

KEYSTONE ACADEMY CHARTER SCHOOL
4521 Longshore Avenue
Philadelphia, PA 19135
BOARD OF TRUSTEES MEETING
APRIL 16, 2020

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 7:02 pm. My name is Daniel H. Saidel I am the General Counsel to the 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 on the telephone 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”
Anthony Stevenson – Member	“AS”
Howard Randolph – Member	“HR”

<p>Board Members Present: Gretchen Alston Fred Phelps Alma Diggs Marie McCarthy Tina Peterson Anthony Stevenson Howard Randolph</p>	<p>By Invitation: Non-Board Members Present Dr. Claudia Lyles, CEO Daniel H. Saidel, Esq. Michael Danyo, Finance – Santilli & Thomson Dr. Kathryn Makar, Principal</p>
<p>Board Members Absent: None</p>	

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

I would like to state, for purposes of the Minutes of this meeting, that the Board of Trustees did not meet in Executive Session prior to this meeting.

C. Approval of Agenda

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Resolution 20041601
Approval of the Agenda By: Mr. Daniel H. Saidel, Esq.

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the **APRIL 16, 2020** Agenda.

D. Approval of Minutes

MOTION
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VOTE:
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Resolution 20041602
Approval of MARCH 19, 2020 Minutes of Meeting By: Mr. Daniel H. Saidel, Esq.

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the Minutes of the **MARCH 19, 2020** meeting of the Board of Trustees of Keystone Academy Charter School.

E. Reports

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Resolution 20041603
Report of Dr. Claudia Lyles, CEO

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

Dr. Claudia Lyles, CEO reviewed with the Board of Trustees of Keystone Academy Charter School her previously distributed CEO Report:

- 1) Covid 19 Planning – Planning and preparations for Covid 19 were reviewed in the Finance and Education Committee Reports during the week of April 13, 2020.
- 2) Continuity Of Education Plans – Continuity of Education Plans were submitted to the CSO and PDE, as required. These plans, while relatively identical, delineate the strategies that will be used to continue instruction during the suspension of on-site education.
- 3) The 2020-21 Proposed Budget has been provided to each Trustee. It will appear on the May 2020 Board Agenda for review, comment and Board ratification if deemed by the Board to resolve to do so.
- 4) Technology - Laptops have been loaned to approximately 70 households; additional laptops will be purchased using school funds and from a grant obtained by PSP.
- 5) Long-term planning- The administration and staff will develop a distance learning plan in anticipation of future interruptions to the school schedule.
- 6) An application for the Continuity of Education Equity Grant (CEEG) was made through the e-grant system of PDE. The request was for funding to purchase 300 Chromebooks for student use. Keystone Academy Charter School is eligible for a grant of \$487,349.00 from the CARES Act. A process for the disbursement of these funds has not been shared. It is based in 2019-20 Title I levels.
- 7) Weekly meetings for charter school CEOs are being hosted by the PA Coalition of Public Charter Schools. In addition, Dr. Lyles attends a weekly meeting of five charter school CEOs.

Resolution 20041604

Report of Mrs. Gretchen Alston, Chair of the Finance Committee

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RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the report of Mrs. Gretchen Alston, Chair of the Finance Committee and hereby incorporates into these minutes by reference Mrs. Alston’s written report.

G. Alston stated to the Board that the April 13, 2020 meeting of the Keystone Academy Charter School Finance Committee was attended by herself, Dr. Lyles, F. Phelps, M. Danyo and A. Diggs.

G. Alston and members of the Finance Committee reviewed with the Board the April 13, 2020 Finance Committee meeting agenda:

1. Covid 19 Planning – Planning and preparations;
2. Continuity Of Education Plans – Continuity of Education Plans were submitted to the CSO and PDE, as required. These plans, while relatively identical, delineate the strategies that will be used to continue instruction during the suspension of on-site education;
3. The 2020-21 Keystone Academy Charter School Proposed Budget;

4. Laptops have been loaned to approximately 70 households; additional laptops will be purchased using school funds and from a grant obtained by PSP;
5. Long-term planning- The administration and staff will develop a distance learning plan in anticipation of future interruptions to the school schedule; and
6. An application for the Continuity of Education Equity Grant (CEEG) was made through the e-grant system of PDE. The request was for funding to purchase 300 Chromebooks for student use. Keystone Academy Charter School is eligible for a grant of \$487,349.00 from the CARES Act.

Resolution 20041605

Report of Mrs. Marie McCarthy, Chair of the Education Committee

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RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the report of Mrs. Marie McCarthy, Chair of the Education Committee and hereby incorporates into these minutes by reference Mrs. McCarthy's written report.

M. McCarthy stated to the Board that the April 14, 2020 meeting of the Keystone Academy Charter School Education Committee was attended by herself, Dr. Lyles, Dr. Stevenson, Dr. Makar and H. Randolph.

