

KEYSTONE ACADEMY CHARTER SCHOOL
4521 Longshore Avenue
Philadelphia, PA 19135
BOARD OF TRUSTEES MEETING
JUNE 16, 2022
By: ZOOM VIDEO CONFERENCE
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 7:06 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	"FP"
Alma Diggs - Treasurer	"AD"
Marie McCarthy - Member	"MM"
Tina Peterson - Member	"TP"
Anthony Stevenson - Secretary	"AS"
Dina Hernandez - Member	"DH"

Board Members Present:	By Invitation: Non-Board Members Present:
Gretchen Alston Fred Phelps Alma Diggs Marie McCarthy Tina Peterson Anthony Stevenson Dina Hernandez	Dr. Claudia Lyles, CEO Daniel H. Saidel, Esq. Michael Danyo, Finance - Santilli & Thomson Dr. Kathryn Makar - Chief Academic Officer Michael Browning- Vice Principal
Board Members Absent: None	

B. Announcement of Executive Session – Mr. Daniel Saidel

I would like to state, for purposes of the Minutes of this meeting that on June 16, 2022, 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.

(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.

Additional Notes for Minutes of Meeting:

Dr. Kathryn Makar presented the School Safety Report to the Board of Trustees of Keystone Academy Charter School.

C. Approval of Agenda

MOTION
DH
SECOND
TP
VOTE:
[X] PASS
[] FAIL

Resolution 22061601

Approval of the Agenda By: Gretchen Alston

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the June 16, 2022, Meeting Agenda as presented.

D. Approval of Minutes

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

Resolution 22061602

Approval of May 19, 2022, Minutes of Meeting By: Gretchen Alston

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the Minutes of the May 19, 2022, meeting of the Board of Trustees of Keystone Academy Charter School.

E. Reports

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

Resolution 22061603

Acceptance of the CEO Report By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the reports of the CEO and hereby incorporates into these minutes by reference their written reports to the board; 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. Lyles presented to the board the CEO Report of Dr. Lyles:

- 1) **Special Recognition** – Please acknowledge the following staff members for excellent attendance in the 2022-23 School year. Each has reported to work at a rate of 98% or higher. They are:
 - a. Lisa Alullo
 - b. Keith Fitzgerald
 - c. Samantha Snyder
 - d. Virginia Poulterer
- 2) **Charter Renewal** – I reviewed the proposed charter agreement with our attorneys in four meetings over the past two weeks. The school's recommended changes were shared with Peng Chao during my meeting with him on Friday June 10th and again on the 13th. Communication from this point on will be between our attorney and the school district

attorney. Documents have been prepared for approval at the June 16th meeting and signature, when our attorneys approve the next draft of the charter that is received from the CSO.

- 3) **Epicenter** – Thirteen (13) documents have been uploaded to epicenter for a preliminary review. The CSO will provide corrections/recommendations to these documents, giving the school an opportunity to make needed changes. These documents will be used in upcoming evaluations of KACS.
- 4) **Staffing** – Interviews are ongoing. Five special education teachers are budgeted bringing the department to six, including the coordinator. Two vacancies exist. Three general education vacancies exist as of June 13th.
- 5) Meetings were held with the three **top administrators** to review their contracts and terms of employment. Each of the three has accepted the positions, as offered.
- 6) The **school cafeteria** was inspected on June 6. One violation was found – “residue in the milk freezer” as it was being defrosted.
- 7) **PCE (Philadelphia Charters For Excellence)** – I attended virtual meetings with state representatives to present the position of charter schools on proposed legislation. These included representatives Krezwleski and Fitzgerald. Meetings will be scheduled on an ongoing basis.

8) **Student Activities**

- a. Grade 8 took a trip to Baltimore Harbor. Visits were made to the Science Museum and National Aquarium.
- b. Kindergarten and Grade 2 visited the Smith Playground and an animal rescue center.
- c. Grades K-7 participated in **Publishers Picnic** on June 10th. Parents joined their child (ren) at the park for lunch. Students read their science books aloud. This year’s topic was *Protecting Our Planet*.
- d. Graduation was held on June 13th. Fifty-seven students graduated; all students have HS placements.
- e. Monday the 13th was a half day for all students; grab-and-go lunches were provided.
- f. Summer School begins on June 20th and ends on July 21st.

MOTION
DH
SECOND
MM
VOTE:
☒ PASS
☐ FAIL

Resolution 22061604

Acceptance of the May 2022 Treasury Report: By Mr. Michael Danyo of Santilli and Thomson

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby reviews and accepts the May 2022 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, that the Board of Trustees of Keystone Academy Charter School accepts the *May 2022 Treasury Report* in the amount of \$133,264.34 presented by Michael Danyo of Santilli and Thomson; 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.

Michael Danyo presented to the Board of Trustees of Keystone Academy Charter School the May 2022 Financial Report of Michael Danyo and the May 2022 Treasury Report in the amount of \$133,264.34 presented by Michael Danyo of Santilli and Thomson.

