KEYSTONE ACADEMY CHARTER SCHOOL
4521 Longshore Avenue
Philadelphia, PA 19135
BOARD OF TRUSTEES MEETING
OCTOBER 15, 2020
BY ZOOM
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 7:04 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, by ZOOM video and audio, 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/Secretary	"FP"
Alma Diggs - Treasurer	"AD"
Marie McCarthy- Member	"MM"
Tina Peterson – Member	"TP"
Dr. Anthony Stevenson – Member	"AS"

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

B. Announcement of Executive Session – Mr. Daniel Saidel, Esq.

I would like to state, for purposes of the Minutes of this meeting that on October 15, 2020 *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 TP
VOTE:
[X] PASS
[ ] FAIL

Resolution 20101501
Approval of the Agenda: By Mrs. Gretchen Alston

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the October 15, 2020 Agenda.

D. Approval of Minutes

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

Resolution 20101502
Approval of September 17, 2020 Minutes of Meeting: By Mrs. Gretchen Alston

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the Minutes of the **September 17, 2020** meeting of the Board of Trustees of Keystone Academy Charter School.

E. Reports

MOTION FP
SECOND AS
VOTE:
[X] PASS
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Resolution 20101503
Acceptance of the CEO Report: 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, CEO and hereby incorporates into these minutes by reference Dr. Claudia Lyles' written report.

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

1) **School Reopening Committee** - The committee met on October 7th to review the decision to utilize a virtual learning platform. Teachers, parents, administration, nursing, coaches and a board member provided feedback and updates for consideration. Data from the CDC and Philadelphia Department of Health were noted, as were updates from neighboring schools and districts. After discussing the feedback, the committee recommends that virtual platform be continued and that this decision should once again be reviewed in November.

2) **PHLconnectED** – KACS is connected with the city-wide initiative to provide internet access to all Philadelphia students. At present, approximately 60 households are in the Internet Essentials program. As soon as Comcast facilitates the transfer from Internet Essentials to PHLconnectED, these families will receive that service at no charge. In addition, T-Mobil hotspots are being made available to households and to KACS students who attend day care centers, to insure easy access to instruction. Michael Browning is facilitating this initiative.

3) **Nutrition Program** – KACS will now provide weekend meals for any student that needs them. The additional meals will be distributed on Thursdays. Approximately, sixty to seventy student meals are distributed each Monday and Thursday.

4) **PSSA** – In the event that PDE requires the administration of the 2021 PSSA, registration has been made for the electronic version.

5) **Enrollment** currently stands at 656. Seats are being filled gradually; the waiting list remans at 6700+.

6) **Epicenter** – All documents related to the execution of the 2017-22 charter renewal have been uploaded into epicenter.

Dr. Lyles also discussed with the board: adding student enrollment expansion in the next charter review.

Resolution 20101504
Acceptance of the Treasury Report: By Mr. Michael Danyo of Santilli and Thomson

MOTION
TP
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[X] PASS
[ ] FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby reviews and accepts the 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, the Board of Trustees of Keystone Academy Charter School accepts the September 2020 Treasury Report in the amount of $239,136.28, presented by Michael Danyo.

M. Danyo distributed and reviewed with the board the Keystone Academy Charter School Financial Report of Michael Danyo, its financial statements and the September 2020 Treasury Report in the amount of $239,136.28.

Resolution 20101505
Report on Board Selection Process: Mrs. Gretchen Alston

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RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the report on the Board Selection Process and hereby incorporates into these minutes by reference Mrs. Alston's written report; and

FURTHER RESOLVED, Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to execute any document necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

G. Alston reported to the board that the Board Selection Process was implemented and that board candidates were interviewed. The recommended board candidate will be scheduled to present to the Board at the Board of Trustees of Keystone Academy Charter School's next regularly scheduled board meeting on November 19, 2020.

F. Policy and Plans

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Resolution 20101506
Approval of revisions to the *Student Records Policy*: By Dr. Claudia Lyles, CEO

RESOLVED, that the Board of Trustees of Keystone Academy Charter School, hereby approves revisions to the *Student Records Policy*, as presented; and

FURTHER RESOLVED, Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to execute any document necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Lyles distributed and reviewed with the board the revisions to the *Student Records Policy.*

Resolution 20101507
Approval of revision to *Code of Conduct policy*: By Dr. Claudia Lyles, CEO

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FP

VOTE:
[X] PASS
[ ] FAIL

RESOLVED, that the Board of Trustees of Keystone Academy Charter School, hereby approves revisions to the *Code of Conduct policy* to include the prohibition of corporal punishment, as presented; and

FURTHER RESOLVED, Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to execute any document necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Lyles distributed and reviewed with the board the revisions to the *Code of Conduct policy.*

Resolution 20101508
Approval of the Professional Development Plan: By Dr. Kathryn Makar, Principal

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RESOLVED, that the Board of Trustees of Keystone Academy Charter School, hereby approves the Professional Development Plan (PDE submission), as presented; and

FURTHER RESOLVED, Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to execute any document necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Makar distributed and reviewed with the board the Professional Development Plan (PDE submission).

