

KEYSTONE ACADEMY CHARTER SCHOOL
4521 Longshore Avenue
Philadelphia, PA 19135
BOARD OF TRUSTEES MEETING
MARCH 16, 2023
7:00 PM
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.

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 - Secretary	“DH”
Angela Epperson - Member	“AE”

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

B. Announcement of Executive Session – Mr. Daniel Saidel

I would like to state, for purposes of the Minutes of this meeting that on March 16, 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
AE
SECOND
MM
VOTE:
 PASS
 FAIL

Resolution 23031601

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

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the March 16, 2023 Meeting Agenda as presented.

D. Acceptance of Trustee Resignation

MOTION
MM
SECOND
TP
VOTE:
 PASS
 FAIL

Resolution 23031602 By: Mrs. Gretchen Alston, Board President

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby accepts the resignation of Dina Hernandez as a Board Trustee and as the Board Secretary, of the Board of Trustees of Keystone Academy Charter School effective March 14, 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.

E. Approval of Minutes

MOTION
AE
SECOND

Resolution 23031603

AD
VOTE:
[X] PASS
[] FAIL

Approval of February 16, 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 **February 16, 2023** meeting of the Board of Trustees of Keystone Academy Charter School.

F. Reports

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

Resolution 23031604

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 Report of the Chief Executive Officer:

- 1) Facility – The Building Permit was received on Thursday March 9. A start date will be established soon. I will prepare letters for the neighbors on the Longshore Av. side of the building as well as the Tacony Civic Association to inform them of the status of the project.
 - a. Update – The work will begin this week. The exterior ramp and stairs on the Ditman St. Side will be demolished. A temporary gate will be installed and the venting for the kitchen hoods will be disconnected by Lor-Mar this week.
 - b. Letters were mailed to the neighbors and the civic association on Monday.
- 2) Five monitors have been installed in the hallways and cafeteria. The will be used to remind students of covid precautions and for general announcements. This work was paid for using ESSER funds.
- 3) The school currently uses Pow Web to support the website. Because there have been difficulties with the service and little support from the company, I have asked Andy DeFrancesco, the tech support company, to identify a replacement service.

- 4) KACS will provide clear back packs to all students in the upcoming school year. Preliminary pricing has begun. These will be paid for using safety grant.
- 5) The school received the check from M & T Bank in the amount of \$10,000. These funds will be used to partially purchase a screen for the stage.
- 6) There are currently 3053 students on the waiting list for 2023-24. Most of the new seats will be at the kindergarten level. There are usually 75 available seats at that level.
- 7) The school is experiencing problems with the web host. The tech company is in contact with Pow Web to address the issue. The web has been down for over a week.

Resolution 23031605

Acceptance of the February 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 February 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 February 2023 *Treasury Report* in the amount of \$312,831.70 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 February 2023 Financial Report of Michael Danyo and the February 2023 *Treasury Report* in the amount of \$312,831.70.

Resolution 23031606

Acceptance of the Education Committee Report: By Mrs. Marie McCarthy

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the Education Committee report of Mrs. Marie McCarthy and hereby incorporates into these minutes by reference the written report to the board; and

MOTION
FP
SECOND
MM
VOTE:
 PASS
 FAIL

MOTION
TP
SECOND
FP
VOTE:
 PASS
 FAIL

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. McCarthy reviewed with the board the February 27, 2023 meeting of the Education Committee, which included members M. McCarthy, Dina Hernandez, Angela Epperson and Dr. Lyles.

G. Personnel

MOTION
AE
SECOND
MM
VOTE:
 PASS
 FAIL

Resolution 23031607

Approval of Appointment By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the appointment of the following personnel:

- 1) Diana Diaz to the position of School Secretary, retroactive to March 6, 2023 at a prorated annual salary of \$42,500.00; 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 appointment of Diana Diaz to the position of School Secretary, retroactive to March 6, 2023 at a prorated annual salary of \$42,500.00.

Resolution 23031608

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) Kathleen Chapin, Cafeteria Staff, effective February 22, 2023 and;
- 2) Hayden Blaetz, Teacher, effective March 31, 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 resignation of Kathleen Chapin, Cafeteria Staff, effective February 22, 2023 and; Hayden Blaetz, Teacher, effective March 31, 2023.

MOTION
FP
SECOND
AD
VOTE:
 PASS
 FAIL

H. Student Affairs

MOTION
TP
SECOND
AE
VOTE:
 PASS
 FAIL

Resolution 23031609 **Approval of APS Tuition By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves tuition in the amount of \$242.00/per diem for thirty (30) days for student # 9466556 at Life Works School, Doylestown, PA retroactive to March 1, 2023 in a total amount of \$7,260.00; 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 tuition in the amount of \$242.00/per diem for thirty (30) days for student # 9466556 at Life Works School, Doylestown, PA retroactive to March 1, 2023 in a total amount of \$7,260.00.

J. Policy

MOTION
FP
SECOND
AE
VOTE:
 PASS
 FAIL

Resolution 23031610 **Approval of Policy By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the Title IX 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 distributed and reviewed with the board the Keystone Academy Charter School Title IX Policy.

K. Calendar

MOTION
FP
SECOND
MM
VOTE:
 PASS
 FAIL

Resolution 23031611 **Approval of 2023-24 Academic Calendar By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the 2023-24 Academic Calendar, 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 distributed and reviewed with the board the Keystone Academy Charter School 2023-24 Academic Calendar.

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

Resolution 23031612
Election of the Secretary of the Board of Trustees of the Keystone Charter School: Dr. Claudia Lyles, CEO

RESOLVED, that Angela Epperson be the Secretary of the Board of Trustees of the Keystone Academy Charter School, effective immediately; 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 Yes
- Marie McCarthy Yes
- Tina Peterson Yes
- Angela Epperson Yes

Angela Epperson accepted the position as Secretary of the Board of Trustees of the Keystone Academy Charter School, effective immediately.

Daniel H. Saidel, Esq. administered Angela Epperson's oath of office.

I, Angela Epperson, do solemnly swear that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth, and that I will discharge the duties of my office as Secretary of the Board of Trustees of the Keystone Academy Charter School with fidelity.

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 CHARTER SCHOOL BOARD OF TRUSTEES MEETING IS TO BE HELD BY ZOOM ON APRIL 20, 2023.

ADJOURNMENT

MOTION
AE
SECOND
MM
VOTE:
 PASS
 FAIL