F. Calendar

MOTION
TP
SECOND
DH
VOTE:
☒ PASS
☐ FAIL

Resolution 22061605

Approval Corrections to the 2022-23 Academic Calendar By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves following corrections/changes to the 2022-23 Academic Calendar:

- 1) Schools and Administrative Offices Closed December 30, 2022, and January 2, 2023. (originally listed as December 27-29 and January 2 was omitted); and

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

Dr. Lyles reviewed with the Board of Trustees of Keystone Academy Charter School the corrections/changes to the 2022-23 Academic Calendar as presented.

G. Personnel

MOTION
DH
SECOND
TP
VOTE:
[X] PASS
[] FAIL

Resolution 22061606

Approval of Appointments By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the addition appointment of the following administrative personnel effective July 1, 2022, as noted below:

- 1) Dr. Kathryn Makar - Chief Academic Officer (CAO) at an annual salary of \$137,500.00;
- 2) Mrs. Ariselys Rolon Cruz - Principal at an annual salary of \$115,000.00; and
- 3) Mr. Michael Browning – Vice Principal at an annual salary of \$85,000.00; and

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

Dr. Lyles reviewed with the Board of Trustees of Keystone Academy Charter School her requests for the appointments of administrative personnel as presented.

By Roll Call Vote:

Gretchen Alston Yes
Fred Phelps Yes
Alma Diggs Yes
Marie McCarthy Yes
Tina Peterson Yes
Anthony Stevenson Yes
Dina Hernandez Yes

Resolution 22061607

Approval of Appointments By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the appointments of the following personnel effective August 22, 2022:

- 1) Kelly Doherty as Building Substitute at an annual salary of \$40,000.00;
- 2) Amy Broadbelt as Classroom Aide at an annual salary of \$35,000.00; and
- 3) Colleen Myers as Special Education Teacher at an annual salary of \$47,694.15; and
- 4) Ashley Alexander-Singer as a Classroom Aide at an annual salary of \$35,000.00; and

MOTION
MM
SECOND
DH
VOTE:
[X] PASS
[] FAIL

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

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

Dr. Lyles reviewed with the Board of Trustees of Keystone Academy Charter School her requests for the appointments of personnel as presented.

Resolution 22061608

Approval of Summer Curriculum Pacing Committee By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the appointment of the following personnel to Curriculum Pacing committee for the subjects of Reading, Math and Social Studies at \$35/hr. during the 2022 summer, in a total program amount of \$5,250.00 as follows:

Christine Sanginiti- 10 hours;
Michelle DelBuono- total 20 hours;
Christi O'Neill- total 20 hours;
Christina Carrasquillo total 20 hours;
Jennifer Evans- total 20 hours;
Jamie Hughes- total 20 hours;
Jaclyn Palma- total 20 hours;
Marian Amaro- total 20 hours; and

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

Dr. Lyles reviewed with the Board of Trustees of Keystone Academy Charter School her requests for the appointments of personnel as presented.

H. Professional Memberships

MOTION
DH
SECOND
MM
VOTE:
[X] PASS
[] FAIL

Resolution 22061609

Approval of Professional Membership By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the payment of membership fees(dues) for the 2022-23 school year to the Pennsylvania Coalition of Public Charter Schools in the amount of \$3,135.00; and

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

Dr. Lyles reviewed with the Board of Trustees of Keystone Academy Charter School her request for approval of the payment of membership fees(dues) for the 2022-23 school year to the Pennsylvania Coalition of Public Charter Schools in the amount of \$3,135.00.

I. Policy

MOTION
DH
SECOND
TP
VOTE:
☒ PASS
☐ FAIL

Resolution 22061610

Approval of Change Keystone Academy Charter School By-Laws By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the amended Keystone Academy Charter School By-laws, as presented; and

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

Dr. Lyles reviewed with the Board of Trustees of Keystone Academy Charter School her request for approval of the amended Keystone Academy Charter School By-laws, as presented.

By Roll Call Vote:

Gretchen Alston	Yes
Fred Phelps	Yes
Alma Diggs	Yes
Marie McCarthy	Yes
Tina Peterson	Yes
Anthony Stevenson	Yes
Dina Hernandez	Yes

Due to technical reasons Gretchen Alston left this Keystone Academy Charter School board meeting.

Due to Gretchen Alston's absence, Anthony Stevenson, Secretary, now facilitated this Keystone Academy Charter School board meeting.

J. Comprehensive Plan

MOTION
DH
SECOND
MM
VOTE:
☒ PASS
☐ FAIL
G. ALSTON WAS
ABSENT FOR THIS
VOTE.

Resolution 22061611

Approval of the 2021-24 Comprehensive Plan By: Dr. Kathryn Makar, CAO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the *2021-24 Comprehensive Plan* as presented; and

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

Dr. Makar reviewed with the Board of Trustees of Keystone Academy Charter School her request for approval of the 2021-24 *Comprehensive Plan* as presented.

Gretchen Alston rejoined this Keystone Academy Charter School board meeting and thanked Anthony Stevenson for facilitating this Keystone Academy Charter School board meeting in her absence.

Gretchen Alston now began to facilitate this Keystone Academy Charter School board meeting.

