

**KEYSTONE ACADEMY CHARTER SCHOOL**  
**4521 Longshore Avenue**  
**Philadelphia, PA 19135**  
**BOARD OF TRUSTEES MEETING**  
**SEPTEMBER 21, 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 7:06 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. Sidel, 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. Sidel, Esq. Michael Danyo, Finance - Santilli & Thomson Dr. Kathryn Makar, Chief Academic Officer

**Board Members Absent:**

Marie McCarthy  
Alma Diggs

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

*I would like to state, for purposes of the Minutes of this meeting that on September 21, 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  
FP  
VOTE:  
 PASS  
 FAIL

**Resolution 23092101**

**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  
TP  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

**Resolution 23092102**

**Approval of August 17, 2023, of 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 August 17, 2023, meeting of the Board of Trustees of Keystone Academy Charter School.

**E. Reports**

MOTION  
TP  
SECOND  
AE  
VOTE:  
 PASS  
 FAIL

**Resolution 23092103**

**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) Student Affairs**

- a. Student enrollment stands at 681.
- b. Clubs and Saturday School will begin in October.
- c. KAPA is planning a *Trunk or Treat* on October 28<sup>th</sup>.
- d. Back to School Night was held on September 19<sup>th</sup> and was well attended; dinner was provided for the staff prior to BTSN.
- e. CADE kids will provide class lessons focused on social interactions beginning in October. The sessions will be conducted in 45-minute blocks to five classes. The program aligns with the school's plan to address the effects of trauma within the student population.
- f. KACS has partnered with the Rendell Center to provide lessons on the Constitution. The program familiarizes children with the constitution and encourages civic engagement.

**2) Construction**

- a. The building project is on time and is progressing well. Except for a small portion of the kitchen, all the work is contained in the addition. Installation of the roof is expected next week; venting from the kitchen is nearly complete. Students and staff are not impacted by the work.
- b. I have asked BSI to add a single stall restroom in the area of one of the classrooms. This will be used for an Autistic Support class that is projected to open when the new space is available.

**3) FYI**

- a. I have joined the board of PCE – *Philadelphia Charters for Excellence*. PCE is an alliance of all but two charter schools in the city. KACS is a member of PCE. The Board meets weekly on Wednesdays; the general membership meets weekly as well.

MOTION  
FP  
SECOND  
AE  
VOTE:  
 PASS  
 FAIL

**Resolution 23092104**  
**Acceptance of the August 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 August 2023 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 accepts the August 2023 *Treasury Report* in the amount of \$585,064.03 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 August 2023 Financial Reports of Michael Danyo and the August 2023 *Treasury Report* in the amount of \$585,064.03 as presented by Michael Danyo.

**F. Personnel**

MOTION  
TP  
SECOND  
AE  
VOTE:  
 PASS  
 FAIL

**Resolution 23092105**  
**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) Jeanelle Moultrie, Secretary, effective August 31, 2023;
- 2) Naomi Mema Classroom Aide, effective September 15, 2023;
- 3) Desiree Amerman, Cafeteria Staff, effective September 5, 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:

- 1) Jeanelle Moultrie, Secretary, effective August 31, 2023;
- 2) Naomi Mema Classroom Aide, effective September 15, 2023; and
- 3) Desiree Amerman, Cafeteria Staff, effective September 5, 2023.

**Resolution 23092106**  
**Approval of Appointments By: Dr. Claudia Lyles, CEO**

MOTION  
FP  
SECOND

AE  
VOTE:  
 PASS  
 FAIL

RESOLVED that the Board of Trustees Keystone Academy Charter School hereby approves the appointments and annual salaries, as presented, for the following personnel for the 2023-24 School Year:

- 1) Emarie Villanueva to the position of Classroom Aide, effective September 26, 2023, at a prorated annual salary of \$37,800.00; and
- 2) Desiree Amerman, currently employed as Cafeteria Staff, to the position of School Secretary, effective September 5, 2023, at a prorated annual salary of \$47,175.00; 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 reviewed with the board the appointments and annual salaries for the following personnel for the 2023-24 School Year:

- 1) Emarie Villanueva to the position of Classroom Aide, effective September 26, 2023, at a prorated annual salary of \$37,800.00; and
- 2) Desiree Amerman, currently employed as Cafeteria Staff, to the position of School Secretary, effective September 5, 2023, at a prorated annual salary of \$47,175.00.

