

KEYSTONE ACADEMY CHARTER SCHOOL
4521 Longshore Avenue
Philadelphia, PA 19135
BOARD OF TRUSTEES MEETING
NOVEMBER 16, 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 7:00 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”

Board Members Present:	By Invitation: Non-Board Members Present:
Gretchen Alston Fred Phelps Alma Diggs Angela Epperson Marie McCarthy Tina Peterson	Dr. Claudia Lyles, Chief Executive Officer Daniel H. Saidel, Esq.
Board Members Absent: None	

B. Announcement of Executive Session – Mr. Daniel Saidel

I would like to state, for purposes of the Minutes of this meeting that on November 16, 2023, the Board of Trustees met in Executive Session for the following purposes under 65 P.S. § 708:

(X) Purchase or Lease of Real Property. To consider the purchase or lease of real property up to the time an option to purchase or lease the real property is obtained or up to the time an agreement to purchase or lease such property is obtained if the agreement is obtained directly without an option.

C. Approval of Agenda

MOTION
MM
SECOND
AE
VOTE:
 PASS
 FAIL

Resolution 23111601

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
TP
VOTE:
 PASS
 FAIL

Resolution 23111602

Approval of the October 19, 2023, Board Meeting Minutes By: Mrs. Gretchen Alston, Board President

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the Minutes of the October 19, 2023, meeting of the Board of Trustees of Keystone Academy Charter School.

E. Reports

MOTION
AE
SECOND
FP
VOTE:
 PASS
 FAIL

Resolution 23111603

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 CEO:

- 1) **Staffing** – The school will have one professional vacancy as of the end of this month. Pending board approval tonight, all other positions will be

filled. Seven Special Education Teachers and one Special Education Coordinator are in place to support 158 students with IEPs.

- 2) **Student Activities** – Over the past month, students have participated in:
 - Filed trips
 - Literary Parade
 - Anti bullying poster contest
 - Thanksgiving food collection
 - Fall Festival
 - Picture day; and
 - The Rendell Center project on the topic of *What does a mayor do?*
- 3) **Facility** – Construction is progressing on schedule. Painting and tile work are in progress. A temporary certificate of occupancy is expected at the end of November 2023. This will allow the school to utilize the building in Early December 2023.
- 4) School is closed on November 23 and 24, 2023. Students will be dismissed at noon; staff will be dismissed at 1:00 PM.

Resolution 23111604

Acceptance of the October 2023 Treasury Report By: Dr. Claudia Lyles

RESOLVED that the Board of Trustees Keystone Academy Charter School hereby reviews and accepts the October 2023 Financial Reports of Michael Danyo and hereby incorporates into these minutes by reference the financial statements and the documents prepared by Michael Danyo to the board; and

FURTHER RESOLVED, that the Board of Trustees of Keystone Academy Charter School accepts the October 2023 *Treasury Report* in the amount of \$135,902.37 as prepared 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.

As Michael Danyo was not present at this Keystone Academy Charter School board meeting, Dr. Lyles distributed and reviewed with the board the October 2023 Financial Reports prepared by Michael Danyo and the October 2023 *Treasury Report* in the amount of \$135,902.37 prepared by Michael Danyo.

MOTION
MM
SECOND
TP
VOTE:
 PASS
 FAIL

F. Personnel

MOTION
FP
SECOND
MM
VOTE:
 PASS
 FAIL

Resolution 23111605

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) Lauren Daiutolo, Teacher effective November 30, 2023; and
- 2) Emarie Villanueva, Classroom Aide effective October 17, 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.

Resolution 23111606

Approval of Appointments By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the appointments of:

- 1) Aferdita Muzhaqi to the position of Classroom Aide, retroactive to November 13, 2023, at an annual prorated salary of \$37,800.00;
- 2) Besa Cani-Dunda to the position of Classroom Aide, retroactive to November 14, 2023, at an annual prorated salary of \$37,800.00; and
- 3) Bongani Moyo to the position of Special Education Teacher, retroactive to November 13, 2023, at an annual prorated salary of \$65,166.20; 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 following requested appointments:

- 1) Aferdita Muzhaqi to the position of Classroom Aide, retroactive to November 13, 2023, at an annual prorated salary of \$37,800.00;
- 2) Besa Cani-Dunda to the position of Classroom Aide, retroactive to November 14, 2023, at an annual prorated salary of \$37,800.00; and
- 3) Bongani Moyo to the position of Special Education Teacher, retroactive to November 13, 2023, at an annual prorated salary of \$65,166.20.

MOTION
AE
SECOND
FP
VOTE:
 PASS
 FAIL

G. Student Placement

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

Resolution 23092107

Approval of Student Placement By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves, retroactive to November 6, 2023, the placement, tuition, and fees for student #10163968 in the amount of \$79,670.50, which is prorated for the 2023-24 school year, at A Step-Up Academy; 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.

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>

H. DISCUSSION AND ANNOUNCEMENTS

THE NEXT REGULARLY SCHEDULED KEYSTONE ACADEMY CHARTER SCHOOL BOARD OF TRUSTEES MEETING IS TO BE HELD BY ZOOM ON DECEMBER 21, 2023.

ADJOURNMENT

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