

KEYSTONE ACADEMY CHARTER SCHOOL
4521 Longshore Avenue
Philadelphia, PA 19135
BOARD OF TRUSTEES MEETING
SEPTEMBER 14, 2017
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 Mr. 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 Present:
Gretchen Alston Fred Phelps Marie McCarthy Alma Diggs Tina Peterson	Dr. Claudia Lyles, CEO Daniel H. Saidel, Esq. Michael Danyo, Finance – Santilli & Thomson Sarah Biegert and Marie Wilson- The

Christine Godfrey
Board Members Absent:
Howard Randolph

Nutrition Group

B. Announcement of Executive Session – Mr. Daniel H. Saidel

I'd like to state, for purposes of the Minutes of this meeting that the Board of Trustees did not meet in Executive Session prior to this meeting.

C. Approval of Agenda

MOTION
MM
SECOND
AD
VOTE:
 PASS
 FAIL

Resolution 17091401
Approval of the Agenda: Mrs. Gretchen Alston

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the SEPTEMBER 14, 2017 Agenda.

D. Approval of Minutes

MOTION
FP
SECOND
CG
VOTE:
 PASS
 FAIL

Resolution 17091402
Approval of August 17, 2017 Minutes of Meeting: Mrs. Gretchen Alston

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

E. Food Service Update
The Nutrition Group: Sarah Biegert and Marie Wilson

Sarah Biegert and Marie Wilson handed out a 4 page pamphlet and presented a slide show and spoke about the following school lunch programs:

1. Lunch for Life
2. Tasty Bites
3. Wellness Wednesday
4. Recipe of the Month
5. Lucky Lunch
6. Farm to Fork

F. Reports

MOTION
CG
SECOND
AD
VOTE:
 PASS
 FAIL

Resolution 17091403
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
MM
VOTE:
 PASS
 FAIL

Resolution 17091404
Acceptance of Finance Committee Report: 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 reviewed with the board that the Finance Committee met on September 13, 2017. Attendees at the Finance Committee were Mrs. Gretchen Alston, Dr. Claudia Lyles, CEO, A. Diggs, F. Phelps and M. Danyo. The agenda items discussed were possibility of utilizing an EMO, public relations contract, school engineer position, staffing, City Reach Church, Jidan Cleaning and the \$330 cash advance for the City of Philadelphia School Kitchen License.

MOTION
AD
SECOND
TP
VOTE:
 PASS
 FAIL

Resolution 17091405
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 *July 2017* and *August 2017 Financial Reports* 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 July 2017 and August 2017 Treasury Reports in the respective amounts of \$412,508.34 and \$336,527.11 as presented by Michael Danyo.

Michael Danyo distributed and reviewed with the board the *July 2017* and *August 2017 Financial Reports*, other documents and the July 2017 and August 2017 Treasury Reports in the respective amounts of \$412,508.34 and \$336,527.11.

G. Personnel

Resolution 17091406
Approval of Personnel Appointments: Dr. Claudia Lyles, CEO

MOTION
TP
SECOND
MM
VOTE:
 PASS
 FAIL

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

- 1) Marelyn Diana to the position of Classroom Aide effective September 11, 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 these resolutions in consultation with Daniel H. Saidel, School Solicitor.

Dr. Claudia Lyles, CEO reviewed the appointment of Marelyn Diana to the position of Classroom Aide effective September 11, 2017 at an annual salary of \$30,000.00.

Resolution 17091407
Acceptance of Resignation: Dr. Claudia Lyles, CEO

MOTION
MM
SECOND
AD
VOTE:
 PASS
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the resignation of Rosemary Casper, Classroom Aide effective September 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 these resolutions in consultation with Daniel H. Saidel, School Solicitor.

Dr. Claudia Lyles, CEO reviewed the resignation of Rosemary Casper, Classroom Aide effective September 1, 2017.

Resolution 17091408
Approval of Temporary Change in Position: Dr. Claudia Lyles, CEO

MOTION
FP
SECOND
AD
VOTE:
 PASS
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves a temporary change in position for Sarah Kraus, currently a Classroom Aide, to the position of Long Term Substitute Teacher at a prorated salary of \$42,000.00, effective September 5, 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 these resolutions in consultation with Daniel H. Saidel, School Solicitor.

Dr. Claudia Lyles, CEO reviewed the temporary change in position for Sarah Kraus, currently a Classroom Aide, to the position of Long Term Substitute Teacher at a prorated salary of \$42,000.00, effective September 5, 2017.

H. Permission to Engage Maillie LLC – Audit By: M. Danyo

MOTION
AD
SECOND
FP
VOTE:
 PASS
 FAIL

Resolution 17091409

Engagement of Maillie LLC to conduct the 2017-18 audit and tax preparation: Mr. M. Danyo

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the engagement of the Maillie LLC to conduct the Keystone Academy Charter School 2017-18 audit and tax preparation in the amount of \$22,000; 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 these resolutions in consultation with Daniel H. Saidel, School Solicitor.

