

KEYSTONE ACADEMY CHARTER SCHOOL
4521 Longshore Avenue
Philadelphia, PA 19135
BOARD OF TRUSTEES MEETING
AUGUST 17, 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. 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”

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. Sidel, Esq. Michael Danyo, Finance - Santilli & Thomson Dr. Kathryn Makar, Chief Academic Officer

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 August 17, 2023 the Board of Trustees met in Executive Session for the following purposes under 65 P.S. § 708:

- (x) Consultation with Professional Advisor or Attorney. To consult with its attorney or other professional advisor regarding information or strategy in connection with litigation or with issues on which identifiable complaints are expected to be filed.

- (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
MM
SECOND
TP
VOTE:
 PASS
 FAIL

Resolution 23081701

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

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the August 17, 2023 Meeting Agenda as presented.

D. Approval of Minutes

MOTION
AE
SECOND
FP
VOTE:
 PASS
 FAIL

Resolution 23081702

Approval of June 15, 2023 of Meeting By: Mrs. Gretchen Alston, Board President

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the Minutes of the June 15, 2023 meeting of the Board of Trustees of Keystone Academy Charter School.

E. Reports

MOTION
FP
SECOND
TP
VOTE:
 PASS
 FAIL

Resolution 23081703

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 the Report of the CEO:

1) Student Activities

- a. Enrollment stands at 672; acceptances are pending for 23 more seats.
- b. Clear backpacks have been distributed to families that wanted a school backpack. Clear backpacks are required starting this school year.
- c. Uniform requirements have been reiterated to parents via dojo.
- d. Students return on September 5th.

2) Facility

- a. Classrooms have been cleaned and are ready for students' arrival.
- b. Book/supply orders have been received or are in route.
- c. The Instructional Coaches will inventory the materials and distribute them to classrooms/teachers.

3) Staffing

- a. All classroom positions are filled.
- b. New teacher orientation was held in early August.
- c. Teachers begin work on August 23; professional development will be conducted for seven days. Teachers and staff will be given time to meet as teams and to set up classrooms during that time. Teachers will not report to work on September 1.

4) Facility

- a. The sprinkler and fire detection systems have been replaced in the existing building and are connected to a panel that will allow the systems to function as one. New devices were installed in each classroom, hallway, closet, staircase, etc. in the existing building.
L & I. has approved the work as it progresses. This portion of work took the better part of July and August to complete.
- b. The rest room areas and a small instructional space (third floor) were demolished in June to connect the two buildings. To date the following has occurred:
 - i. Plumbing has been moved and approved by L & I.

- ii. Electrical has been moved and approved by L & I.
- iii. The walls have been studded out for the restrooms and third floor connecting walk thorough.
- iv. Dry wall installation is in process.
- v. Tiling is scheduled for the week of the 21st. (floor and rest rooms)
- vi. All steel has been erected; cement will be being poured for each floor, next week.
- vii. The basement of the addition has been secured and will be used as storage for construction materials – all construction materials will be moved out of the existing building this week.
- viii. A door has been installed in the lower level to secure the property.
- ix. Ducts have been installed in the kitchen and will be connected to external exhausts before students return.
- x. The following trades have worked in/on the project this summer - demolition, steel, electricians, plumbers, plumbing, tilers, masonry, painters, HVAC, fires/sprinkler, technology, security, and keying.
- xi. Offices and selected sections of the building have been painted.

Resolution 23081704

Acceptance of the June and July 2023 Treasury Report By: Mr. Michael Danyo of Santilli and Thomson

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

RESOLVED that the Board of Trustees Keystone Academy Charter School hereby reviews and accepts the June and July 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 June and July 2023 *Treasury Reports* in the respective amounts of \$346,180.55 and \$358, 031.71 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 and July 2023 Financial Reports of Michael Danyo and the June and July 2023 *Treasury Reports*

in the respective amounts of \$346,180.55 and \$358,031.71 as presented by Michael Danyo.

F. Personnel

MOTION
TP
SECOND
AE
VOTE:
 PASS
 FAIL

Resolution 23081705

Approval of Appointments By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees Keystone Academy Charter School hereby approves the appointments, annual salaries, and hourly rate as presented, effective August 23, 2023, for the following personnel for the 2023-24 School Year:

- 1) Ana Balliu to the position of Teacher at an annual salary of \$52,986.15;
- 2) Wendy Weaver to the position of Teacher at an annual salary of \$71,208.95;
- 3) Gerard Breslin to the position of Teacher at an annual salary of \$50,009.40; and
- 4) Colleen Booth to the position of Teacher at an annual salary of \$59,713.84; 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.

