

KEYSTONE ACADEMY CHARTER SCHOOL
4521 Longshore Avenue
Philadelphia, PA 19135
BOARD OF TRUSTEES MEETING
FEBRUARY 15, 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 7:10 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
 Alma Diggs
 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:

Fred Phelps

Marie McCarthy
Christine Godfrey

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

I'd like to state, for purposes of the Minutes of this meeting that on February 15, 2018 the Board of Trustees met in Executive Session for the following purposes under 65 P.S. § 708:

(X) Certain Employee Issues. To discuss any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the agency, or former public officer or employee, provided, however, that the individual employees or appointees whose rights could be adversely affected may request, in writing, that the matter or matters be discussed at an open meeting. The agency's decision to discuss such matters in executive session shall not serve to adversely affect the due process rights granted by law, including those granted by Title 2 (relating to administrative law and procedure).

C. Approval of Agenda

MOTION
HR
SECOND
TP
VOTE:
 PASS
 FAIL

Resolution 18021501
Approval of the February 15, 2018 Agenda

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the **February 15, 2018** Agenda as presented.

D. Approval of Minutes

MOTION
TP
SECOND
HR
VOTE:
 PASS
 FAIL

Resolution 18021502
Approval of January 18, 2018 Minutes of Meeting

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the Minutes of the **January 18, 2018** meeting of the Board of Trustees of Keystone Academy Charter School.

E. Reports

MOTION
TP
SECOND
HR
VOTE:
 PASS
 FAIL

Resolution 18021503
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
HR
SECOND
TP
VOTE:
 PASS
 FAIL

Resolution 18021504

Acceptance of the January 2018 Treasury Report By: Michael Danyo of Santilli and Thomson

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 January 2018 Treasury Report in the amount of \$300,565.72 presented by Michael Danyo.

Michael Danyo distributed and reviewed with the board the Keystone Academy Charter School financial statements, other documents and the January 2018 Treasury Report in the amount of \$300,565.72.

F. Personnel

MOTION
HR
SECOND
AD
VOTE:
 PASS
 FAIL

Resolution 18021505

Approval of Conference Attendance By: Dr. Claudia Lyles

RESOLVED that the Board of Trustees of Keystone Academy Charter School approves registration/travel fees for:

- 1) Ariseleys Cruz to attend the *2018 National Charter Schools Conference* in Austin, Texas on June 17-19, 2018 in the amount of \$475.00 for registration; (General fund) and:
- 2) Amy Hess and Michelle DelBuono to attend *The Coaching Impact Cycle* at MCIU on March 8, 2018, in the total amount of \$450.00 for registration and \$51.52 for mileage (Title II funds); and
- 3) Autumn Camlin to attend *Constructing Meaningful Makerspaces* at MCIU on March 22, 2018 in the amount of \$100.00 for registration and \$25.76 for mileage (Title II funds); and
- 4) Lisa Alullo and Katelyn Hornung to attend *Math in Practice* at MCIU on March 7, 2018 in the amount of \$250.00 for registration and \$51.52 for mileage (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 distributed and reviewed with the board the registration and travel fees for:

- 1) Ariseleys Cruz to attend the *2018 National Charter Schools Conference* in Austin, Texas on June 17-19, 2018 in the amount of \$475.00 for registration; (General fund) and:
- 2) Amy Hess and Michelle DelBuono to attend *The Coaching Impact Cycle* at MCIU on March 8, 2018, in the total amount of \$450.00 for registration and \$51.52 for mileage (Title II funds); and
- 3) Autumn Camlin to attend *Constructing Meaningful Makerspaces* at MCIU on March 22, 2018 in the amount of \$100.00 for registration and \$25.76 for mileage (Title II funds); and
- 4) Lisa Alullo and Katelyn Hornung to attend *Math in Practice* at MCIU on March 7, 2018 in the amount of \$250.00 for registration and \$51.52 for mileage (Title II funds).

Resolution 18021506

Approval of Temporary Change in Placement By: Dr. Claudia Lyles

MOTION
TP
SECOND
HR
VOTE:
 PASS
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School retroactively approves a temporary change in position for Krysten Norman, currently employed as a Classroom Aide, to the position of Substitute Teacher, effective January 22, 2018 at a prorated 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 her reasoning for the board to retroactively approve a temporary change in position for Krysten Norman, currently employed as a Classroom Aide, to the position of Substitute Teacher, effective January 22, 2018 at a prorated salary of \$42,000.00.

G. 2018-19 Calendars

MOTION
HR
SECOND
AD
VOTE:
 PASS
 FAIL

Resolution 18021507

Approval of 2018-19 Calendars By: Dr. Claudia Lyles

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

- 1) 2018-19 Academic Calendar and
- 2) 2018-19 Board Meeting Calendar; 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 in consultation with Michael Danyo, Santilli and Thomson.

Dr. Claudia Lyles, CEO distributed and reviewed with the board the Keystone Academy Charter School 2018-19 Academic Calendar and the Keystone Academy Charter School 2018-19 Board Meeting Calendar.

H. Contracts – Service Providers

MOTION
HR
SECOND
TP
VOTE:
 PASS
 FAIL

Resolution 18021508

Approval of Elevator Preventative Maintenance Contract By: Dr. Claudia Lyles

RESOLVED, that the Board of Trustees of Keystone Academy Charter School ratifies the proposal of Schindler Plus Services, Inc. to provide preventative elevator 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 Schindler Plus Services, Inc. not to exceed an annual cost of \$2400. 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 with the board her reasoning to enter into a contract with Schindler Plus Services, Inc. to provide preventative elevator maintenance services to the Keystone Academy Charter 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>

I. DISCUSSION AND ANNOUNCEMENTS

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

ADJOURNMENT

MOTION
AD
SECOND
HR
VOTE:
[X] PASS
[] FAIL