

KEYSTONE ACADEMY CHARTER SCHOOL
4521 Longshore Avenue
Philadelphia, PA 19135
BOARD OF TRUSTEES MEETING
AUGUST 18, 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 7:03 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"
Dina Hernandez - Member	"DH"

Board Members Present:	By Invitation: Non-Board Members Present:
Gretchen Alston Fred Phelps Marie McCarthy Tina Peterson Dina Hernandez	Dr. Claudia Lyles, CEO Daniel H. Saidel, Esq. Michael Danyo, Finance - Santilli & Thomson Dr. Kathryn Makar - Chief Academic Officer
Board Members Absent: Alma Diggs	

B. Announcement of Executive Session – Mr. Daniel Saidel

I would like to state, for purposes of the Minutes of this meeting that on August 18, 2022, the Board of Trustees met in Executive Session for the following purposes under 65 P.S. § 708:

(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.

C. Approval of Agenda

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

Resolution 22081801 Approval of the Agenda

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the August 18, 2022, Meeting Agenda as presented.

D. Approval of Minutes

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

Resolution 22081802 Approval of June 16, 2022, Minutes of Meeting

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the Minutes of the June 16, 2022, meeting of the Board of Trustees of Keystone Academy Charter School.

E. Board Member Resignation

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

Resolution 22081803 Acceptance of Trustee Resignation By: Mrs. Gretchen Alston

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the written resignation of Trustee Dr. Anthony Stevenson, effective August 18, 2022; 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.

F. Approval of Election of Keystone Academy Charter School Board of Trustees Board Secretary

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

Resolution 22081804

Nomination of Dina Hernandez to be the Keystone Academy Charter School Board Secretary By: Mrs. Gretchen Alston

WHEREAS Dina Hernandez is a Board Member of the Board of Trustees of Keystone Academy Charter School (“Board”);

WHEREAS Dr. Anthony Steven resigned from the Board on August 18, 2022, leaving a vacancy to the position of Board Secretary;

WHEREAS Dina Hernandez has stated to this Board of her desire to be Board Secretary;

WHEREAS the Board desires to have Dina Hernandez be Board Secretary, effective immediately, succeeding and replacing Dr. Anthony Steven as Board Secretary;

RESOLVED that the Board hereby approves of Dina Hernandez to be the Board Secretary, effective immediately; 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.

By Roll Call Vote:

Gretchen Alston YES
Fred Phelps YES
Alma Diggs ABSENT
Marie McCarthy YES
Tina Peterson YES
Dina Hernandez YES

After the Roll Call Vote and with the passage of this **Resolution 22081804**, Daniel H. Saidel asked Dina Hernandez if she accepted the position of Keystone Academy Charter School Board Secretary, effective immediately

Thereafter Dina Hernandez stated to the Keystone Academy Charter School Board that she accepted the position as the Keystone Academy Charter School Board Secretary. effective immediately.

G. Reports

MOTION
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SECOND
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VOTE:
[X] PASS
[] FAIL

Resolution 22081805

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 distributed and reviewed with the board the CEO Report of Dr. Lyles:

Sweet 16

September 2022 will mark the 16th opening for KACS

1) **Facility** – The following work was completed over the summer by external contractors.

- All classroom, hallway, lavatory and cafeteria floors stripped and waxed.
- Twenty-one (21) instructional spaces painted. One stairwell and one small office area also painted.
- Sump pump installed in two sections of the cafeteria – walls and flooring replaced; areas repainted.
- Student bathroom stalls removed; new stalls being installed this week.
- External light sensor replaced to limit use to night hours.
- All exterior and interior windows cleaned professionally.
- HVAC repairs made where needed.

2) **Facility Use**- Pending new construction

- The science lab will be used for special education instruction
- The Idea Box has been partitioned to accommodate desks for the reading specialists and Title I teachers
- Title I teachers will continue to use the Idea Box for Pull Out institute

3) **Instructional Program**

- All student materials have been ordered
 - Science materials are still in transit
- All chrome books have been updated and assigned to students by ID#
- Each classroom is equipped with desks and chairs.
- Projectors are being installed; they will be calibrated prior to student arrival.