MOTION
FP
SECOND
AE
VOTE:
 PASS
 FAIL

Resolution 23081706

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) Jennifer Cornine, Teacher effective July 26, 2023;
- 2) Deanna Piacentini, Teacher effective June 16, 2023;
- 3) Krystyn Norman, Classroom Aide, effective August 14, 2023; and
- 4) Heidi Zakrzewski, effective June 16, 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.

MOTION
AE
SECOND
TP
VOTE:
 PASS
 FAIL

Resolution 23081707

Approval of Curriculum Writing Team By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves funding and staff for planning for summer curriculum writing at a rate of \$35/hr. for teachers and \$25/hr. for aides for forty (40) hours. Funding was approved at the June 2023 meeting; and

- 1) Fallon Pessa, Aide;
- 2) Samantha Snyder, Teacher;
- 3) Kelly Koreck, Teacher;
- 4) Kristen Leonard, Teacher;
- 5) Brent Kreiser, Teacher;
- 6) Christi O’Neill, Teacher; 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 funding and staff for planning for summer curriculum writing.

Resolution 23081708

Approval of Kindergarten Workshop By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby retroactively approves funding and staff for planning and implementation of Summer Kindergarten Workshops for four (4) hours at a rate of \$35/hr. for teachers and \$25/hr. for aides in a total amount of \$340.00 (ESSER):

- 1) Kristen Leonard, Teacher;
- 2) Carolyn Roth, Aide; and
- 3) Delilah Santiago, Aide; 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 funding and staff for planning and implementation of Summer Kindergarten Workshops.

MOTION
FP
SECOND
AE
VOTE:
 PASS
 FAIL

G. Contracts

Resolution 23081709

Approval of MACCS 2023-24 Contract By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby retroactively approves the 2023-24 contract with MACCS for nursing services in the amount of \$104,947.73, as presented; 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.

MOTION
MM
SECOND
TP
VOTE:
 PASS
 FAIL

Dr. Lyles distributed and reviewed with the board the 2023-24 contract with MACCS for nursing services in the amount of \$104,947.73.

Resolution 23081710

Approval of Ralls Home Improvement Contract By: Dr. Claudia Lyles, CEO

MOTION
FP
SECOND
AE
VOTE:
 PASS
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby retroactively approves a contract with Ralls Home Improvement to paint designated school interior spaces except for the cafeteria and Idea Box in the amount of \$24,500.00, as presented; 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 a contract with Ralls Home Improvement to paint designated school interior spaces except for the cafeteria and Idea Box in the amount of \$24,500.00.

Resolution 230811

Approval of CP Rankin Contract By: Dr. Claudia Lyles, CEO

MOTION
TP
SECOND
MM
VOTE:
 PASS
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves a contract with CP Rankin for the repair and cleaning of six exterior gutters, painting and sealing seams and corner joints, sealing perimeter edges of flashings, in the amount of \$4,442.00; 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 reviewed with the board a contract with CP Rankin for the repair and cleaning of six exterior gutters, painting and sealing seams and corner joints, sealing perimeter edges of flashings, in the amount of \$4,442.00.

H. Membership

Resolution 23081712

Approval of AACSC Membership Renewal 2023-24 Contract By: Dr. Claudia Lyles, CEO

MOTION
FP
SECOND
AE
VOTE:
 PASS
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the membership renewal for AACSC SY 2023-24 in the amount of \$6000.00; 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 reviewed with the board the membership renewal for AACSC SY 2023-24 in the amount of \$6000.00.

I. Policy

MOTION
AE
SECOND
MM
VOTE:
 PASS
 FAIL

Resolution 23081713

Approval of Policy By: Dr Claudia Lyles, CEO

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

- 1) Child Find;
- 2) ESL;
- 3) Admissions;
- 4) Transgender/Nonconforming Youth; 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 distributed and reviewed with the board the following polices as presented:

- 1) Child Find;
- 2) ESL;
- 3) Admissions; and
- 4) Transgender/Nonconforming Youth.

J. Student Placement

MOTION
TP
SECOND
FP
VOTE:
 PASS
 FAIL

Resolution 23081714

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 #10135846 in the amount of \$109,425.00 for the 2023-24 school year at A Step-Up Academy.

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>

K. DISCUSSION AND ANNOUNCEMENTS

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

ADJOURNMENT

MOTION
MM
SECOND
AE
VOTE:
 PASS
 FAIL
