

KEYSTONE ACADEMY CHARTER SCHOOL
4521 Longshore Avenue
Philadelphia, PA 19135
BOARD OF TRUSTEES MEETING
APRIL 19, 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 7:04 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>Board Members Present: Alma Diggs Fred Phelps Gretchen Alston Christine Godfrey</p>	<p>By Invitation: Non-Board Members Present Dr. Claudia Lyles, CEO Daniel H. Sidel, Esq. Michael Danyo, Finance – Santilli & Thomson</p>
<p>Board Members Absent: Tina Peterson Howard Randolph Marie McCarthy</p>	

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

I'd like to state, for purposes of the Minutes of this meeting that on April 19, 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).

(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.

(x) Discuss Confidential Matters. To review and discuss agency business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law, including matters related to the initiation and conduct of investigations of possible or certain violations of the law and quasi-judicial deliberations.

B. Approval of Agenda

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

Resolution 18041901
Approval of the Agenda By: Mrs. Gretchen Alston

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the APRIL 19, 2018 Agenda.

C. Approval of Minutes

MOTION
CG
SECOND

Resolution 18041902
Approval of MARCH 15, 2018 Minutes of Meeting By: Mrs. Gretchen

AD
VOTE:
 PASS
 FAIL

Alston

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the Minutes of the **MARCH 15, 2018** meeting of the Board of Trustees of Keystone Academy Charter School.

D. Reports

MOTION
CG
SECOND
FP
VOTE:
 PASS
 FAIL

Resolution 18041903

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 distributed and reviewed her written report with the board.

MOTION
AD
SECOND
FP
VOTE:
 PASS
 FAIL

Resolution 18041904

Acceptance of the Report of Mrs. Gretchen Alston, Chair of the Finance Committee

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

On April 16, 2018 the Finance Committee, consisting of G. Alston, F. Phelps, A. Diggs, Dr. Lyles, and M. Danyo, met and discussed the Breakfast Program, the purchase of a projector, parents attendance at the Title 1 Conference and the Budget.

MOTION
CG
SECOND
FP
VOTE:
 PASS
 FAIL

Resolution 18041905

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 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 March 2018 Treasury Report in the amount of \$370, 979.10 presented by Michael Danyo.

Michael Danyo distributed and reviewed with the board the March 2018 financial statements, other financial documents, and the March 2018 Treasury

| Report in the amount of \$370, 979.10.

E. Finance

MOTION
FP
SECOND
CG
VOTE:
 PASS
 FAIL

Resolution 18041906
Approval of 2018-19 Keystone Academy Charter School Budget
By: Mr. Michael Danyo

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby reviews and accepts 2018-19 Keystone Academy Charter School Budget as presented by Michael Danyo of Santilli and Thomson and hereby incorporates into these minutes by reference the report statements;

FURTHER RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the 2018-19 Keystone Academy Charter School Budget as presented; and

FURTHER RESOLVED, Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to execute any document necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

- A. Roll Call Vote**
- Alma Diggs YES
- Fred Phelps YES
- Gretchen Alston YES
- Howard Randolph ABSENT
- Marie McCarthy ABSENT
- Tina Peterson ABSENT
- Christine Godfrey YES

Michael Danyo of Santilli and Thomson distributed and reviewed with the board the 2018-19 Keystone Academy Charter School Budget.

F. Approval of Payment for Parent Attendance at PA Title I Parents' Conference

MOTION
CG
SECOND
AD
VOTE:
 PASS
 FAIL

Resolution 18041907
Approval of Payment for Parent Attendance at PA Title I Parents' Conference
By: Dr. Claudia Lyles, CEO

RESOLVED, the Board of Trustees of Keystone Academy Charter School approves the payment for Margaret Foell and Diana Valerio to attend the PA Title I Parents' Conference in Champion, PA on July 10-12, 2018 in the amount of \$1779.06 for mileage, housing and meals (Title I funds); and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to execute these contracts or any other document necessary or delegate any task necessary to effect this resolution in

consultation with Daniel H. Saidel, School Solicitor.

Dr. Lyles reviewed with the board the reasons for the payment for Margaret Foell and Diana Valerio to attend the PA Title I Parents' Conference in Champion, PA on July 10-12, 2018 in the amount of \$1779.06 for mileage, housing and meals (Title I funds).

G. 2018 Summer Instructional Programs and Summer Program Staffing

MOTION
FP
SECOND
AD
VOTE:
 PASS
 FAIL

Resolution 18041908

Approval of 2018 ESY Program and Staffing By: Dr. Claudia Lyles, CEO

RESOLVED, the Board of Trustees of Keystone Academy Charter School approves the 2018 Summer ESY Program and related staff stipends for June 18-July 26, 2018, for a total of ninety-six (96) hours at a rate of \$25/hr. for:

- 1) Jennifer Coia - \$2400.00
 - 2) Angela Fleury - \$2400.00
 - 3) Michele Giordano - \$2400.00
- Total - \$7200.00; and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to execute these contracts or any other document necessary or delegate any task necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Lyles reviewed with the board the 2018 Summer ESY Program and related staff stipends for June 18-July 26, 2018, for a total of ninety-six (96) hours at a rate of \$25/hr. for:

- 1) Jennifer Coia - \$2400.00
 - 2) Angela Fleury - \$2400.00
 - 3) Michele Giordano - \$2400.00
- Total - \$7200.00

Resolution 18041909

Approval of ESL Summer Screening By: Dr. Claudia Lyles, CEO

RESOLVED, the Board of Trustees of Keystone Academy Charter School approves payment to Kristin Leonard in the amount of \$250.00 for ESL summer screening; and

FURTHER RESOLVED, Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to execute any document necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

MOTION
CG
SECOND
FP
VOTE:
 PASS
 FAIL

MOTION
CG
SECOND
FP
VOTE:
 PASS
 FAIL

Dr. Lyles reviewed with the board the reasons for the payment to Kristin Leonard in the amount of \$250.00 for ESL summer screening.

