

**KEYSTONE ACADEMY CHARTER SCHOOL  
Philadelphia, PA 19135  
BOARD OF TRUSTEES MEETING  
AUGUST 15, 2024  
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 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. Saidel, 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”

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

**B. Announcement of Executive Session – Mr. Daniel Saidel**

*I would like to state, for the 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**

MOTION  
AE  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

**Resolution 24081501**

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

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

**D. Approval of Minutes**

MOTION  
FP  
SECOND  
AE  
VOTE:  
 PASS  
 FAIL

**Resolution 24081502**

**Approval of the June 20, 2024, Board Meeting Minutes By: Mrs. Gretchen Alston, Board President**

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the Revised Minutes of the **June 20, 2024**, meeting of the Board of Trustees of Keystone Academy Charter School as presented.

**E. Reports**

MOTION  
FP  
SECOND  
AE  
VOTE:  
 PASS  
 FAIL

**Resolution 24081503**

**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 of Dr. Lyles:

- 1) School opens for students on September 3 and 4. Teachers will begin in-service on September 21-29. Enrollment is 674. Additional offers have been made. The school will open one additional section of Kindergarten and Grade 1.

- 2) Summer Activities:
  - a. Rising eighth graders attended an Algebra I bridge program over the summer to prepare for instruction this school year. Thirty students participated in the program. Classes will begin on the first day of school and will be conducted virtually, as they were last year.
  - b. Summer School – Sixty-four (64) students participated in the summer school program this year. This number includes twenty (20) students enrolled in ESY (Extended School Year). The program was conducted over four weeks beginning June 24<sup>th</sup> through July 25<sup>th</sup>.
  - c. The final newsletter for 2023-24 was distributed in July.
- 3) Facility- The following repairs, replacements and changes were made during the summer:
  - a. LED lighting installed on the third floor.
  - b. Exterior lights (bulbs) were replaced with LEDs.
  - c. Cafeteria painted and chair rail installed.
  - d. Parking lot lines repainted.
  - e. Repairs were made to cooling system in room 103.
  - f. Floors stripped and waxed.
  - g. Windows installed in art room.
  - h. Selected classrooms and hallways painted.
  - i. Hand dryers replaced in a student restroom.
  - j. Weapons detection system fully installed.
  - k. General repairs/adjustments made to restroom stalls, handrails, gate handles, door closers, ceiling grates in kitchen, toilet flushers, doors, tiles, outlets, locks, etc.
  - l. Repair/replacement of parking lot gate.
  - m. Damaged stucco was repaired.
  - n. Repaired exterior hose bibs.
  - o. Projectors installed.
  - p. Installation of lockers in new classrooms.
- 4) Staffing- As of today the school is fully staffed by 29 classroom teachers and 6 special education teachers and one coordinator. This represents an increase of two members of the faculty.
- 5) Policy Changes – The following policies were amended in response to Charter School requirements.
  - a. Child Find – The Special Education Coordinator was listed as the contact person.

- b. Student Health – The hearing screening schedule, by grade, was added.

**Resolution 24081504**  
**Acceptance of the June 2024 and July 2024 Treasury Reports and the June 2024 and July 2024 Financial Reports By: Mr. Michael Danyo of Santilli and Thomson**

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RESOLVED that the Board of Trustees Keystone Academy Charter School hereby reviews and accepts the June 2024 and July 2024 Financial Reports 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 reviews and accepts the June 2024 and July 2024 Treasury Reports in the respective amounts of \$451,627.81 and \$571,428.21, 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 June 2024 and July 2024 Financial Reports of Michael Danyo and the June 2024 and July 2024 Treasury Reports in the respective amounts of \$451,627.81 and \$571,428.21, as presented by Michael Danyo.

**F. Agreements**

MOTION  
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VOTE:  
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 FAIL

**Resolution 24081505**  
**Approval of Agreement By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby retroactively approves an agreement, as presented, with Enspire Consulting Group for the provision of psychological and compliance services, for the 2024-2025 School Year; 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 contract with Enspire Consulting Group for the provision of psychological and compliance services, for the 2024-2025 School Year.

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**Resolution 24081506**  
**Approval of Agreement By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby retroactively approves an agreement with Neshaminy Valley Millwork, as presented, for the purchase and installation of classroom cubbies, hall storage units and storage cabinets in the amount of \$19,275.41; 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 agreement with Neshaminy Valley Millwork for the purchase and installation of classroom cubbies, hall storage units and storage cabinets in the amount of \$19,275.41.

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**Resolution 24081507**  
**Approval of Food Service Agreement Renewal By: Mr. Michael Danyo, Santilli and Thomson**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby retroactively approves the renewal of an agreement, as presented, with The Nutrition Group for the provision of food services for School Year 2024-2025 in the amount of \$522,161.05; 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 agreement with The Nutrition Group for the provision of food services for School Year 2024-2025 in the amount of \$522,161.05.

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**Resolution 24081508**  
**Approval of Agreement By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves an agreement, as presented, with ACS Consultants for the provision of Special Education Teachers and Counselors, as needed, at an hourly rate of \$58.00; 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 distributed and reviewed with the board the agreement with ACS Consultants for the provision of Special Education Teachers and Counselors, as needed, at an hourly rate of \$58.00.

**Resolution 24081509**  
**Approval of Agreement By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves an agreement, as presented, with Community Council Education Services for the provision of two (2) aides, for 7.5 hours daily, at a rate of \$39.50 per hour; 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 agreement with Community Council Education Services for the provision of two (2) aides, for 7.5 hours daily, at a rate of \$39.50 per hour.