**Resolution 23092107**

**Approval of Curriculum Writing Team and Professional Development  
By: Dr. Claudia Lyles, CEO**

MOTION  
TP  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby retroactively approves payment to Brianna Reyes for summer curriculum writing at a rate of \$35/hr. for twelve (12) hours in the amount of \$420.00 with funding approved at the June 2023 board meeting; 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 Brianna Reyes for summer curriculum writing at a rate of \$35/hr. for twelve (12) hours in the amount of \$420.00 with funding approved at the June 2023 board meeting.

**Resolution 23092108**

**Approval of Conference Attendance By: Dr. Claudia Lyles, CEO**

MOTION  
AE  
SECOND  
TP  
VOTE:  
 PASS  
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves funding and attendance for Kelly Koreck to virtually attend RTI – *Best Interventions Strategies*, presented by Institute for Educational Development, in the amount of \$279.00; and

MOTION  
 FP  
 SECOND  
 AE  
 VOTE:  
 PASS  
 FAIL

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 funding and attendance for Kelly Koreck to virtually attend *RTI – Best Interventions Strategies*, presented by Institute for Educational Development, in the amount of \$279.00.

**Resolution 23092109**

**Approval of Pay Adjustment By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves an adjustment in the base salary of Rebecca Norcross in the amount of \$1000.00 for attaining a master’s degree; 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 adjustment in the base salary of Rebecca Norcross in the amount of \$1000.00 for attaining a master’s degree.

**G. Extracurricular Activities**

MOTION  
 FP  
 SECOND  
 AE  
 VOTE:  
 PASS  
 FAIL

**Resolution 23092110**

**Approval of Teacher Mentors By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves compensation, as noted below, for the following personnel for mentoring during the 2023-24 school year;

<b>Mentees</b>	<b>Mentors</b>
David In	Kelly Koreck \$500
Jennifer Engle	Kelly Koreck \$700
Alison Waldron	Allison Knorr \$500
Aimee Broadbelt	Allison Knorr \$700
Rylee Shockley	Lisa Alullo \$700
Nina Dressler	Christi O’Neill \$500
Catherine Grey	Jamie Hughes \$500
Gerard Breslin	Jamie Hughes \$500
Dannia Dedicatoria	Jaclyn Palma \$500
Wendy Weaver	Jaclyn Palma \$500
Ana Balliu	Kelly Abriola \$500
Albert Anderson	Katelyn Johnson \$700
Stephanie Towne	Kerri Wiest \$500
Briana Reyes	Kerri Wiest \$500

Colleen Booth	Melissa Ruppert \$500
Morgan Kretzinger	Rebecca Norcross \$500

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 compensation, as noted in **Reolution 23092110**, for the personnel for mentoring during the 2023-24 school year.

## H. Saturday School and Clubs

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

### **Resolution 23092111**

#### **Approval of 2023-24 Saturday School By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves compensation, as noted below, for the following personnel to teach on the following 2023-24 Saturday School dates, for fifty-four (54) hours each, and seventy-two hours for the supervisor, at the rates of \$45/hr. for supervisor, \$35/hr. for teachers and \$25/hr. for aides and secretary, beginning October 7, 2023 and ending on April 20, 2024 in a total program amount of \$25,650.00 (ESSER); and

#### **Saturday School Dates:**

October 7th, 14th, 21<sup>st</sup> 2023  
November 4th, 18<sup>th</sup> 2023  
December 2nd, 9th, 16<sup>th</sup> 2023  
January 20th, 27<sup>th</sup> 2024  
February 3rd, 10<sup>th</sup> 2024  
March 2nd, 9th, 16<sup>th</sup> 2024  
April 6th, 13th, 20<sup>th</sup> 2024

**Times:** 9:00 AM-12:00 PM

#### **Staff:**

Supervisor  
Lisa Alullo

#### **Teachers**

Aimee Broadbelt,  
Dannia Dedicatoria,  
David In,  
Kristen Leonard,  
Christina Carrasquillo,  
Samantha Snyder,  
Christine Gehring,

Lauren Daiutolo,  
Colleen Myers;

**Aides and Secretary**

Virginia Poulterer (Aide),  
Fallon Pessa (Aide),  
Desiree Amerman ( Secretary)  
Damelis Diaz (Aide); 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.

Dr. Lyles reviewed with the board the compensation, as noted in **Resolution 23092111**, for the personnel to teach on the noted 2023-24 Saturday School dates, for fifty-four (54) hours each, and seventy-two hours for the supervisor, at the rates of \$45/hr. for supervisor, \$35/hr. for teachers and \$25/hr. for aides and secretary, beginning October 7, 2023 and ending on April 20, 2024 in a total program amount of \$25,650.00 (ESSER).

