

KEYSTONE ACADEMY CHARTER SCHOOL
4521 Longshore Avenue
Philadelphia, PA 19135
BOARD OF TRUSTEES MEETING
JUNE 15, 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 7:01 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 the 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. Sidel, Esq.:

Gretchen Alston - President	“GA”
Fred Phelps - Vice President	“FP”
Alma Diggs - Treasurer	“AD”
Angela Epperson - Secretary	“AE”
Marie McCarthy - Member	“MM”
Tina Peterson - Member	“TP”

Board Members Present:	By Invitation: Non-Board Members Present:
Gretchen Alston Fred Phelps Alma Diggs Angela Epperson Tina Peterson	Dr. Claudia Lyles, Chief Executive Officer Daniel H. Sidel, Esq. Michael Danyo, Finance - Santilli & Thomson Adeshola D. Adekunle, Candidate for Vice-Principal Dr. Kathryn Makar, Chief Academic Officer

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 June 15, 2023 the 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
FP
SECOND
AD
VOTE:
 PASS
 FAIL

Resolution 23061501

Approval of the Agenda By: Mrs. Gretchen Alston, Board President

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the June 15, 2023 Meeting Agenda as presented.

D. Approval of Minutes

MOTION
TP
SECOND
AE
VOTE:
 PASS
 FAIL

Resolution 23061502

Approval of May 18, 2023 Minutes of Meeting By: Mrs. Gretchen Alston, Board President

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the Minutes of the May 18, 2023 meeting of the Board of Trustees of Keystone Academy Charter School.

E. Reports

MOTION
AE
SECOND
FP
VOTE:
 PASS
 FAIL

Resolution 23061503

Acceptance of the Chief Executive Officer 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 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. Lyles distributed and reviewed with the board the CEO Report:

- 1) **Grade 8** traveled to Baltimore Harbor on June 9. Visits were made to the aquarium and the science center. This was the culminating trip for grade 8. Everyone returned safely.
- 2) **Graduation** took place on Wednesday June 14th. Sixty-eight students graduated. This includes one student who was enrolled at an APS. (approved private school)
- 3) **Annie Jr.** was presented as the school musical on June 1-3. The production was exceptional and was well attended over the three performances.
- 4) **Staffing** – Ms. Adeshola Adenkunle has been offered the VP position and will begin in July following Board approval. Her resume is attached. Interviews have been held to fill vacancies. Two classroom positions are still open. Positions have been posted and interviews will be conducted during the summer.
- 5) **Algebra I Program** – AACSC received a grant in the amount of \$600K to implement an Algebra 1 Program for students in grade 8. Twenty-one (21) KACS students tested into the program. KACS scores were the highest of all schools that administered the test. With parent permission, students will attend a summer bridge program at Friends Select school in July and will receive online algebra instruction at KACS next year.
- 6) A late spring edition of the **newsletter** was released in early June. A final edition will be circulated by the end of this month.
- 7) **ACE Report** – KACS ACE preview score was 77.6 placing our school above other charters and **ACE Report** similar groups.
- 8) **Summer facility work**
 - a. Painters will be hired to paint all classrooms, offices, hallways, and stairs.
 - b. An additional water fountain will be replaced on the third floor.
 - c. Floors will be stripped and waxed.
 - d. Minor repairs will be made as needed.
- 9) **Facility- construction**
 - a. Construction is on schedule.
 - b. I am requesting that a small committee of the board plan to meet in July to get updates on the progress and to approve any additions/changes to the plan that may result in cost overruns.

MOTION
AE
SECOND
AD
VOTE:
 PASS
 FAIL

Resolution 23061504

Acceptance of the May 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 May 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 May 2023 *Treasury Report* in the amount of \$458,287.10 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 May 2023 Financial Report of Michael Danyo and the May 2023 *Treasury Report* in the amount of \$458,287.10.

F. Personnel

MOTION
TP
SECOND
AD
VOTE:
 PASS
 FAIL

Resolution 23061505

Approval of Appointments: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees Keystone Academy Charter School hereby approves the appointments, annual salaries and hourly rate, as presented, effective, August 23, 2023 for the following personnel for the 2023-24 School Year:

- 1) Jennifer Herrick to the position of Cafeteria Staff at an hourly rate of \$22.25;
- 2) Nina Bullock Teacher, at a salary of \$54,646.62;
- 3) Catherine Grey, Teacher, at an annual salary of \$69,134.91;
- 4) Danna Dedicatoria, Teacher, at an annual salary of \$63,268.23;
- 5) Briana Reyes, Teacher, at an annual salary of \$50,009.40 ;
- 6) Stephanie Towne, Teacher, at an annual salary of \$ 71,208.95;
- 7) Jennifer Cornine, Teacher at an annual salary of \$52,986.15;
- 8) Albert Anderson, Teacher at an annual salary of \$ 50,009.40;
- 9) Morgan Kretzinger, Counselor, at an annual salary of \$52,986.15;
- 10) Sarah Binder, Classroom Aide, at an annual salary of \$37,800.00;
- 11) Rudina Bani, Classroom Aide, at an annual salary of \$37,800.00;
- 12) Irma Alicka, Classroom Aide, at an annual salary of \$37,800.00;
- 13) Kathryn Moriarty, School Aide, at an annual salary of \$37,800.00;
- 14) Carlton Gorrell, School Aide, at an annual salary of \$37,800.00; and

FURTHER RESOLVED that the Board of Trustees Keystone Academy Charter School hereby approves the appointment of Adeshola Adekunle to the position of Vice Principal at an annual salary of \$95,000.00 effective July 1, 2023; 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 reviewed with the board the appointments, annual salaries and hourly rate, as presented, effective, August 23, 2023 for the personnel for the 2023-24 School Year as more fully described in **Resolution 23061505**.

