$42,000.00; and

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, CEO reviewed with the board the change in position for Pamela Thomas from Building Aide to Teacher effective August 22, 2017 at an annual salary of \$48,690.00 and the appointment of Stephanie Heppard to the position of Teacher effective August 22, 2017 at an annual salary of \$42,000.00.

MOTION
CG
SECOND

Resolution 17061509

Approval of 2017-18 Employee Raises By Dr. Claudia Lyles, CEO

170615

FP
VOTE:
 PASS
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the:

1. 3% increase in pay for Keystone Academy Charter School teachers and cafeteria staff effective August 22, 2017 and;
2. 3% increase in pay for Keystone Academy Charter School clerical and custodial staff for the 2017-18 school year effective July 1, 2017; and

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.

A. Roll Call Vote

Alma Diggs YES
Fred Phelps YES
Gretchen Alston YES
Howard Randolph YES
Marie McCarthy YES
Tina Peterson ABSENT
Christine Godfrey YES

Dr. Claudia Lyles, CEO reviewed with the board the 3% increase in pay for Keystone Academy Charter School teachers and cafeteria staff effective August 22, 2017 and the 3% increase in pay for Keystone Academy Charter School clerical and custodial staff for the 2017-18 school year effective July 1, 2017.

MOTION
CG
SECOND
MM
VOTE:
 PASS
 FAIL

Resolution 17061510

Approval of Salary Adjustment By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves effective July 1, 2017, an annual salary adjustment increase in the amount of \$5,000.00 for Dr. Kathryn Makar; and

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.

A. Roll Call Vote

Alma Diggs YES
Fred Phelps YES
Gretchen Alston YES
Howard Randolph YES

Marie McCarthy YES
Tina Peterson ABSENT
Christine Godfrey YES

Dr. Claudia Lyles, CEO reviewed with the board the July 1, 2017 annual salary adjustment increase of \$5,000.00 for Dr. Kathryn Makar.

MOTION
FP
SECOND
HR
VOTE:
 PASS
 FAIL

Resolution 17061511

Approval of Summer 2017 ESY and Curriculum Writing: By Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves payment to the following personnel for 2017 summer work, at a rate of \$25/hr. as indicated below:

- 1) Angela Fleury for the provision of one-to-one ESY support beginning June 19, 2017 - July 28, 2017 for up to ninety six (96) hrs. in the amount of \$2,400.00;
- 2) Christopher Hoffer and Wendy Hesse for grades 7 & 8 Social Studies Curriculum writing July- August 2017 for up to forty (40) hours each and in the amount of \$1000.00 each; which equals a project total of \$2000.00; and
- 3) Kimberly Copeland and Stephanie Heppard for grades 7 & 8 Science Curriculum writing July-August 2017 for up to forty (40) hours each and in the amount of \$1000.00 each; which equals a project total of \$2000.00.

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. Claudia Lyles, CEO reviewed with the board the payments to the following personnel for 2017 summer work, at a rate of \$25/hr. as indicated below:

- 1) Angela Fleury for the provision of one-to-one ESY support beginning June 19, 2017 - July 28, 2017 for up to ninety six (96) hrs. in the amount of \$2,400.00;
- 2) Christopher Hoffer and Wendy Hesse for grades 7 & 8 Social Studies Curriculum writing July- August 2017 for up to forty (40) hours each and in the amount of \$1000.00 each; which equals a project total of \$2000.00; and
- 3) Kimberly Copeland and Stephanie Heppard for grades 7 & 8 Science Curriculum writing July-August 2017 for up to forty (40) hours each and in the amount of \$1000.00 each; which equals a project total of \$2000.00.

MOTION
AD
SECOND
FP
VOTE:
 PASS
 FAIL

Resolution 17061512
Approval of Stipend By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School approves a one-time net payroll check payment in the amount of \$200.00 to Charles Holmes for extra duties he performed during the school move to 4521 Longshore Avenue, Philadelphia PA and the open house events at 4521 Longshore Avenue, Philadelphia.

Dr. Claudia Lyles, CEO reviewed with the board the one-time net payroll check payment in the amount of \$200.00 to Charles Holmes for extra duties he performed during the school move to 4521 Longshore Avenue, Philadelphia PA and the open house events at 4521 Longshore Avenue, Philadelphia.

H. Approval of Renewal of the Food Service Contract for 2017-18

MOTION
FP
SECOND
MM
VOTE:
 PASS
 FAIL

Resolution 17061513
Approval of Renewal of the Food Service Contract for 2017-18
By: Dr. Claudia Lyles, CEO

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 2017-18 school year in the amount of \$55,834.16 as presented; and

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 2017-18 school year in the amount of \$55,834.16 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, CEO reviewed with the board the renewal of the contract with The Nutrition Group for the provision of food services during the 2017-18 school year in the amount of \$55,834.16.

I. Application for Approval and Reimbursement of a Charter School Lease for the 2017-2018 Fiscal Year

MOTION
AD
SECOND
FP
VOTE:
 PASS
 FAIL

Resolution 17061514
Approval and Reimbursement of a Charter School Lease for the 2017-2018 Fiscal Year By: Dr. Claudia Lyles, CEO

RESOLVED, that the Board of Trustees of Keystone Academy Charter

School approve the application for approval and reimbursement of a charter school lease for the 2017-2018 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, CEO reviewed with the board the application for approval and reimbursement of a charter school lease for the 2017-2018 fiscal year.

J. Settlement Agreement

MOTION
MM
SECOND
AD
VOTE:
 PASS
 FAIL

Resolution 17061515

Approval of Confidential Settlement Agreement and General Release By: Dr. Claudia Lyles, CEO and Daniel Saidel, Esq.

RESOLVED, that the Board of Trustees of Keystone Academy Charter School approve the Confidential Settlement Agreement and General Release as presented; and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to execute the Confidential Settlement Agreement and General Release and any other document(s) necessary or delegate any task 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 YES
Tina Peterson ABSENT
Christine Godfrey YES

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>

K. DISCUSSION AND ANNOUNCEMENTS

THE NEXT REGULARLY SCHEDULED KEYSTONE ACADEMY BOARD OF TRUSTEES MEETING IS SCHEDULED TO BE HELD ON AUGUST 20, 2017 AT THE KEYSTONE ACADEMY CHARTER SCHOOL, 4521 Longshore Avenue, Philadelphia, PA 19135.

ADJOURNMENT

MOTION
AD

SECOND
HR

VOTE:

PASS

FAIL