

KEYSTONE ACADEMY CHARTER SCHOOL
4521 Longshore Avenue
Philadelphia, PA 19135
BOARD OF TRUSTEES MEETING
MARCH 17, 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 7:07 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 this Zoom Video Conference and 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:

- | | |
|----------------------------------|------|
| 1. Gretchen Alston - President | “GA” |
| 2. Fred Phelps - Vice President | “FP” |
| 3. Marie McCarthy - Member | “MM” |
| 4. Alma Diggs - Treasurer | “AD” |
| 5. Tina Peterson - Member | “TP” |
| 6. Anthony Stevenson – Secretary | “AS” |
| 7. Dina Hernandez | “DH” |

Board Members Present:	By Invitation: Non-Board Members Present:
Gretchen Alston Fred Phelps Alma Diggs Tina Peterson Anthony Stevenson Dina Hernandez	Dr. Claudia Lyles, CEO Daniel H. Saidel, Esq. Michael Thomson, Finance - Santilli & Thomson

Board Members Absent:

Marie McCarthy

B. Announcement of Executive Session – Mr. Daniel Saidel

I would like to state, for purposes of the Minutes of this meeting that on March 17, 2022, 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.

C. Approval of Agenda

MOTION
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AD
VOTE:
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☐ FAIL

Resolution 22031701

Approval of the MARCH 17, 2022, Agenda By: Mrs. Gretchen Alston

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the MARCH 17, 2022, Agenda.

D. Approval of Minutes

MOTION
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VOTE:
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Resolution 22031702

Approval of FEBRUARY 17, 2022, Minutes of Meeting By: Mrs. Gretchen Alston

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the Minutes of the FEBRUARY 17, 2022, meeting of the Board of Trustees of Keystone Academy Charter School.

E. Reports

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VOTE:
[X] PASS
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Resolution 22031703

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

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the CEO Report of Dr. Claudia Lyles, and hereby incorporates into these minutes by reference Dr. Claudia Lyles' written report.

Dr. Lyles reviewed with the board the CEO Report of Dr. Claudia Lyles:

1) Charter Renewal

- a. Three members of the CSO visited the school on March 15th as a condition of the charter renewal process. Each observed in three classrooms during instructional periods that were focused on the mission subjects of math, science and technology. Interviews were conducted with three teachers, eight parents and eight students. Feedback from the team was positive, and it was clear to them that the school is implementing the mission.

2) Student Activities

- a. Black History Wax Museum featured on Channel 3
- b. PI Day contest
- c. Tournament of Books – March Madness – vote for favorite books
- d. Field trips continue
- e. Trimester Report Card conferences
- f. Parent Partnership – Math, Science and Social Studies, Family Field trips
- g. Read Across America – Crazy hair and crazy socks.

3) Health and Safety

- a. The Reopening Committee meeting must be postponed until next week due to the Nurse's absence.
- b. Parents and staff are being surveyed regarding mask wearing.
- c. KACS will distribute home test kits to each family for use prior to school reopening after the spring break. These are being provided via the PA DOH through Philadelphia Charters for Excellence.

4) Public Relations

- a. The Winter Newsletter has been disseminated electronically.

- b. Informational videos are being created as a resource to describe components of the school e.g., PRIDE, Mission, etc.

Resolution 22031704

Acceptance of the March 8, 2022, Education Committee Meeting Report: By Mrs. Gretchen Alston

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RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby reviews and accepts the March 8, 2022, Education Committee Report and hereby incorporates into these minutes by reference the report presented by Marie McCarthy 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.

Gretchen Alston presented the March 8, 2022, Education Committee Report to the board. Attending the March 8, 2022 Education Committee Meeting were Anthony Stevenson, Dina Hernandez, Marie McCarthy, Dr. Claudia Lyles and Gretchen Alston.

Resolution 22031705

Acceptance of the March 2, 2022, Finance Committee Meeting Report: By Mrs. Gretchen Alston

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RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby reviews and accepts the March 2, 2022, Finance Committee Report and hereby incorporates into these minutes by reference the report presented by Gretchen Alston 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.

Gretchen Alston presented to the board the March 2, 2022 Finance Committee Report. Attending the March 2, 2022 Finance Committee Meeting were Fred Phelps, Alma Diggs, Dr. Claudia Lyles and Gretchen Alston.

Resolution 22031706

Acceptance of the Finance and Treasury Reports By: Mr. Michael Thomson of Santilli and Thomson

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RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby reviews and accepts the *February 2022 Financial Reports* of Mr. Michael Thomson and hereby incorporates into these minutes by reference the financial

statements and the documents presented by Mr. Michael Thomson to the board; and

FURTHER RESOLVED, the Board of Trustees of Keystone Academy Charter School accepts the February 2022 Treasury Report in the amount of \$231,178.82 as presented by Mr. Michael Thomson.

