

KEYSTONE ACADEMY CHARTER SCHOOL
4521 Longshore Avenue
Philadelphia, PA 19135
BOARD OF TRUSTEES MEETING
AUGUST 17, 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 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: |
|-------------------------------|---|
| 1. Gretchen Alston | Dr. Claudia Lyles, CEO |
| 2. Fred Phelps | Daniel H. Sidel, Esq. |
| 3. Alma Diggs | Michael Thomson, Finance – Santilli & Thomson |
| 4. Tina Peterson | Ariselys Cruz, Principal |
| 5. Howard Randolph | |

Board Members Absent:

Marie McCarthy
Christine Godfrey

B. Announcement of Executive Session – Mr. Daniel Saidel

I'd like to state, for purposes of the Minutes of this meeting that on August 17, 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:
FP
SECOND:
HR
VOTE:
 PASS
 FAIL

Resolution 17081701
Approval of the Agenda - By: Mrs. Gretchen Alston

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the **August 17, 2017** agenda.

D. Approval of Minutes

MOTION:
AD
SECOND:
TP
VOTE:
 PASS
 FAIL

Resolution 17081702
Approval of JUNE 15, 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 **JUNE 15, 2017** meeting of the Board of Trustees of Keystone Academy Charter School.

E. Reports

MOTION:
HR
SECOND:
FP
VOTE:
 PASS
 FAIL

Resolution 17081703
Acceptance of the Report of Dr. Claudia Lyles, CEO - By: 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:
HR

Resolution 17081704
Acceptance of the Treasury Report – By: Michael Thomson of Santilli and Thomson

VOTE:
 PASS
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby reviews and accepts the May 2017 and June 2017 Financial Report of Michael Thomson and hereby incorporates into these minutes by reference the financial statements and the documents presented by Michael Thomson to the board; and

FURTHER RESOLVED, the Board of Trustees of Keystone Academy Charter School accepts the Treasury Report in the respective amounts of \$164,812.07 and \$255,574.91 presented by Michael Thomson.

Michael Thomson reviewed with the board the May 2017 and June 2017 financial statements and the documents presented by Michael Thomson to the board.

Michael Thomson reviewed with the board the Treasury Report in the respective amounts of \$164,812.07 and \$255,574.91 presented by Michael Thomson.

MOTION:
TP
SECOND:
AD
VOTE:
 PASS
 FAIL

Resolution 17081705
Acceptance of Finance Committee Report – By: Mrs. Gretchen Alston

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

Mrs. Gretchen Alston reported to the board that the Finance Committee, consisting of herself, F. Phelps, A. Diggs, M. Danyo, M. Thomson and Dr. Lyles, met on August 9, 2017.

The Finance Committee reviewed the budget, balance sheet, profit statement, finances, payroll, return of the Tulip St. security deposit, security systems, and funds from Titles I, II and IV.

Resolution 17081706
Acceptance of Education Committee Report – By: Mrs. Ariselys Cruz and Mr. Howard Randolph

MOTION:
FP
SECOND:
TP
VOTE:
 PASS
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the Education Committee report of Mrs. Ariselys Cruz and Mr. Howard Randolph and hereby incorporates into these minutes by reference their written report.

Mrs. Ariselys Cruz reviewed the project based science and social studies curriculum with the board.

Mr. Howard Randolph reported to the board that the Education Committee,

consisting of himself, Mrs. Ariselys Cruz, Mrs. Gretchen Alston, Dr. Lyles and Dr. Makar met on August 10, 2017.

The Education Committee reviewed the project based science and social studies curriculum, ESL regulations, new positions, budget, balance sheet, profit statement, finances, return of the Tulip St. security deposit, gift of \$500, security systems, and funds from Titles I, II and IV.

F. Personnel

MOTION:
AD
SECOND:
FP
VOTE:
 PASS
 FAIL

Resolution 17081707

Approval of new Guidance Counselor position By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the creation of the full time position of Guidance Counselor effective August 28, 2017 (Title I 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 reasons for the creation of the full time position of Guidance Counselor effective August 28, 2017.

