

**KEYSTONE ACADEMY CHARTER SCHOOL**  
4521 Longshore Ave.  
Philadelphia, PA 19135  
**BOARD OF TRUSTEES MEETING**  
**DECEMBER 14, 2017**  
**7:00 PM**  
**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.:**

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  
Marie McCarthy  
Tina Peterson  
Howard Randolph

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

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

**Board Members Absent:**

Alma Diggs  
Christine Godfrey

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

*I'd like to state, for purposes of the Minutes of this meeting that on December 14, 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  
MM  
VOTE:  
 PASS  
 FAIL

**Resolution 17121401**  
**Approval of the December 14, 2017 Agenda**

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the **December 14, 2017** Agenda as presented.

**D. Approval of Minutes**

MOTION  
TP  
SECOND  
HR  
VOTE:  
 PASS  
 FAIL

**Resolution 17121402**  
**Approval of November 16, 2017 Minutes of Meeting**

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the Minutes of the **November 16, 2017** meeting of the Board of Trustees of Keystone Academy Charter School.

**E. Reports**

MOTION  
HR  
SECOND  
MM  
VOTE:  
 PASS  
 FAIL

**Resolution 17121403**  
**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 the written report and the documents presented by Dr. Claudia Lyles, CEO to the board.

Dr. Claudia Lyles, CEO distributed and reviewed her written report and the documents presented to the board.

MOTION  
FP  
SECOND  
HR  
VOTE:  
 PASS

**Resolution 17121404**  
**Acceptance of the November 2017 Treasury Report of Michael Danyo of Santilli and Thomson By: Michael Danyo of Santilli and Thomson**

FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby reviews and accepts the November 2017 Financial and Treasury 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 November 2017 Treasury Report in the amount of \$261,895.51 presented by Michael Danyo.

Michael Danyo distributed and reviewed the November 2017 Financial Reports and the November 2017 Treasury Report in the amount of \$261,895.51.

MOTION  
MM  
SECOND  
TP  
VOTE:  
 PASS  
 FAIL

**Resolution 17121405**  
**Acceptance of the Finance/Audit Committee Report of Mrs. Gretchen Alston**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the report of the Finance/Audit Committee made by Mrs. Gretchen Alston and hereby incorporates into these minutes by reference the written report and the documents presented to the board.

The Finance/Audit Committee, consisting of F. Phelps, A. Diggs, M. Danyo, Dr. Lyles and G. Alston, met on December 4, 2017 and reviewed APS placements and costs, SWAP audit, IRS reimbursement, PDE redirect, legal matters and new personnel positions.

**F. Medical Services**

MOTION  
TP  
SECOND  
HR  
VOTE:  
 PASS  
 FAIL

**Resolution 17121406**  
**Approval of Dental Hygienist: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School approves Ronald McDonald House Mobile Dentist for the provision of dental hygiene services at no cost to the school; 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 the Ronald McDonald House Mobile Dentist for the provision of dental hygiene services at no cost to the school.

## G. Facility Rental

MOTION  
MM  
SECOND  
HR  
VOTE:  
 PASS  
 FAIL

### Resolution 17121407

#### Facility Rental – School Parking Lot By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School approves a one-year contract with City Reach Church for the Sunday rental of the school parking in the amount of \$100.00 per month effective January 7, 2018; 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 the one-year contract with City Reach Church for the Sunday rental of the school parking in the amount of \$100.00 per month effective January 7, 2018.

## H. Personnel

MOTION  
HR  
SECOND  
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VOTE:  
 PASS  
 FAIL

### Resolution 17121408

#### Extracurricular Compensation and Approval of 2018 Musical By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School approves payment to the following teachers to produce *Shrek the Musical Jr.* at a rate of \$25/hr. for a total of one hundred and ninety two (192) hours and for a total amount of \$4800.00, including art, choreography, coaching, production, set design and performance dates;

- 1) Dennis Hancock- 60 hours
- 2) Jennifer Coia-72 hours (including set design)
- 3) Kerri Flood – 60 hours.

Dr. Claudia Lyles, CEO reviewed the payment to teachers to produce *Shrek the Musical Jr.* at a rate of \$25/hr. for a total of one hundred and ninety two (192) hours and for a total amount of \$4800.00, including art, choreography, coaching, production, set design and performance dates.