4) **Staffing**

- AS of August 14, three positions are vacant. These include Vice Principal, Counselor and one Grade 4 teacher. Interviews are ongoing.

5) KACS has been designated as a **CEP Meal Program**. This allows all students to eat at no charge regardless of parent income.

6) **Charter Renewal** – I have received confirmation that all documents that are required for charter renewal have been received by the CSO. I will inform the Board as soon as the new charter is received.

7) Dr. Watlington held a **Listening and Learning Session** for the Charter Sector at KACS on August 16. The audience was primarily charter school leaders and board members.

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VOTE:
[X] PASS
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Resolution 22081806

Acceptance of the June and July 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 June and July 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 *June and July 2022 Treasury Report* in the respective amounts of \$402,581.70 and \$186,699.68 as 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.

M. Danyo distributed and reviewed with the board the June and July 2022 Financial Report of Michael Danyo and the June and July 2022 Treasury Report in the respective amounts of \$402,581.70 and \$186,699.68.

H. Personnel

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SECOND
DH
VOTE:
☒ PASS
☐ FAIL

Resolution 22081807

Acceptance of Resignations By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the resignations of the following personnel, on the effective dates noted below:

- 1) Adrian Hopkins, June 20, 2022;
- 2) Kira Hudson, July 22, 2022;
- 3) Paige McCloskey, July 18, 2022;
- 4) Michelle Giordano, June 30, 2022;
- 5) Jennifer Hoffer, June 30, 2022;
- 6) Rebecca Norcross, June 30, 2022
- 7) Ashley Alexander Singer, June 30, 2022;
- 8) Lauren Swerdloff, July 22, 2022;
- 9) Sarah Gellerstein, June 30, 2022;
- 10) Laura Mealey, June 30, 2022;
- 11) Tina Velez June 30, 2022; 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 discussed with the board the resignation of staff in general and did not mention any staff in particular.

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VOTE:
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Resolution 22081808

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. Allison Knorr, Teacher at an annual salary of \$52,226.69;
2. Hayden Blaetz, Teacher at an annual salary of \$47,694.16;
3. Chandler Slaton, Teacher at an annual salary of \$52,116.69;
4. Alison Waldron, Teacher at an annual salary of \$46,305.00; and

FURTHER RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the appointment of Dana Gubitosa to the

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VOTE:
☒ PASS
☐ FAIL

position of Vice Principal, at an annual salary of \$85,000.00 retroactive to July 1, 2022; 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 **Resolution 22081808** with the board.

Resolution 22081809

Acceptance of Resignation By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the resignation of Dana Gubitosa, Vice Principal, effective August 12, 2022, 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 **Resolution 22081809** with the board.

Resolution 22081810

Approval of Mentor Stipends By: Dr. Claudia Lyles, CEO

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VOTE:
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RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves stipends to the following teachers as compensation for mentoring during SY 22-23 in the amounts of:

Kelly Koreck	\$500.00;
Elizabeth Browning	\$500.00;
Deanna Piacentini	\$1000.00 (two mentees)
Jacklyn Palma	\$500.00;
Jennifer Evans	\$500.00;
Christi O'Neill	\$700.00; (non-certified mentee);
Samantha Snyder	\$500.00 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 the stipends to the teachers as compensation for mentoring during SY 22-23.

I. Attendance Stipend

Resolution 22081811

Approval of Attendance Stipend By: Dr. Claudia Lyles, CEO

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VOTE:
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☐ FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves an Attendance Stipend for the following teachers for 97% + attendance during SY 2021-22 (from September to June) in a net amount of \$500.00 each:

1. Lisa Alullo;
2. Samantha Snyder;
3. Virginia Poulterer;
4. William Masgai;
5. Keith Fitzgerald;
6. Lauren Daiutolo; 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 the Attendance Stipend for teachers with 97% + attendance during SY 2021-22 (from September to June) in a net amount of \$500.00 each.

