

**KEYSTONE ACADEMY CHARTER SCHOOL**  
4521 Longshore Avenue  
Philadelphia, PA 19135  
**BOARD OF TRUSTEES MEETING**  
**JANUARY 18, 2018**  
**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 7:05 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”

<p><b>Board Members Present:</b>  Gretchen Alston  Fred Phelps  Marie McCarthy  Christine Godfrey  Howard Randolph</p>	<p><b>By Invitation: Non-Board Members</b>  Dr. Claudia Lyles, CEO  Daniel H. Saidel, Esq.  Michael Danyo, Finance – Santilli &amp; Thomson</p>
<p><b>Board Members Absent:</b>  Alma Diggs  Tina Peterson</p>	

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

*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  
CG  
VOTE:  
 PASS  
 FAIL

**Resolution 18011801**  
**Approval of the January 18, 2018 Agenda**

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the **January 18, 2018** Agenda as presented.

**D. Approval of Minutes**

MOTION  
CG  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

**Resolution 18011802**  
**Approval of December 14, 2017 Minutes of Meeting**

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the Minutes of the **December 14, 2017** meeting of the Board of Trustees of Keystone Academy Charter School.

**E. Reports**

MOTION  
HR  
SECOND  
CG  
VOTE:  
 PASS  
 FAIL

**Resolution 18011803**  
**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 with the board.

MOTION  
MM  
SECOND  
FP  
VOTE:  
 PASS

**Resolution 18011804**  
**Acceptance of the December 2017 Treasury Report By: Michael Danyo of Santilli and Thomson**

FAIL

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 December 2017 Treasury Report in the amount of \$284,965.90 presented by Michael Danyo.

Michael Danyo distributed and reviewed with the board the financial statements, financial documents and the December 2017 Treasury Report in the amount of \$284,965.90.

MOTION  
FP  
SECOND  
CG  
VOTE:  
 PASS  
 FAIL

**Resolution 18011805**  
**Acceptance of the Finance Committee Report of Mrs. Gretchen Alston**

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

G. Alston reported to the board that the Finance Committee, consisting of F. Phelps, A. Diggs, Dr. Claudia Lyles, CEO and M. Danyo met on January 16, 2018 and reviewed the contracts on the January 18, 2018 agenda and the transfer of funds Resolution **18011812**.

**F. Personnel**

MOTION  
CG  
SECOND  
HR  
VOTE:  
 PASS  
 FAIL

**Resolution 18011806**  
**Approval of Conference Attendance By: Dr. Claudia Lyles**

**RESOLVED** that the Board of Trustees of Keystone Academy Charter School approves Kelly Koreck to attend *Guided Reading: Differentiating Using Small Group Instruction (K-2)*, registration fees and travel expenses on March 12, 2018 at The Mansion in Voorhees NJ, (Title II funds) in the amounts of:

Registration	\$239.00
Mileage and tolls	<u>20.51</u>
Total	\$259.51; 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 Kelly Koreck's March 12, 2018 attendance at *Guided Reading: Differentiating Using Small Group Instruction (K-2)* and the registration fees and travel expenses to The Mansion in Voorhees NJ, (Title II funds) in the amounts of:

Registration	\$239.00
Mileage and tolls	<u>20.51</u>
Total	\$259.51.

MOTION  
MM  
SECOND  
CG  
VOTE:  
 PASS  
 FAIL

**Resolution 18011807**

**Approval of Chess Club and Extracurricular Compensation By: Dr. Claudia Lyles**

**RESOLVED** that the Board of Trustees of Keystone Academy Charter School approves the creation of a Chess Club and extracurricular compensation to Brett Kreiser as the sponsor beginning February 6, 2018 and ending May 3, 2018 for twenty-eight (28) hours, at \$25/hr for a total of \$700.00; 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 creation of a Chess Club and extracurricular compensation to Brett Kreiser as the sponsor beginning February 6, 2018 and ending May 3, 2018 for twenty-eight (28) hours, at \$25/hr. for a total of \$700.00.