Resolution 18041910

Approval of Summer Inventorying and Ordering By: Dr. Claudia Lyles, CEO

RESOLVED, the Board of Trustees of Keystone Academy Charter School approves payment in the amount of \$1875.00 to Michelle DelBuono for seventy-five hours of summer work, to assist with inventorying, ordering and related duties; and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to execute these contracts or any other document necessary or delegate any task necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Lyles reviewed with the board the reasons for the payment of \$1875.00 to Michelle DelBuono for seventy-five hours of summer work, to assist with inventorying, ordering and related duties.

H. Middle States Evaluation Team Participation

MOTION
FP
SECOND
CG
VOTE:
 PASS
 FAIL

Resolution 18041911

Approval for Middle States Evaluation Team Participation By: Dr. Claudia Lyles, CEO

RESOLVED, the Board of Trustees of Keystone Academy Charter School approves the payment in the amount of \$200.00 and approves participation by Ariselys Cruz, Vice Principal, as a member of Middle States Evaluation Team on May 1-May 4, 2018 in Washington, D.C.; and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to execute these contracts or any other document necessary or delegate any task necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Lyles reviewed with the board the payment in the amount of \$200.00 and the participation by Ariselys Cruz, Vice Principal, as a member of Middle States Evaluation Team on May 1-May 4, 2018 in Washington, D.C.

I. Equipment Purchase

MOTION
CG
SECOND
FP
VOTE:
 PASS

Resolution 18041912

Approval to Purchase and Install Stage Projector By: Dr. Claudia Lyles, CEO

FAIL

RESOLVED, the Board of Trustees of Keystone Academy Charter School approves the purchase and installation of a stage projector at a cost of \$16,371.00, with funds acquired by school-wide fundraising (Student Activity account); and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to execute these contracts or any other document necessary or delegate any task necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Lyles reviewed with the board the purchase and installation of a stage projector at a cost of \$16,371.00, with funds acquired by school-wide fundraising (Student Activity account with money raised by students, parents and vendors).

J. Personnel

MOTION
CG
SECOND
FP
VOTE:
 PASS
 FAIL

Resolution 18041913 Temporary Changes in Placement By: Dr. Claudia Lyles

RESOLVED, the Board of Trustees of Keystone Academy Charter School approves a temporary change in placement for Katherine Tucker, currently employed as a Building Substitute, to the position of Long Term Substitute Teacher, retroactively to April 16, 2018, at a prorated salary of \$44,500.00 (coverage for child care leave);

FURTHER RESOLVED, the Board of Trustees of Keystone Academy Charter School approves a temporary change in placement for Angela Fleury, currently employed as a Building Aide, to the position of Long Term Substitute Teacher, effective April 19, 2018 (coverage for child care leave) 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 these contracts or any other document necessary or delegate any task necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Lyles reviewed with the board the temporary change in placement for Katherine Tucker, currently employed as a Building Substitute, to the position of Long Term Substitute Teacher, retroactively to April 16, 2018, at a prorated salary of \$44,500.00 (coverage for child care leave) and the temporary change in placement for Angela Fleury, currently employed as a Building Aide, to the position of Long Term Substitute Teacher, effective April 19, 2018 (coverage for child care leave) at a prorated salary of \$42,000.00.

K. 2018-19 Federal Meal Programs Participation and Student Fees

MOTION
FP
SECOND
CG
VOTE:
 PASS
 FAIL

Resolution 18041914

Participation in Federal Meal Programs and Student Fees

RESOLVED, the Board of Trustees of Keystone Academy Charter School approves participation in the National School Breakfast Program beginning September 5, 2018 at the following per students costs:

- 1) Free designation – no cost
- 2) Reduced designation - .30 cents
- 3) Full payment designation - \$1.75; and

FURTHER RESOLVED, the Board of Trustees of Keystone Academy Charter School approves a recommendation to retain 2017-18 SY prices for the National School Lunch Program in 2018-19;

- 1) Reduced designation – .40 cents and
- 2) Full payment designation – \$2.75; and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to execute these contracts or any other document necessary or delegate any task necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Lyles reviewed with the board the participation in the National School Breakfast Program beginning September 5, 2018 at the following per students costs:

Free designation – no cost
Reduced designation - .30 cents
Full payment designation - \$1.75; and

a recommendation to retain 2017-18 SY prices for the National School Lunch Program in 2018-19;

Reduced designation – .40 cents and
Full payment designation – \$2.75.

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>

L. DISCUSSION AND ANNOUNCEMENTS

THE NEXT REGULARLY SCHEDULED KEYSTONE ACADEMY BOARD OF TRUSTEES MEETING IS SCHEDULED TO BE HELD ON MAY 17, 2018 AT 4521 Longshore Avenue, Philadelphia, PA.

ADJOURNMENT

MOTION
FP

SECOND
CG

VOTE:

PASS

FAIL