M. Danyo reviewed with the board the engagement of the Maillie LLC to conduct the Keystone Academy Charter School 2017-18 audit and tax preparation in the amount of \$22,000.

I. Approval of 2017-18 Extracurricular Students Activities and Related Teacher Compensation

MOTION
AD
SECOND
MM
VOTE:
 PASS
 FAIL

Resolution 17091410

Approval of 2017-18 Extracurricular Students Activities and Related Teacher/Staff Compensation: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the 2017-18 Extracurricular Student Activities and Related Teacher/Staff Compensation:

- 1) Wendy Hesse and Michele Giordano in the amount of \$787.50 each for a total of \$1575.00 for supervision of the School Store Club beginning September 28, 2017 and ending June 7, 2018, (31.5 hours each) at a rate of \$25.00/hr.;
- 2) Dennis Hancock in the amount of \$387.50 for the supervision of Glee Club beginning October 5, 2017 and ending December 21, 2017, (15.5 hours) at a rate of \$25.00/hr.;
- 3) Kyle Sibley and Michael Browning in the amount of \$1012.50 each for a total of \$2025.00 for the supervision of Intramural Sports beginning September 19, 2017 and ending May 29, 2018, (40.5 hours each) at a rate of \$25.00/hr.;
- 4) Christine Sanginiti and Danielle Dieckman in the amount of \$312.50 each for a total of \$625.00 for the supervision of Lego Club beginning September 26, 2017 and ending December 21, 2017 (12.5 hours each) at a rate of \$25.00/hr.;

- 5) Jacklyn Boone and Debra Jones-Miller in the amount of \$412.50 each for a total of \$825.00 for the supervision of Arts and Crafts Club beginning October 5, 2017 to February 2018 (16.5 hrs. each) at a rate of \$25/hr;
- 6) Debra Jones Miller in the amount of \$750.00 for the supervision of high school portfolio development beginning October 3, 2017 to April 2018 (30 hours);
- 7) Angela Fleury, Michael Browning, Jacklyn Boone, Elizabeth Maichrowycz, Samantha Franks, Lisa Alullo, Stephanie Dempsey, Michael Katsoff, Katelyn Hornung (substitute) and Kristen Leonard (nine teachers/one substitute as needed) for the provision of Saturday School instruction for \$1,575.00 each for a total of \$14,175.00. (Title I funds) beginning October 14, 2017 and ending April 7, 2018 (63 hours each) at a rate of \$25.00/hr.;
- 8) Melissa Haslett in the amount of \$2,940.00 for the supervision of Saturday School beginning October 14, 2017 and ending April 7, 2018 (84 hours) at a rate of \$35.00/hr.;
- 9) Danielle Dieckmann, Jacklyn Boone and Samantha Snyder (substitute) in the amount of \$468.75 each for a total amount of \$937.50 for the supervision of Book Club beginning October 5, 2017 and ending May 3, 2018;
- 10) Wendy Hess and Jacklyn Boone for the supervision of National Junior Honor Society in the amount of \$575.00 each for a total of \$1150.00 (46 hours) at a rate of \$25.00/hr and Sheila Grady in the amount of \$440.00 (22 hours) at a rate of \$20.00/hour, beginning September 26, 2017 and ending June 2018.
- 11) Jeanell Moultrie or Gail Haynes in the total shared amount of \$1,260.00 at a rate of \$20.00/hr. for the provision of office management and clerical support for Saturday School beginning October 14, 2017 and ending April 7, 2018 (63 hours): 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 Extracurricular Student Activities and Related Teacher/Staff Compensation.

J. Policy

MOTION
 TP
 SECOND
 AD
 VOTE:
 PASS
 FAIL

Resolution 17091411 **Approval of ESL Policy: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the ESL Policy 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 distributed and reviewed with the board the ESL Policy.

K. Student Activities - School Musical

MOTION
MM
SECOND
AD
VOTE:
 PASS
 FAIL

Resolution 17091412
Approval of Purchase of Show Kit for 2018 Spring School Musical: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the purchase of the show kit, including video and license, for *Shrek The Musical*, in the amount of \$685.00 (Student Activity funds) for the spring musical 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 purchase of the show kit, including video and license, for *Shrek The Musical*, in the amount of \$685.00 (Student Activity funds) for the spring musical as presented.

L. Personnel

MOTION
FP
SECOND
CG
VOTE:
 PASS
 FAIL

Resolution 17091413
Approval to Create an additional Building Substitute position: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the creation of an additional Building Substitute position at a starting salary of \$36,000.00; 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 task necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Claudia Lyles, CEO reviewed with the board the creation of an additional Building Substitute position at a starting salary of \$36,000.00.

M. 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 OCTOBER 19, 2017 AT KEYSTONE ACADEMY CHARTER SCHOOL, 4521 Longshore Avenue, Philadelphia, PA 19135.

ADJOURNMENT

MOTION
AD

SECOND
MM

VOTE:

PASS

FAIL