**Resolution 24081510**  
**Approval of Agreement By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves an agreement, as presented, with Community Council Education Services for the provision of one Personal Care Assistant, for 7.5 hours daily, at a rate of \$30.00 per hour; 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 agreement with Community Council Education Services for the provision of one Personal Care Assistant, for 7.5 hours daily, at a rate of \$30.00 per hour.

**Resolution 24081511**  
**Approval of Agreement By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves an agreement, as presented, with GAMUT Behavioral

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Services for the provision of one Registered Behavioral Technician, for 7.5 hours daily, at a rate of \$40.00 per hour; 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 agreement with GAMUT Behavioral Services for the provision of one Registered Behavioral Technician, for 7.5 hours daily, at a rate of \$40.00 per hour.

## G. Personnel

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### **Resolution 24081512**

#### **Approval of 2022-2023 School Year and the 2023-2024 School Year Attendance Bonuses By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves an attendance bonus for Keystone Academy Charter School staff for the 2022-2203 School Year in the amount of \$500.00 per person (ESSER funds) and an attendance bonus for Keystone Academy Charter School staff for the 2023-2024 School Year in the amount of \$500.00 per person (ESSER funds), for the following Keystone Academy Chater School staff:

School Year 2022-2023;

- 1) Kelly Abriola
- 2) Lisa Alullo
- 3) Katelyn Kozich
- 4) William Masgai
- 5) Kristen Leonard
- 6) Jaclyn Palma
- 7) Virginia Poulterer
- 8) Samantha Snyder
- 9) Alison Waldron

School Year 2023-2024;

- 1) Sarah Binder
- 2) Jennifer Herrick
- 3) Wendy Weaver
- 4) William Masgai; 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 attendance bonus for Keystone Academy Charter School staff for the 2022-2203 School Year in the amount of \$500.00 per person (ESSER funds) and an attendance bonus for Keystone Academy Charter School staff for the 2023-2024 School Year in the amount of \$500.00 per person (ESSER funds).

**Resolution 24081513**  
**Acceptance of Resignation By: Dr. Claudia Lyles, CEO**

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RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the resignation of Gerald Breslin effective July 22, 2024; 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.

**Resolution 24081514**  
**Approval of Appointments By: Dr. Claudia Lyles, CEO**

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RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the appointments of the following Keystone Academy Charter School staff effective August 21, 2024:

- 1) Teacher  
Name: Maria-Isidora Chiatti  
Salary: \$51,009.59;
- 2) Teacher  
Name: Katie Baldwin  
Salary: \$64,617.42;
- 3) Teacher  
Name: Heather Geiger  
Salary: \$59,134.09;
- 4) Special Education Case Manager  
Name: Jacklyn VanSant  
Salary: \$52,539.88;
- 5) Aide  
Name: Wednesday Spilleth  
Salary: \$38,556;
- 6) Cafeteria  
Name: Shannon Kelly  
Hourly payroll: \$21.00/hr.;



7) Teacher (KD)  
Name: Cheryl Berson  
Salary: \$54,045.87;

8) Classroom Aide  
Name: Adriana Marrero  
Salary: \$38,556; 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 appointments of the Keystone Academy Charter School staff effective August 21, 2024 as described in this **Resolution 24081514.**

**Resolution 24081515**  
**Extra-Curricular Payment By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves payment for professional development planning in the amount of \$35/hr. for one (1) hour for:

- 1) Elizabeth Browning
- 2) Kelly Koreck
- 3) Aimee Broadbelt
- 4) Wendy Weaver; 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 payment for professional development planning in the amount of \$35/hr. for one (1) hour for:

- 1) Elizabeth Browning
- 2) Kelly Koreck
- 3) Aimee Broadbelt, and
- 4) Wendy Weaver.

**Resolution 24081516**  
**Extra-Curricular Payment By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby retroactively approves payment to Danielle Vokes for participation in professional development on Structured Literacy in the

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amount of \$55/hr. for up to nine (9) hours on July 30, 31 and August 1, 2024 (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 payment to Danielle Vokes for participation in professional development on Structured Literacy in the amount of \$55/hr. for up to nine (9) hours on July 30, 31 and August 1, 2024.

## H. Policy and Plans

### **Resolution 24081517**

#### **Approval of Policies By: Dr. Claudia Lyles, CEO**

MOTION  
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SECOND  
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VOTE:  
 PASS  
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the revisions to the following Keystone Academy Charter School policies, as presented:

- 1) Child Find;
- 2) Student Health; 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 the board the revisions to the following Keystone Academy Charter School policies, as presented: Child Find; and Student Health.

### **Resolution 24081518**

#### **Approval of Emergency Plan By: Dr. Claudia Lyles, CEO**

MOTION  
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SECOND  
AE  
VOTE:  
 PASS  
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the Emergency Preparedness Plan;

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 Emergency Preparedness Plan.

*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>

**I. DISCUSSION AND ANNOUNCEMENTS**

THE NEXT REGULARLY SCHEDULED KEYSTONE ACADEMY CHARTER SCHOOL BOARD OF TRUSTEES MEETING IS TO BE HELD BY ZOOM ON SEPTEMBER 19, 2024.

**ADJOURNMENT**

MOTION  
FP  
SECOND  
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VOTE:  
 PASS  
 FAIL

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