K. Charter Renewal

MOTION
TP
SECOND
DH
VOTE:
[X] PASS
[] FAIL

Resolution 22061612

**Authorization of the Execution and Delivery of the Keystone Academy Charter School Charter and the Performance of the Transactions Contemplated Thereby
By: Dr. Claudia Lyles, CEO**

RESOLVED, that the Board of Trustees of Keystone Academy Charter School (i) authorizes and approves the execution and delivery of the Charter for Keystone Academy Charter School, effective July 1, 2022 and the performance of the transactions contemplated thereby, (ii) certifies and states that no members of the Board of Trustees of Keystone Academy Charter School or their immediate family, as defined under the Pennsylvania Public Official and Employee Ethics Act (“Ethics Act”), will have business dealings with Keystone Academy Charter School, and that the Board of Trustees of Keystone Academy Charter School will comply with the Ethics Act, and (iii) certifies that names, addresses, and email addresses of all officers of the Board of Trustees of Keystone Academy Charter School are as set forth below and that all such persons are authorized to execute and request payments under the Charter.

Office	Name	Address	Email Address
President	Gretchen Alston	4521 Longshore Avenue, Philadelphia, PA 19135	galston@keystoneacademycs.org
Vice President	Fred Phelps	4521 Longshore Avenue, Philadelphia, PA 19135	fredlphelps3rd@comcast.net
Secretary	Anthony Stevenson	4521 Longshore Avenue, Philadelphia, PA 19135	anthony.stevenson@rtsd.org

Treasurer	Alma Diggs	4521 Longshore Avenue, Philadelphia, PA 19135	amdiggs@verizon.net
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FURTHER RESOLVED, that Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to delegate any task necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Lyles reviewed with the Board of Trustees of Keystone Academy Charter School her request for the authorization and approval of the execution and delivery of the Charter for Keystone Academy Charter School, effective July 1, 2022 and the performance of the transactions contemplated thereby, (ii) certifies and states that no members of the Board of Trustees of Keystone Academy Charter School or their immediate family, as defined under the Pennsylvania Public Official and Employee Ethics Act (“Ethics Act”), will have business dealings with Keystone Academy Charter School, and that the Board of Trustees of Keystone Academy Charter School will comply with the Ethics Act, and (iii) certifies that names, addresses, and email addresses of all officers of the Board of Trustees of Keystone Academy Charter School are as set forth below and that all such persons are authorized to execute and request payments under the Charter.

By Roll Call Vote:

Gretchen Alston Yes
Fred Phelps Yes
Alma Diggs Yes
Marie McCarthy Yes
Tina Peterson Yes
Anthony Stevenson Yes
Dina Hernandez Yes

L. Donation Acceptance

MOTION
DH
SECOND
TP
VOTE:
[X] PASS
[] FAIL

Resolution 22061613

Acceptance of Donated Materials by: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the acceptance of the donation of ten (10) Student Writing Journals from Gail Haynes; and

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

Dr. Lyles reviewed with the Board of Trustees of Keystone Academy Charter School her request for the approval of the acceptance of the donation of ten (10) Student Writing Journals from Gail Haynes.

M. Instructional Materials

MOTION
DH
SECOND
MM
VOTE:
☒ PASS
☐ FAIL

Resolution 22061614

Approval of Purchase of Instructional Materials/Programs/Licenses By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the purchase of the following instructional materials/programs for the 2022-23 school year:

- 1) SAVVAS Grade 8 Science in the amount of \$6,659.73 for a one-year license and teacher's edition; and
- 2) SAVVAS Envision Math K-8 in the amount of \$65,695.78 for a three-year license and teacher's editions; and
- 5) SAVVAS myView and myPerspective Reading K-8 for a two-year license, workbooks and teacher's editions in the amount of \$140,160.05; and
- 6) SAVVAS myWorld History Gr. 6 for a one-year license and teacher's edition in the amount of \$9,472.05; and

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

Dr. Lyles reviewed with the Board of Trustees of Keystone Academy Charter School her request for the approval of the purchase of the instructional materials/programs for the 2022-23 school year, as presented.

N. Settlements

MOTION
DH
SECOND
TP
VOTE:
☒ PASS
☐ FAIL

Resolution 22061615

Approval of Settlement: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves of the settlement of ZL, as presented; and

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

Dr. Lyles reviewed with the Board of Trustees of Keystone Academy Charter School her request for the approval of the settlement of ZL, as presented.

MOTION
MM
SECOND
DH
VOTE:
☒ PASS
☐ FAIL

Resolution 22061616

Approval of Settlement by: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves of the settlement of RG, as presented; and

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

Dr. Lyles reviewed with the Board of Trustees of Keystone Academy Charter School her request for the approval of the settlement of RG, as presented.

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>

O. DISCUSSION AND ANNOUNCEMENTS

THE NEXT REGULARLY SCHEDULED KEYSTONE ACADEMY CHARTER SCHOOL BOARD OF TRUSTEES MEETING IS TO BE HELD BY ZOOM ON AUGUST 18, 2022.

ADJOURNMENT

MOTION
DH
SECOND
MM
VOTE:
[X] PASS
[] FAIL