Resolution 20101509
Approval of the 2020-21 Mentoring Plan: By Dr. Claudia Lyles, CEO

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RESOLVED, that the Board of Trustees of Keystone Academy Charter School, hereby approves the 2020-21 Mentoring Plan, as presented; and

FURTHER RESOLVED, Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to execute any document necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Lyles distributed and reviewed with the board the 2020-21 Mentoring Plan.

Resolution 20101510
Approval of the 2019-2027 Middle States Plan: By Dr. Claudia Lyles, CEO

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RESOLVED, that the Board of Trustees of Keystone Academy Charter School, hereby approves the 2019-2027 Middle States Plan, as presented; and

FURTHER RESOLVED, Dr. Claudia Lyles, CEO or any officer of this

Board is directed and authorized to execute any document necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Lyles distributed and reviewed with the board the 2019-2027 Middle States Plan.

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Resolution 20101511
Approval of the 2020-2023 New Teacher Induction Plan: By Dr. Kathryn Makar, Principal

RESOLVED, that the Board of Trustees of Keystone Academy Charter School, hereby approves the 2020-2023 New Teacher Induction Plan, as presented; and

FURTHER RESOLVED, Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to execute any document necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Lyles distributed and reviewed with the board the 2020-2023 New Teacher Induction Plan.

G. Personnel

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Resolution 20101512
Acceptance of Resignations: By Dr. Claudia Lyles, CEO

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

1) Katherine Mishon, Classroom Teacher, effective September 25, 2020; and
2) Andrea Commentucci, Building Substitute, effective October 13, 2020; and

FURTHER RESOLVED, Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to execute any document necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Lyles reviewed with the board the resignations of Katherine Mishon, Classroom Teacher, effective September 25, 2020 and Andrea Commentucci, Building Substitute, effective October 13, 2020.

MOTION TP
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VOTE:
[X] PASS

Resolution 20101513
Approval of Degree Completion Stipend: By Dr. Claudia Lyles, CEO

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves a one-time payment for the completion of a master's degree in Music Education, in the amount of $1000.00 to Dennis Hancock;

[ ] FAIL

and

FURTHER RESOLVED, Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to execute any document necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Lyles reviewed with the board the one-time payment for the completion of a master's degree in Music Education, in the amount of $1000.00 to Dennis Hancock.

H. Agreements

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Resolution 20101514
Approval of Agreement with Humanus: By Dr. Claudia Lyles, CEO

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves an agreement with Humanus for the provision of staffing services at an hourly rate of $38.00; and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to execute these contracts or any other 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 agreement with Humanus for the provision of staffing services at an hourly rate of $38.00.

MOTION AS
SECOND TP
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Resolution 20101515
Approval of MOU with Philadelphia School Partnership (PSP) By: Dr. Claudia Lyles, CEO

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves a MOU with Philadelphia School Partnership to serve as the conduit for payment from the school to PHLconnectED; and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to execute these contracts or any other 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 MOU with Philadelphia School Partnership to serve as the conduit for payment from the school to PHLconnectED.

Resolution 20101516
Approval of License Agreement By: Dr. Claudia Lyles, CEO

MOTION FP

SECOND AS
VOTE:
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RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby retroactively approves a License Agreement between the school and the US Marine Corp Toys For Tots Program to use the school gym as a collection/distribution center, beginning October 12, 2020 through January 3, 2021; and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to execute these contracts or any other 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 License Agreement between the school and the US Marine Corp Toys For Tots Program to use the school gym as a collection/distribution center, beginning October 12, 2020 through January 3, 2021.

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

Resolution 20101517
Approval of the Keystone Academy Charter School
Policy: Dissolution By: Dr. Claudia Lyles, CEO

RESOLVED, that the Board of Trustees of Keystone Academy Charter School ("Corporation") hereby approves the following Dissolution Policy:

In the event of the liquidation, dissolution, or winding up of the Corporation, whether voluntary, involuntary, or by operation of law, the Board of Directors or governing staff shall, after paying or making provisions for the payment of all the liabilities of the Corporation or organization, dispose of all the assets of the Corporation in such manner, or to such organization(s) organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization(s) under section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Board of Directors or governing staff shall determine. After the disposition of any liabilities and obligations of the charter school, any remaining assets of the charter school, both real and personal, shall be distributed on a proportional basis to the school entities with students enrolled in the charter school for the last full or partial school year of the charter school. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Corporation is then located, exclusively for such purposes as said Court shall determine, which are organized and operated exclusively for such purposes; and

FURTHER RESOLVED, Dr. Claudia Lyles, CEO or any officer of this Board is directed and authorized to execute any document necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

Dr. Lyles reviewed with the board the Keystone Academy Charter School Dissolution Policy.

Community Comment

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***

I. Discussion and Announcements

The next regularly scheduled Keystone Academy Board of Trustees Meeting
is scheduled to be held on November 19, 2020 at 7:00 PM
by Zoom.

Adjournment

MOTION
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VOTE:
[X] PASS
[ ] FAIL