### Resolution 17121409

#### Extracurricular Compensation By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves \$450.00 in total expenditures to the following 2017-18 Grade 8 Yearbook Coordinators:

MOTION  
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VOTE:  
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1. Kelly Williams- \$25/hr. for nine (9) hours, for a total amount of \$225.00 and
2. Christine Sanginiti - \$25/hr. for nine (9) hours, for a total amount of \$225.00; 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 the payment of \$450.00 in total expenditures to the 2017-18 Grade 8 Yearbook Coordinators.

MOTION  
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SECOND  
FP  
VOTE:  
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 FAIL

**Resolution 17121410**  
**Approval of a new Classroom Aide Position By: Dr. Claudia Lyles**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the creation of a new Classroom Aide position; 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 the creation of a new Classroom Aide position.

MOTION  
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SECOND  
MM  
VOTE:  
 PASS  
 FAIL

**Resolution 17121411**  
**Acceptance of Resignation By: Dr. Claudia Lyles**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the resignation of Marelyn Diana from the position of Classroom Aide effective December 22, 2017.

Dr. Claudia Lyles, CEO reviewed the resignation of Marelyn Diana from the position of Classroom Aide effective December 22, 2017.

MOTION  
FP  
SECOND  
MM  
VOTE:  
 PASS  
 FAIL

**Resolution 17121412**  
**Approval of Appointment By: Dr. Claudia Lyles**

RESOLVED that the Board of Trustees of Keystone Academy Charter

School hereby approves the retroactive appointment of Kathryn Tucker, currently employed as a Classroom Aide, to the position of Building Substitute, effective December 6, 2017 at a prorated salary of \$36000.00; 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 the retroactive appointment of Kathryn Tucker, currently employed as a Classroom Aide, to the position of Building Substitute, effective December 6, 2017 at a prorated salary of \$36000.00.

**I. Approval of Payment for SWAP Valuation Audit**

MOTION  
TP  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

**Resolution 17121413**

**Approval of Payment for SWAP Valuation Audit By: Michael Danyo**

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves payment to PFM of Philadelphia, PA for the provision of a SWAP MTM Valuation, GASB 53 and GASB 72 compliance, in the amount of \$3500.00; 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.

M. Danyo reviewed the payment to PFM of Philadelphia, PA for the provision of a SWAP MTM Valuation, GASB 53 and GASB 72 compliance, in the amount of \$3500.00.

**J. Acceptance of the 2016-2017 Keystone Academy Charter School Audit**

MOTION  
MM  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

**Resolution 17121414**

**Acceptance of the 2016-2017 Keystone Academy Charter School Audit  
By: Michael Danyo, Finance – Santilli & Thomson**

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby accepts the 2016-2017 Keystone Academy Charter School audit as presented.

M. Danyo reviewed the 2016-2017 Keystone Academy Charter School audit.

**K. Acceptance of the 2016-2017 Keystone Academy Charter School Form 990**

MOTION  
FP

**Resolution 17121415**

SECOND  
TP  
VOTE:  
 PASS  
 FAIL

**Acceptance of the 2016-2017 Keystone Academy Charter School Form 990**

**By: Dr. Claudia Lyles, CEO, Michael Thomson, Finance - Santilli & Thomson and Michael Danyo, Finance – Santilli & Thomson**

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby accepts the 2016-2017 Keystone Academy Charter School Form 990 as presented.

M. Danyo reviewed the 2016-2017 Keystone Academy Charter School Form 990.

**L. Agreements for Services**

MOTION  
FP  
SECOND  
MM  
VOTE:  
 PASS  
 FAIL

**Resolution 17121416**

**Approval of the Agreement for Services with Community Council Education Services By: Dr. Claudia Lyles, CEO**

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves of the Agreement for Services with Community Council Education Services 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 the Agreement for Services with Community Council Education Services.

MOTION  
TP  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

**Resolution 17121417**

**Approval of the Agreement for Services with George Crothers Memorial School By: Dr. Claudia Lyles, CEO**

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves of the Agreement for Services with George Crothers Memorial School 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 the Agreement for Services with George Crothers Memorial School.

## 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 of Keystone Academy Charter School. 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>

## L. DISCUSSION AND ANNOUNCEMENTS

- a. THE NEXT REGULARLY SCHEDULED KEYSTONE ACADEMY CHARTER SCHOOL BOARD OF TRUSTEES MEETING IS TO BE HELD ON JANUARY 18, 2018.

## ADJOURNMENT

MOTION

TP  
SECOND  
FP

VOTE:

[X] PASS

[ ] FAIL

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