

**KEYSTONE ACADEMY CHARTER SCHOOL**  
**4521 Longshore Avenue**  
**Philadelphia, PA 19135**  
**BOARD OF TRUSTEES MEETING**  
**JUNE 21, 2018**  
**7:00PM**

**AGENDA**

**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 \_\_\_\_\_ 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 Gretchen Alston:**

- |   |      |
|---|------|
| 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:**

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

**Board Members Absent:**

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

*1. 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.*

**OR**

*2. I'd like to state, for purposes of the Minutes of this meeting that on June 21, 2018, the Board of Trustees met in Executive Session for the following purposes under 65 P.S. § 708:*

( ) 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).

( ) Labor Relations. To hold information, strategy and negotiation sessions related to labor relations and/or arbitration.

( ) Purchase or Lease of Real Property. To consider the purchase or lease of real property up to the time an option to purchase or lease the real property is obtained or up to the time an agreement to purchase or lease such property is obtained if the agreement is obtained directly without an option.

( ) 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.

( ) 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.

Additional Notes for Minutes of Meeting:

### C. Approval of Agenda

MOTION

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VOTE:

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#### **Resolution 18062101**

##### **Approval of the Agenda By: Mrs. Gretchen Alston**

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the **June 21, 2018** agenda.

### D. Approval of Minutes

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#### **Resolution 18062102**

##### **Approval of MAY 17, 2018 Minutes of Meeting By: Mrs. Gretchen Alston**

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the Minutes of the **MAY 17, 2018** meeting of the Board of Trustees of Keystone Academy Charter School.

### E. Reports

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#### **Resolution 18062103**

##### **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.

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#### **Resolution 18062104**

##### **Acceptance of Report of the Education Committee By: Mrs. Marie McCarthy**

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

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#### **Resolution 18062105**

##### **Acceptance of the Financial and Treasury Report By: Michael Danyo, Santilli and Thomson**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby reviews and accepts the May 2018 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 Treasury Report in the amount of \$294,744.82 presented by Michael Danyo.

## F. Personnel

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### **Resolution 18062106**

#### **Approval of Appointments By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the appointment of the following, who are currently employed as Classroom Aides, to the position of Classroom Teacher beginning August 27, 2018 for the 2018-19 school year at an annual salary of \$42,000.00:

- 1) Angela Fleury
- 2) Krystyn Norman, and
- 3) Christine Sanginiti; 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.

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### **Resolution 18062107**

#### **Approval of Extracurricular Compensation By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves extracurricular compensation for the facilitation of Kindergarten Workshops on July 18, 2018 and August 14, 2018, for sixteen hours each, at \$25/hr. for \$400 each in the total amount of \$1,200.00 to:

- 1) Samantha Snyder
- 2) Danielle Dieckmann
- 3) Kristin Leonard; 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.

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### **Resolution 18062108**

#### **Approval of Extracurricular Compensation By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves extracurricular compensation to Autumn Camlin for selecting, ordering and setting up books, materials and equipment in the Maker Space during the summer of 2018, at a rate of \$25/hr., for eighty hours (80) in a total

amount of \$2000.00; 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.

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**Resolution 18062109**

**Acceptance of Resignation By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School accepts the resignation of Pamela Thomas effective June 5, 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.

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**Resolution 18062110**

**Approval of Appointments by: Dr. Claudia Lyles**

RESOLVED that the Board of Trustees of Keystone Academy Charter School approves the appointment of the following two candidates to the position of Classroom Aide at an annual salary of \$30,000, effective August 27, 2018

- 1) Jennifer Engle; and
- 2) Carolyn Oliveri

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.

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**Resolution 18062111**

**Approval of New Positions by Dr. Claudia Lyles**

RESOLVED that the Board of Trustees of Keystone Academy Charter School approves the creation of three (3) new Building Aide positions beginning in SY2018-19.; 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.

## G. Facility and Furniture

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### **Resolution 18062112**

#### **Approval of Construction Manager: By Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School approves BSI to serve as Construction Manager for facility upgrades and repairs.

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.

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### **Resolution 18062113**

#### **Approval of Ceramic Tile Installation: By Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School approves the proposal submitted by BSI in the amount of \$50,840.00 for the installation of ceramic wall tile on the first, second and third floor hallways, except for the painted walls on the first floor; 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.

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### **Resolution 18062114**

#### **Approval of Furniture Purchase for the Maker Space: By Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School approves the proposal from Staples Business Advantage and the purchase of furniture including tables, chairs, book cases, storage units, work tables and an iPad charging station in the amount of \$87,893.61; 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.

## H. Independent Contractor Agreement

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### **Resolution 18062115**

#### **Contract Approval with Bayada Nursing By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the 2018-19 contract with Bayada Nursing as presented, at a rate of \$49.95/hr. for the provision of nursing services/support during the 2018-

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19 school year; 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.

#### **I. Conference Attendance**

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##### **Resolution 18062116**

##### **Approval of Conference Attendance: By Dr. Claudia Lyles, CEO**

RESOLVED, that the Board of Trustees of Keystone Academy Charter School approves the payment for registration and travel to Oppositional, Defiant and Disruptive Children and Adolescents presented by PESI on July 19, 2018 in King of Prussia, PA in the amount of \$189.00 each for a total registration cost of \$1329.93 and a total mileage reimbursement of \$177.17 for:

- 1.) Kathryn Makar
- 2.) Ariselys Cruz
- 3.) Erin Fritz
- 4.) Jennifer Coia
- 5.) Brent Kreiser
- 6.) Kerri Wiest; and
- 7.) Steffy Joseph

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.

#### **J. Reimbursement of a Charter School Lease for the 2018-2019 Fiscal Year**

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##### **Resolution 18062117**

##### **Approval and Reimbursement of a Charter School Lease for the 2018-2019 Fiscal Year By: Michael Danyo, Santilli and Thomson**

RESOLVED, that the Board of Trustees of Keystone Academy Charter School approve the application for approval and reimbursement of a charter school lease for the 2018-2019 fiscal year; 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.

## 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><b>Who</b></i>	<i><b>What</b></i>

### **K. DISCUSSION AND ANNOUNCEMENTS**

The next regularly scheduled Keystone Academy board of trustees meeting is scheduled to be held on July 19, 2018 at the Keystone Academy Charter School, 4521 Longshore Avenue, Philadelphia, PA 19135.

### **ADJOURNMENT**

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