**Resolution 23092112**

**Approval of 2023-24 Clubs By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves personnel, compensation and clubs, as noted below, at hourly rates of \$35 for teachers and \$25 for secretary and aides, in a total program amount of \$12,307.50; and

1. Marian Amaro, Rebecca Norcross - *Mindfulness Friends*, 5th to 8th Grades, Tuesdays 1/9/2024 to 4/30/2024 - 15 total hours;
2. Dennis Hancock - *Glee Club*, K to 8th Grades, Tuesdays and Wednesdays, 10/2/ 2023 - 12/20/2023 - 21 total hours;
3. Kelly Abriola, Aimee Broadbelt, Kelly Koreck, Ana Balliu, - *Science Club*, 1st to 8th Grade -Wednesdays, 10/4/2023-4/17/2024 - 14 total hours (Bi-Monthly meetings);
4. Albert Anderson - *Chess Club*, 5th - 8th Grade, Tuesdays, 10/3/2023 - 12/19/2023 - 11 total hours;
5. Christine Gehring and Colleen Myers - *National Junior Honor Society*, 6th to 8th Grade -Tuesdays, 10/3/2023 - 5/28/2024 - 27 total hours;
6. Charles Roberts - *Basketball/Flag Football*, 7th & 8th Grade - Wednesdays - 10/4/2023 - 5/29/2024 - 31 total hours; and
7. Dennis Hancock, Samantha Snyder, Mr. Anderson - *Musical* (SpongeBob Musical Youth Edition) 1/10/2024 -6/1/2024 - 52.5 total hours;
8. Desiree Amerman, Secretary, 60 total hours from 10/2/2023 to 6/1/24, in the amount of \$1,500.00; and

MOTION  
FP  
SECOND  
AE  
VOTE:  
 PASS  
 FAIL

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.

Dr. Lyles reviewed with the board the personnel, compensation and clubs, as noted in **Resolution 23092112**, at hourly rates of \$35 for teachers and \$25 for secretary and aides, in a total program amount of \$12,307.50.

### I. Mandated Plans

MOTION  
AE  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

#### **Resolution 23092113**

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

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the following mandated plan as presented:

- 1) School Wide Title I Plan; 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.

Roll Call Vote:

Gretchen Alston YES  
Fred Phelps YES  
Alma Diggs ABSENT  
Angela Epperson YES  
Marie McCarthy ABSENT  
Tina Peterson YES

Dr. Lyles reviewed with the board the School Wide Title I Plan.

### J. Student Placement

MOTION  
AE  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

#### **Resolution 23092114**

#### **Student Placement By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves placement, tuition, and fees for student #10169029 in the amount of \$104,305.00 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.

Dr. Lyles reviewed with the board the placement, tuition, and fees for student #10169029 in the amount of \$104,305.00 for the 2023-24 school year at A Step-Up Academy.

### K. Equipment Disposal

MOTION  
FP  
SECOND  
TP  
VOTE:  
 PASS  
 FAIL

#### **Resolution 23092115** **Used Equipment Disposal By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the sale of twenty-eight (28) used Dell Computers (“Computers”), at a price not to exceed \$75.00 each and the disposal of the unsold Computers; 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.

Dr. Lyles reviewed with the board the sale of twenty-eight (28) used Dell Computers (“Computers”), at a price not to exceed \$75.00 each and the disposal of the unsold Computers.

### L. Confidential Settlement

MOTION  
AE  
SECOND  
TP  
VOTE:  
 PASS  
 FAIL

#### **Resolution 23092116** **Confidential Settlement and release Agreement By: Dr. Claudia Lyles, CEO**

RESOLVED, the Board of Trustees of Keystone Academy Charter School hereby approves of the Confidential Settlement and Release Agreement between itself and Student No. 10092670, pending final legal review;

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>

### **M. DISCUSSION AND ANNOUNCEMENTS**

THE NEXT REGULARLY SCHEDULED KEYSTONE ACADEMY CHARTER SCHOOL BOARD OF TRUSTEES MEETING IS TO BE HELD BY ZOOM ON OCTOBER 19, 2023.

### **ADJOURNMENT**

MOTION  
FP  
SECOND  
AE  
VOTE:  
 PASS  
 FAIL

\_\_\_\_\_