M. McCarthy and members of the Education Committee reviewed with the Board the April 14, 2020 Education Committee the government COVID-19 pandemic mandated Keystone Academy Charter School Continuity of Education Plans:

Overall Goal: Keystone Academy Charter School will continue to provide quality education based on the Pennsylvania Common Core Standards utilizing research based curricula through an online learning platform.

Keystone Academy Charter School will provide students with instruction through the use of Google Classroom, Zoom, and identified educational websites such as Khan Academy. This instruction will reflect the PA Common Core standards and will continue with the instructional pacing previously approved by the school. Keystone Academy Charter School expects that the use of a digital platform, such as Google Classroom and Zoom will allow for instruction to continue for the students enrolled at the school. Keystone Academy Charter School expects that quality instruction can be provided through these modes and that students who participate will continue to work on and master the appropriate skills associated with the PA Common Core standards.

Keystone Academy Charter School will be utilizing Google Classrooms and Zoom primarily. Additional educational websites, such as Khan Academy,

may be used. All instructional materials (i.e. notes, PowerPoints, Pdfs) will be provided through Google Classroom. Parents who indicated not having a device that can access the internet were provided a school laptop to borrow. Students will be expected to log into Google Classroom to view assignments and to view provided resources such as instructional videos, PowerPoints, Pdfs, etc. Students are expected to complete their assignments by the noted due date. Students will be provided with a daily online schedule for live sessions with the teacher(s). Students are expected to participate in the live sessions.

The school will continue to communicate with the parents and students through Dojo and through postings on the school's website. Parents and students will also receive information through postings on Google Classroom, through live sessions, as well as through email. Parents in need of translation can do so easily utilizing the Class Dojo app. The school already employs the use of this app for this purpose and parents are familiar with it. EL resources identified by the School District of Philadelphia were also provided to the parents.

Instructional staff is expected to complete all assigned work relative to school instruction. Coaches and administration will be monitoring the quality of instruction and the distance learning program. Staff will be expected to participate in periodic virtual staff meetings. Teachers will be tracking which students are completing assignments and which student are participating/viewing the live sessions. Staff will contact parents of students who are not meeting these requirements. If no resolution is found, the teacher will refer the student to the identified school truancy officer, as well as the administration.

Virtual therapy sessions are being provided through Easter Seals for identified students. Special education teachers will continue to provide appropriate instruction for students in the special education program. Student progress towards IEP goals will be documented and monitored.

The EL teacher will provide identified students with additional resources and supports through the distance learning process. She will remain in contact with the families to provide assistance for struggling students as well as to assist the parents with this new mode of instruction.

Students previously identified, will continue with both individual as well as group therapy sessions with the school counselor.

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Resolution 20041606
Acceptance of the Treasury Report – Mr. Michael Danyo of Santilli and Thomson

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 March 2020 Treasury Report in the amount of \$246, 043.16 presented by Michael Danyo.

M. Danyo reviewed with the Board the previously distributed Keystone Academy Charter School Financial Reports and its March 2020 Treasury Report in the amount of \$246,043.16.

F. Gift Acceptances

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Resolution 20041607
Acceptance of Gifts By: Dr. Claudia Lyles, CEO

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

- 1) \$2000.00 donated by Linda Knorr; and
- 2) One hundred (100) chrome book laptops at a value of \$22,300.00 from Philadelphia School Partnership; 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 gifts of: 1. \$2000.00 donated by Linda Knorr; and 2. one hundred (100) chrome book laptops at a value of \$22,300.00 from Philadelphia School Partnership.

G. Approval of Continuity of Education Plan

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Resolution 20041608
Approval of the Continuity of Education Plan (pandemic planning) By: Dr. Kathryn Makar, Principal

RESOLVED, the Board of Trustees of Keystone Academy Charter School hereby approves the Continuity of Education Plan to guide instruction during school closing due to pandemic; 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. Makar stated to the Board that Continuity of Education Plans were submitted to the CSO and PDE, as required. These plans, while relatively identical, delineate the strategies that will be used to continue instruction during the suspension of on-site education.

Dr. Makar reviewed the Continuity of Education Plans in depth with the Board at this Board Meeting during the discussion and report of Resolution 20041605: Report of Mrs. Marie McCarthy, Chair of the Education Committee.

H. 2020 Summer Instructional Programs, Curriculum Development and Summer Program Staffing and Payment

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Resolution 20041609

Approval of ESL Summer Screening By: Dr. Claudia Lyles, CEO

RESOLVED, the Board of Trustees of Keystone Academy Charter School approves payment to Kristin Leonard in the amount of \$250.00 for ESL summer screening; 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 payment to Kristin Leonard in the amount of \$250.00 for ESL summer screening.

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Resolution 20041610

Approval of Summer Inventorying and Ordering By: Dr. Claudia Lyles, CEO

RESOLVED, the Board of Trustees of Keystone Academy Charter School approves payment in the amount of \$1000.00 to Michelle DelBuono for forty (40) hours of summer work to assist with inventorying, ordering and related duties; 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 payment in the amount of \$1000.00 to Michelle DelBuono for forty (40) hours of summer work to assist with inventorying, ordering and related duties.