J. Policy

MOTION
DH
SECOND
MM
VOTE:
☒ PASS
☐ FAIL

Resolution 22081812

Approval of Amendments to Dissolution Policy By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the amended Dissolution Policy, 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 the amended Dissolution Policy.

Resolution 22081813

Approval of Amendments to Acceptable Use (technology) By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the amended *Acceptable Use* (technology) Policy, 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.

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VOTE:
☒ PASS
☐ FAIL

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SECOND
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VOTE:
[X] PASS
[] FAIL

Dr. Lyles reviewed with the board the amended *Acceptable Use* (technology) Policy.

Resolution 22081814

**Approval of Amendments to ELL (English Language Learner) Policy
By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the amended ELL (English Language Learner) Policy, 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 the amended ELL (English Language Learner) Policy.

K. Student Expulsion

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

Resolution 22081815

**Approval Student Expulsion By: Mrs. Dana Hernandez, Board
Discipline Committee**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the expulsion of Student # 9180762, per the recommendation of the Board of Trustees of Keystone Academy Charter School's Board Discipline Committee; 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.

By Roll Call Vote:

Gretchen Alston YES

Fred Phelps YES

Alma Diggs ABSENT

Marie McCarthy YES

Tina Peterson YES

Dina Hernandez YES

L. Adult Meals

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

Resolution 22081816

Approval of 2022-23 Adult Meal Costs By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the following prices for the purchase of adult meals during SY 2022-23:

Breakfast - \$2.25;
Lunch - \$4.25; 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 the following prices for the purchase of adult meals during SY 2022-23: Breakfast - \$2.25; and Lunch - \$4.25.

M. Approval of Agreements

MOTION
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SECOND
FP
VOTE:
☒ PASS
☐ FAIL

Resolution 22081817

Approval of Agreements and Costs for the Provision of Professional Development By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the agreements and payments to the following for the provision of Professional Development in SY 2022-23 in the amounts of:
Maria Banks – Tools4Teachers at a per diem rate of \$1000.00; and
Barbara Moore Williams – BMW Associates at a per diem rate of \$1000.00; 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 the agreements and payments to the following for the provision of Professional Development in SY 2022-23 in the amounts of:
Maria Banks – Tools4Teachers at a per diem rate of \$1000.00; and
Barbara Moore Williams – BMW Associates at a per diem rate of \$1000.00.

N. Approval of Donation

MOTION
DH
SECOND
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VOTE:
☒ PASS
☐ FAIL

Resolution 22081818

Approval of Donation By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the donation of used books from Keystone Academy Charter School to Laboratory Charter School including K-5 *Everyday Math*, Grades 6-8 *Pearson Courses* (math) 1 and 2, and K-5 *Journeys* (reading) and Grades 6-8 *Collections* (reading); 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 the donation of used books from Keystone Academy Charter School to Laboratory Charter School including K-5 *Everyday Math*, Grades 6-8 *Pearson Courses* (math) 1 and 2, and K-5 *Journeys* (reading) and Grades 6-8 *Collections* (reading).

O. Lease Reimbursement

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

Resolution 22081819

Approval of Lease Reimbursement, By Dr. Claudia Lyles, CEO

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the application for reimbursement of a charter school lease for 2021-22; 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.

M. Danyo and Dr. Lyles reviewed with the board the application for reimbursement of a charter school lease for 2021-22.

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>

P.

DISCUSSION AND ANNOUNCEMENTS

THE NEXT REGULARLY SCHEDULED KEYSTONE ACADEMY CHARTER SCHOOL BOARD OF TRUSTEES MEETING IS TO BE HELD BY ZOOM ON SEPTEMBER 15, 2022.

ADJOURNMENT

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