**Keystone Academy Charter School**

**4521 Longshore Avenue**

**Philadelphia, PA 19135**

**Board of Trustees Meeting**

**February 16, 2023**

**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 7:00 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.

1. **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 - Secretary “DH”

Angela Epperson - Member “AE”

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

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

*I would like to state, for purposes of the Minutes of this meeting that on February 16, 2023the Board of Trustees met in Executive Session for the following purposes under 65 P.S. § 708:*

( 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  MM  Vote:  [X ] pass  [ ] fail | **Resolution 23021601**  **Approval of the Agenda By: Mrs. Gretchen Alston**  RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves theFebruary 16, 2023 Meeting Agenda as presented. |

**D. Approval of Minutes**

|  |  |
| --- | --- |
| Motion  AE  Second  DH  Vote:  [ X ] pass  [ ] fail | **Resolution 23021602**  **Approval of January 19,2023,Minutes of Meeting By: Mrs. Gretchen Alston**  RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the Minutes of theJanuary 19, 2023 meeting of the Board of Trustees of Keystone Academy Charter School. |

**E. Reports**

|  |  |
| --- | --- |
| Motion  DH  Second  AE  Vote:  [ X ] pass  [ ] fail  Motion  MM  Second  DH  Vote:  [ X ] pass  [ ] fail | **Resolution 23021603**  **Acceptance of the Chief Academic Officer Report By: Dr. Kathryn Makar, Chief Academic Officer**  RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the reports of the Chief Academic Officer and hereby incorporates into these minutes by reference the written report 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. Makar distributed and reviewed with the board KACS Initiatives for Instructional Support:   1. New Curriculum (SAVVAS) was purchased for Reading and Mathematics 2. SAVVAS provided several sessions of teacher training regarding effective implementation of the new curriculum and resource materials 3. Additional staff: Counselor, ESL teacher, Science Coach 4. Study Hall period- allows for more 1:1 work with students, small group instruction/differentiation, homework help, and tutoring opportunities 5. Change to the testing program- bi-weekly testing will allow for more instructional time and opportunities to explore deeper differentiation/small group instruction 6. Continued use of diagnostic and benchmark testing 7. Incorporated iReady testing (additional diagnostic test) for grades 6-8 this year; plan to move to K-8 for next school year 8. Instructional Coaches and Vice Principals are modeling lessons for new/inexperienced staff 9. Deeper focus in PLC and RTI meetings around student data 10. Team of 11 staff are attending the RTI Institute this summer 11. Team of 2 staff are attending the PLC conference this summer (additional staff participated in previous year)   **Resolution 23021604**  **Acceptance of the January 2023 Treasury Report: By Mr. Michael Danyo of Santilli and Thomson**  RESOLVED that the Board of Trustees Keystone Academy Charter School hereby reviews and accepts the January 2023 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 January 2023 Treasury Report in the amount of $428,580.87 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 January 2023 Financial Report of Michael Danyo and the *January 2023 Treasury Report* in the amount of $428,580.87 as presented by Michael Danyo. |

**F. Personnel**

|  |  |
| --- | --- |
| Motion  DH  Second  AD  Vote:  [ X ] pass  [ ] fail  Motion  AE  Second  DH  Vote:  [ X ] pass  [ ] fail | **Resolution 23021605**  **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:   1. Mary Cyr to the position of Mentor in the amount of $250.00 for the second semester; and 2. Kerri Wiest to the position of Mentor in the amount of $250.00 for the second semester; and 3. Christi O’Neill to the position of Mentor in the amount of $250.00 for the second semester; and 4. Angela Olson to the position of Long-Term Substitute Teacher retroactively from February 1, 2023 to March 28, 2023 at a prorated annual salary of $62,149.32; and 5. Jeanell Moultrie to position of Eighth Grade Yearbook Sponsor at a rate of $25.00/hr. for twelve hours; and 6. Neomi Mema to the position of Classroom Aide at a prorated annual salary of $35,000.00 effective February 27, 2023; 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 personnel appointments as described in Resolution 23021605.  **Resolution 23021606**  **Acceptance of Resignation By: Dr. Claudia Lyles, CEO**  RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the resignation of Tania James, School Secretary, effective February 21, 2023 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 Resolution 23021606. |

|  |  |
| --- | --- |
| Motion  MM  Second  AE  Vote:  [ X ] pass  [ ] fail | **Resolution 23021607**  **Approval of Approval of Increase in Per Diem Substitute Rate By: Dr. Claudia Lyles, CEO**  RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves an increase in the per diem substitute rate to $30.00 per hour, effective March 1, 2023; 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.  D, Lyles reviewed with the board the increase in the per diem substitute rate to $30.00 per hour, effective March 1, 2023. |

**G. Professional Membership**

|  |  |
| --- | --- |
| Motion  DH  Second  AE  Vote:  [ X ] pass  [ ] fail | **Resolution 23021608**  **Approval of 2023 AACSC and PCE Membership Renewals By: Dr. Claudia Lyles, CEO**  RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves a renewal of the school’s membership to AACSC(African American Charter School Coalition) and PCE (Philadelphia Charters for Excellence) in the respective amounts of $6000.00 and $3000.00 for calendar year 2023; 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 school’s membership to AACSC (African American Charter School Coalition) and PCE (Philadelphia Charters for Excellence) in the respective amounts of $6000.00 and $3000.00 for calendar year 2023. |

**H. Gift Acceptance**

|  |  |
| --- | --- |
| Motion  AE  Second  DH  Vote:  [ X ] pass  [ ] fail | **Resolution 23021609**  **Gift Acceptance By: Dr. Claudia Lyles, CEO**  RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves acceptance of a gift card in the amount of $50.00 from Eldi Koroveshi to be placed in an emergency fund for Keystone Academy Charter Schoolstudent/family use; 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 acceptance of a gift card in the amount of $50.00 from Eldi Koroveshi to be placed in an emergency fund for Keystone Academy Charter School student/family use. |

**I. Student Affairs**

|  |  |
| --- | --- |
| Motion  MM  Second  AE  Vote:  [ X ] pass  [ ] fail | **Resolution 23021610**  **Approval of Clear Back Packs By: Dr. Claudia Les, CEO**  RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the requirement for Keystone Academy Charter School students to use clear back packs effective September 1, 2023; 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 requirement for Keystone Academy Charter School students to use clear back packs effective September 1, 2023. |

**J. Facility**

|  |  |
| --- | --- |
| Motion  AE  Second  DH  Vote:  [ X ] pass  [ ] fail | **Resolution 23021611**  **Approval of Installation of Power Lines and cat6 Data Connections By: Dr. Claudia Lyles, CEO**  RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves payment to JWK Electric for the installation of six (6) power lines and six (6) cat6 data lines to support hallway and cafeteria TV monitors in the amount of $8,997.00 (ESSER funds) with the work to be scheduled during evening and/or not during school 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 the payment to JWK Electric for the installation of six (6) power lines and six (6) cat6 data lines to support hallway and cafeteria TV monitors in the amount of $8,997.00 (ESSER funds) with the work to be scheduled during evening and/or not during school hours. |

*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.

|  |  |
| --- | --- |
| ***Who*** | ***What*** |
| ***NONE*** | ***NONE*** |

**K. Discussion and Announcements**

The next regularly scheduled Keystone Academy charter school board of trustees meeting is to be held by zoom onMarch 16, 2023.

**Adjournment**

Motion

DH

Second

AE

Vote:

[ X ] pass

[ ] fail

\_\_\_\_\_\_\_\_\_\_