**G. Contracts – Service Providers**

MOTION  
HR  
SECOND  
MM  
VOTE:  
 PASS  
 FAIL

**R18011808 Approval of HVAC Service Agreement By: Dr. Claudia Lyles**

RESOLVED, that the Board of Trustees of Keystone Academy Charter School ratifies the proposal of LOR-MAR Mechanical Services, Inc. to provide preventative HVAC maintenance services to the Keystone Academy Charter School; and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO, is hereby granted authority and directed to negotiate a contract between Keystone Academy Charter School and LOR-MAR Mechanical Services, Inc. not to exceed an annual cost of \$14,985.00; 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; and

FURTHER RESOLVED, that the executed contract shall require the submission of appropriate insurance certifications and appropriate tax related information submitted and received by the business controller.

Dr. Claudia Lyles, CEO reviewed the necessity for Keystone Academy Charter School to contract with LOR-MAR Mechanical Services, Inc. for an amount not to exceed an annual cost of \$14,985.00

MOTION  
CG  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

**Resolution 18011809**

**Approval of Addendum to Agreement with Easter Seals of South Eastern PA By: Dr. Claudia Lyles**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby retroactively approves an addendum to the agreement between Keystone Academy Charter School and Easter Seals of South Eastern PA to include the provision of Physical Therapy Services at a rate of \$130.00/hr to meet IEP requirements; 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 addendum to the agreement between Keystone Academy Charter School and Easter Seals of South Eastern PA to include the provision of Physical Therapy Services at a rate of \$130.00/hr. to meet IEP requirements

MOTION  
FP  
SECOND  
HR  
VOTE:  
 PASS  
 FAIL

**Resolution 18011810**

**Approval of Agreement with Sand & Saidel P.C. for legal services By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the legal services agreement with Sand & Saidel P.C. for the provision of legal services at an hourly billable rate of \$250.00 and increasing 5% in consecutive calendar year (s) effective January 1, 2018, 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.

Daniel H. Saidel asked the board if they wanted him to leave the room while they discussed the legal services agreement with Sand & Saidel P.C. for the

provision of legal services at an hourly billable rate of \$250.00 and increasing 5% in consecutive calendar year (s) effective January 1, 2018. The board requested that Mr. Saidel be present in the board room during the board discussion.

**Resolution 180118011**

**Approval of Agreement with Orkin By: Dr. Claudia Lyles**

**Resolved** that the Board of Trustees of Keystone Academy Charter School approves an agreement between the Keystone Academy Charter School and Orkin for the provision of twice monthly pest control treatments at an annual cost of \$4315.00, effective February 1, 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 agreement between the Keystone Academy Charter School and Orkin for the provision of twice monthly pest control treatments at an annual cost of \$4315.00, effective February 1, 2018.

**Resolution 180118012**

**Approval of Internal Transfer of Funds By: Michael Danyo**

**Resolved** that the Board of Trustees of Keystone Academy Charter School approves a transfer from the general fund to the food service fund in the amount of \$190,000.00 to cover the previous years' program deficits; 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 Michael Danyo, Santilli and Thomson.

Michael Danyo of Santilli and Thomson reviewed the transfer from the general fund to the food service fund in the amount of \$190,000.00 to cover the previous years' program deficits.

**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?

MOTION  
CG  
SECOND  
MM  
VOTE:  
 PASS  
 FAIL

MOTION  
HR  
SECOND  
MM  
VOTE:  
 PASS  
 FAIL

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>

**H. DISCUSSION AND ANNOUNCEMENTS**

- a. THE NEXT REGULARLY SCHEDULED KEYSTONE ACADEMY CHARTER SCHOOL BOARD OF TRUSTEES MEETING IS TO BE HELD ON FEBRUARY 15, 2018.

**ADJOURNMENT**

MOTION  
HR  
SECOND  
FP  
VOTE:

PASS

FAIL

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