Michael Thomson distributed and reviewed with the board the *February 2022 Financial Reports* and the February 2022 Treasury Report in the amount of \$231,178.82.

F. Personnel

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Resolution 22031707

Acceptance of Resignations By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the resignation of Stephanie Dempsey effective on March 30, 2022; and;

FURTHER RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the resignation of Gail Haynes, effective June 30, 2022, and;

FURTHER RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the resignation of Jennifer Coia effective April 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 reviewed with the board **Resolution 22031707**.

Resolution 22031708

Approval of Appointments By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the appointments of:

- 1) Tara Fassel retroactively to the position of Classroom Aide on March 14, 2022, at an annual prorated salary of \$35,000.00; and
- 2) Delilah Santiago retroactively to the position of Classroom Aide on February 28, 2022, at an annual prorated salary of \$35,000.00; and
- 3) Charles Roberts to the position of Classroom Assistant effective March 21, 2022 at an annual prorated salary of \$35,000.00; and

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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 **Resolution 22031708.**

Resolution 22031709

Approval of New Positions and Job Description By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the creation of the new positions of Chief Academic Officer and a second Vice Principal position effective July 1, 2022; and

FURTHER RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the job description for the position of Chief Academic Officer, 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 **Resolution 22031709,**

G. Academic Program

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Resolution 22031710

Approval of 2022 Summer Programs/Schedules/Additional Hours and Staff By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the 2022 K-8 Summer School and ESY schedule and staffing as follows:

1. 2022 K-8 Summer School, June 20-July 21, 2022, 8:00-12:00 PM:

a. Staffing:

- i.** Lisa Alullo
- ii.** Carolyn Roth (Aide)
- iii.** Fallon Pessa (Aide)
- iv.** Kira Hudson
- v.** Kirsten Leonard
- vi.** Kelly Koreck
- vii.** Christina Carrasquillo
- viii.** Kamisha Gayle
- ix.** Lauren Swerdloff

- b. Compensation: (ESSER funds)
Teachers @\$35.00/hr. and Aides @\$25.00/hr. in a total program amount of \$22,420.00; and

2. 2022 ESY June 20-July 21, 2022, 8:00-12:00 PM:

- a. Staffing:
 - i. Brent Kreiser
 - ii. Lauren Daiutolo
 - iii. Latasha Hall
 - iv. Samantha Snyder
 - v. Jennifer Engle
 - vi. Virginia Poulterer (Aide)
- b. Compensation : (ESSER funds)
Teachers @\$35.00/hr. and Aides @\$25.00/hr. in a total program amount of \$15,420.00; and

FURTHER RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves compensation for additional summer work hours at a rate of \$35/hr. as follows:

1. Kristen Leonard – ESL screening, thirty (30) hours;
2. Michelle DelBuono – Inventory, ordering and curriculum planning seventy (70) hours;
3. Paige McCloskey – Plan and Conduct Middle School parents meeting – eight (8) hours; and
4. Patrick Chapman – Plan and Conduct Middle School parents meeting – eight (8) 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 **Resolution 22031710.**

H. Conference Attendance

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Resolution 22031711

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

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the registration fee and a request to attend BERS *Practical Ways to Differentiate Instruction Using Tiered Assignments Grades 3-6*, a virtual conference for Kelli Pascoe in the amount of \$159.00, at a date to be determined; 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 registration fee and a request to attend BERS *Practical Ways to Differentiate Instruction Using Tiered Assignments Grades 3-6*, a virtual conference for Kelli Pascoe in the amount of \$159.00, at a date to be determined.

I. Schedule Changes

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Resolution 22031712

Approval of Changes to the 2022-23 Schedule By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts and approves the following changes to student and staff hours beginning in the 2022-23 school year:

1. The Student Day will begin at 8:00 AM and end at 3:30 PM; and
2. The Staff Day will begin at 7:30 AM and end at 3:30 PM; 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 changes to student and staff hours beginning in the 2022-23 school year: the Student Day to begin at 8:00 AM and end at 3:30 PM; and the Staff Day to begin at 7:30 AM and end at 3:30 PM.

J. Policy

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VOTE:
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Resolution 22031713

Approval of Policy Changes By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts changes to the Code of Conduct and the School Wide Behavior 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. Lyles reviewed with the board the changes to the Code of Conduct and the School Wide Behavior Plan.

K. Health and Safety

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VOTE:
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Resolution 22031714

COVID Mitigation Stipend By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves a COVID Mitigation Stipend in the net amount of \$500.00 per employee to be dispersed in June 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 with the board the COVID Mitigation Stipend in the net amount of \$500.00 per employee to be dispersed in June 2022.

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 APRIL 21, 2022, BY ZOOM.

ADJOURNMENT

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VOTE:
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