MOTION:
AD
SECOND:
FP
VOTE:
 PASS
 FAIL

Resolution 17081708

Approval of new Classroom Aide position - By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the creation of the full time position of Classroom Aide effective August 28, 2017 (Title I 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 reasons for the creation of the full time position of Classroom Aide effective August 28, 2017.

MOTION:
AD
SECOND:
FP
VOTE:
 PASS
 FAIL

Resolution 17081709

Approval of new ESL Position By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the creation of the full time position of ESL Teacher

effective August 28, 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.

Dr. Claudia Lyles, CEO reviewed with the board the reasons for the creation of the full time position of ESL Teacher effective August 28, 2017.

Resolution 17081710

Approval of Classroom Teacher Position - Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the creation of the full time position of Classroom Teacher, effective August 28, 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.

Dr. Claudia Lyles, CEO reviewed with the board the reasons for the creation of the full time position of Classroom Teacher effective August 28, 2017.

Resolution 17081711

Acceptance of Resignation - Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the resignation of Kimberly Copeland from the position of Classroom Teacher effective June 16, 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.

Dr. Claudia Lyles, CEO reviewed with the board the reasons for the resignation of Kimberly Copeland from the position of Classroom Teacher effective June 16, 2017.

Resolution 17081712

Approval of Appointments By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School approves the appointment of Erin Fritz to the position of Guidance

MOTION:
AD
SECOND:
FP
VOTE:
 PASS
 FAIL

MOTION:
HR
SECOND:
FP
VOTE:
 PASS
 FAIL

MOTION:
FP
SECOND:
HR
VOTE:
 PASS
 FAIL

Counselor effective August 28, 2017 at an annual salary of \$44,500;

FURTHER RESOLVED that the Board of Trustees of Keystone Academy Charter School approves the appointment of Harold Watson to the position of Classroom Teacher effective August 28, 2017 at an annual salary of \$50,085.00; and

FURTHER RESOLVED that the Board of Trustees of Keystone Academy Charter School approves the appointment of Amanda McAteer to the position of Long Term Substitute Teacher effective August 28, 2017 at a prorated salary of \$42,000.00; and

FURTHER RESOLVED that the Board of Trustees of Keystone Academy Charter School approves the appointment of Rosemary Casper to the position of Long Term Substitute Teacher effective August 28, 2017 at a prorated salary of \$44,500.00; and

FURTHER RESOLVED that the Board of Trustees of Keystone Academy Charter School approves the appointment of Kelli Williams to the position of Technology Teacher effective August 28, 2017 at a salary of \$45,835.00; and

FURTHER RESOLVED that the Board of Trustees of Keystone Academy Charter School approves the appointment of Sarah Krauss to the position of Classroom Aide effective August 28, 2017 at an annual salary of \$30,000.00; 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 reasons for the appointments and salaries of those positions as described in this Resolution 17081712.

Resolution 17081713
Approval of change in position - By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves a change in position for Kristin Leonard from Classroom Teacher to ESL Teacher effective August 28, 2017 with no change in salary; 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.

MOTION:
AD
SECOND:
FP
VOTE:
 PASS
 FAIL

Dr. Claudia Lyles, CEO reviewed with the board the reasons for the change in position for Kristin Leonard from Classroom Teacher to ESL Teacher effective August 28, 2017 with no change in salary.

Resolution 17081714

Approval of Contracts with independent contractor providers (Form 1099) - By: Dr. Claudia Lyles, CEO

MOTION:
HR
SECOND:
FP
VOTE:
 PASS
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves contracts, as presented, with the following independent (Form 1099) contract providers for the 2017-18 school year:

- 1) Dr. Elana McDonald in the total amount of \$2500.00 for the provision of Standing Orders and as Physician of Record;
- 2) Overbrook School for the Blind in the amount of \$95.00/hr., per IEP agreement;
- 3) Mia Kim (retroactive) for the provision of science curriculum writing at the rate of \$75.00/hr. for a total of twenty (20) hours;
- 4) Carol Nejman for the provision of math consultation at the rate of \$80.00/hr for forty (40) hours in the fall semester retroactive to August 2, 2017 (Title II funds); and
- 5) Patrick McHenry for the provision of math professional development at the rate of \$120/hr. not to exceed twenty (20) hours effective August 29, 2017 (Title II funds) ; and
- 6) McGraw Hill Education for the provision of a day of training in the use of EveryDay Math in the amount of \$2500.00 (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. Sidel, School Solicitor.