Resolution 20041611

Approval of Summer Middle School Meetings By: Dr. Claudia Lyles, CEO

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RESOLVED, the Board of Trustees of Keystone Academy Charter School approves payment in the amount of \$200.00 each to Erin Fritz and Paige McCloskey for eight hours of summer work, to plan and conduct summer meetings for middle school parents and students; 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 payment in the amount of \$200.00 each to Erin Fritz and Paige McCloskey for eight hours of summer work, to plan and conduct summer meetings for middle school parents and students.

Resolution 20041612

Approval of Summer Kindergarten Workshops By: Dr. Claudia Lyles, CEO

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RESOLVED, the Board of Trustees of Keystone Academy Charter School approves payment in the amount of \$375.00 each to Jennifer Coia, Kristen Leonard and Samantha Snyder for eight hours of summer work, to plan and conduct kindergarten workshops in a total amount of \$1125.00; 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 payment in the amount of \$375.00 each to Jennifer Coia, Kristen Leonard and Samantha Snyder for eight hours of summer work, to plan and conduct kindergarten workshops in a total amount of \$1125.00.

Resolution 20041613

Approval of Special Education Record Review By: Dr. Claudia Lyles, CEO

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RESOLVED, the Board of Trustees of Keystone Academy Charter School approves payment in the amount of \$1000.00 to Brett Kreiser for forty (40)

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hours of summer work to review special education files, scan and create electronic student files; 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 payment in the amount of \$1000.00 to Brett Kreiser for forty (40) hours of summer work to review special education files, scan and create electronic student files.

Resolution 20041614
Approval of Curriculum Development By: Dr. Claudia Lyles, CEO

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RESOLVED, the Board of Trustees of Keystone Academy Charter School approves payment in the amount of \$1000.00 each to Erin Fritz and Paige McCloskey for forty (40) hours of summer work to write a comprehensive guidance plan; 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 payment in the amount of \$1000.00 each to Erin Fritz and Paige McCloskey for forty (40) hours of summer work to write a comprehensive guidance plan.

Resolution 20041615
Approval of Extended School Year Program and Staff By: Dr. Claudia Lyles, CEO

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RESOLVED, the Board of Trustees of Keystone Academy Charter School approves the Extended School Year program which will offered during the months of July and August 2020, and remuneration for following eight (8) staff members in the total amount of \$19,200.00, calculated at a rate of \$25/hr. for ninety-six (96) hours each:

1. Kerri Wiest;
2. Jennifer Coia;
3. Lyndsey Rescigno;
4. Jennifer Morganheira;
5. Brett Kreiser;
6. Michele Giordano;
7. Latasha Hall;
8. Samantha Snyder; 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 Extended School Year program which will offered during the months of July and August 2020, and remuneration for following eight (8) staff members in the total amount of \$19,200.00, calculated at a rate of \$25/hr. for ninety-six (96) hours each:

1. Kerri Wiest;
2. Jennifer Coia;
3. Lyndsey Rescigno;
4. Jennifer Morganheira;
5. Brett Kreiser;
6. Michele Giordano;
7. Latasha Hall; and
8. Samantha Snyder.

I. 2020-21 Federal Meal Programs Participation and Student Fees

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Resolution 20041616

Approval of Participation in Federal Meal Programs and Student Fees

By: Dr. Claudia Lyles, CEO

RESOLVED, the Board of Trustees of Keystone Academy Charter School approves participation in the National School Breakfast Program for 2020-21 at the following per student cost:

- 1) Free designation – no cost;
- 2) Reduced designation - 30 cents;
- 3) Full payment designation - \$1.75; and

FURTHER RESOLVED, the Board of Trustees of Keystone Academy Charter School approves a recommendation to retain 2017-18 School Year prices for the National School Lunch Program in 2020-21;

- 1) Reduced designation – 40 cents;
- 2) Full payment designation – \$2.75; 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 school's participation in the National School Breakfast Program for 2020-21 at the following per student cost:

- 1) Free designation – no cost;
- 2) Reduced designation - 30 cents; and
- 3) Full payment designation - \$1.75.

Dr. Lyles reviewed with the board her recommendation to retain 2017-18 School Year prices for the National School Lunch Program in 2020-21;

- 1) Reduced designation – 40 cents; and
- 2) Full payment designation – \$2.75.

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.

<i>Who</i>	<i>What</i>
<i>None</i>	<i>None</i>

J. DISCUSSION AND ANNOUNCEMENTS

Due to the COVID-19 pandemic and the government mandate to close the Keystone Academy Charter School building located at 4521 Longshore Avenue Philadelphia, PA 19135, the next regularly scheduled Keystone Academy Board of Trustees Meeting will be telephonic and is scheduled to be held on May 21, 2020.

ADJOURNMENT

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HR

VOTE:

[X] PASS

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