Resolution 23061506
Acceptance of Resignations By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the resignations of:

- 1) Keith Fitzgerald effective June 16, 2023;
- 2) Greta Jazdzewski effective May 17, 2023;
- 3) Chandler Slaton effective June 16, 2023;
- 4) Kiona Fortune effective June 16, 2023;
- 5) Leah Sylvester effective June 16, 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 resignations of the personnel for the 2023-24 School Year as more fully described in **Resolution 23061506**.

Resolution 23061507
Approval of Summer Programs and Staff By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the following programs, staff, and stipends for summer 2023:

- 1) ESY and Summer School from June 20 - July 20, 2023 and from 8am-12pm Monday through Thursday for a maximum of seventy-two hours (72) hours each, at the indicated hourly rates of \$35/hr. for teachers and \$25/hr. for aides/clerical at a total cost of \$4,320.00 (ESSER Funds):
 - a. Aimee Broadbelt – Teacher;
 - b. Charles Roberts – Building Aide; and

MOTION
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SECOND
AE
VOTE:
 PASS
 FAIL

MOTION
AE
SECOND
FP
VOTE:
 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 the programs, staff, and stipends for summer 2023 as more fully described in **Resolution 23061507**.

Resolution 23061508
Approval of Summer Curriculum Writing Teams By: Dr. Claudia Lyles, CEO

MOTION
TP
SECOND
AE
VOTE:
 PASS
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves funding for curriculum writing teams for five (5) teachers at a rate of \$35/hr. for forty (40) hours in an amount not to exceed \$7000.00 (ESSER); 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 funding for curriculum writing teams for five (5) teachers at a rate of \$35/hr. for forty (40) hours in an amount not to exceed \$7000.00 (ESSER).

Resolution 23061509
Approval of Kindergarten Workshop By: Dr. Claudia Lyles, CEO

MOTION
FP
SECOND
AE
VOTE:
 PASS
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves funding and staff for planning and implementation of Summer Kindergarten Workshop for twelve (12) hours at a rate of \$35/hr. in a total amount of \$1,260.00 (ESSER):

- 1) Samantha Snyder;
- 2) Mary Cyr;
- 3) Jennifer Engle; 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 funding and staff for planning and implementation of Summer Kindergarten Workshop for twelve (12) hours at a rate of \$35/hr. in a total amount of \$1,260.00 (ESSER).

G. Contracts

MOTION

Resolution 23061510

TP
SECOND
FP
VOTE:
 PASS
 FAIL

Approval of 2023-24 Food Service Contract By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the 2023-24 contract with The Nutrition Group, as presented, and as follows:

- 1) Expenses - \$498,618.59;
- 2) Revenue - \$525,209.80;
- 3) Profit - \$26,591.21; 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 2023-24 contract with The Nutrition Group.

H. Professional Development

MOTION
AE
SECOND
FP
VOTE:
 PASS
 FAIL

Resolution 23061511

Approval of Staff Travel Reimbursement Rates By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves an increase in staff travel related reimbursements, as follows:

- 1) Breakfast \$10.00 daily;
- 2) Lunch \$15.00 daily;
- 3) Dinner \$20.00 daily; and
- 4) Mileage 0.655 per mile in accordance with government rates; and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO, and any other 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 an increase in staff travel related reimbursements.

I. Student Placement

MOTION
AD
SECOND
AE
VOTE:
 PASS
 FAIL

Resolution 23061512

Approval of Student Placement By: Dr Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the tuition and related fees for student #10089151 to attend

The Center School at a cost of \$58,900.00 for the 2023-24 school year tuition, related services and ESY; 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 tuition and related fees for student #10089151 to attend The Center School at a cost of \$58,900.00 for the 2023-24 school year tuition, related services and ESY.

J. Contracts

MOTION
AE
SECOND
FP
VOTE:
 PASS
 FAIL

Resolution 23061513

Approval Psychological Services Fees: Dr Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves an increase to four (4) days per week of psychologist services with CORA in the yearly amount of \$94,464.00 effective August 23, 2023; and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO, or any 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 an increase to four (4) days per week of psychologist services with CORA in the yearly amount of \$94,464. 00 effective August 23, 2023.

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>

K. DISCUSSION AND ANNOUNCEMENTS

THE NEXT REGULARLY SCHEDULED KEYSTONE ACADEMY CHARTER SCHOOL BOARD OF TRUSTEES MEETING IS TO BE HELD BY ZOOM ON AUGUST 17, 2023.

ADJOURNMENT

MOTION
FP
SECOND
AE
VOTE:
 PASS
 FAIL