Dr. Claudia Lyles, CEO reviewed with the board the reasons for the contracts, as presented, with the Form 1099 contract providers for the 2017-18 school year.

G. Approval of Gift Acceptance

Resolution 17081715

Approval of Gift Acceptance - By: Dr Claudia Lyles, CEO

MOTION:
TP
SECOND:
FP
VOTE:
 PASS
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts an anonymous cash gift of \$500.00 received in July 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.

Dr. Claudia Lyles, CEO reviewed with the board the anonymous cash gift of \$500.00 received in July 2017.

H. Policy

MOTION:
FP
SECOND:
AD
VOTE:
 PASS
 FAIL

Resolution 17081716 **Approval of Student Health Policy - By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School approves the updated Student Health Policy to reflect 2017-18 state immunization requirements as presented; 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 updated Student Health Policy to reflect 2017-18 state immunization requirements.

I. Miscellaneous Equipment Disposal/Sale

MOTION:
HR
SECOND:
FP
VOTE:
 PASS
 FAIL

Resolution 17081717 **Approval to dispose of/sell miscellaneous school equipment - By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School approves the disposal or sale of miscellaneous equipment and furniture, as presented; and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to execute any document(s) 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 disposal or sale of miscellaneous equipment and furniture.

J. Conference Attendance

MOTION:
HR
SECOND:

Resolution 17081718 **Approval of Conference Attendance - By: Dr. Claudia Lyles, CEO**

TP
VOTE:
 PASS
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School retroactively approves registration payment and attendance at EL Symposium *Strategies for Success* (English Language Learners) for Kristin Leonard and Ariselys Cruz on August 9 and 10 at the Chester County Intermediate Unit in the total amount of \$600.00 (Title II funds).

Dr. Claudia Lyles, CEO reviewed with the board the reasons for the registration payment and attendance at EL Symposium *Strategies for Success* (English Language Learners) for Kristin Leonard and Ariselys Cruz on August 9 and 10 at the Chester County Intermediate Unit in the total amount of \$600.00.

K. Approval Collaboration with Gwynedd Mercy School of Nursing via Bayada Nurses

MOTION:
FP
SECOND:
HR
VOTE:
 PASS
 FAIL

Resolution 17081719 Approval of Collaboration - By: Dr. Claudia Lyles, CEO

RESOLVED that the Board approves the use of the school as a clinical site for students from Gwynedd Mercy University, School of Nursing, under the supervision of Bayada Nurses; and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to execute the Gwynedd Mercy University, School of Nursing Agreement and any other document(s) 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 use of the school as a clinical site for students from Gwynedd Mercy University, School of Nursing, under the supervision of Bayada Nurses.

L. Approval for Payment

MOTION:
TP
SECOND:
FP
VOTE:
 PASS
 FAIL

Resolution 17081720 Approval for Payment - By: Dr. Claudia Lyles, CEO

Resolved that the Board approves payment to Omega Security in the amount of \$15,450.00 for the installation of additional security cameras in the stairwells, cafeteria and gymnasium; and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to execute document(s) 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 reasons for the payment

to Omega Security in the amount of \$15,450.00 for the installation of additional security cameras in the stairwells, cafeteria and gymnasium.

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> |

M. DISCUSSION AND ANNOUNCEMENTS

THE NEXT REGULARLY SCHEDULED KEYSTONE ACADEMY BOARD OF TRUSTEES MEETING IS SCHEDULED TO BE HELD ON SEPTEMBER 14, 2017 AT THE KEYSTONE ACADEMY CHARTER SCHOOL, 4521 Longshore Avenue, Philadelphia, PA 19135.

ADJOURNMENT

MOTION:
HR
SECOND:
FP
VOTE:
 PASS