

**KEYSTONE ACADEMY CHARTER SCHOOL**  
**4521 Longshore Avenue**  
**Philadelphia, PA 19135**  
**BOARD OF TRUSTEES MEETING**  
**OCTOBER 19, 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”

<b>Board Members Present:</b>	<b>By Invitation: Non-Board Members Present:</b>
Gretchen Alston Fred Phelps Angela Epperson Marie McCarthy Tina Peterson	Dr. Claudia Lyles, Chief Executive Officer Daniel H. Saidel, Esq. Michael Danyo, Finance - Santilli & Thomson
<b>Board Members Absent:</b>	
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 October 19, 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  
MM  
SECOND  
TP  
VOTE:  
 PASS  
 FAIL

**Resolution 23101901**

**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 23101902**

**Approval of September 21, 2023, of 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 September 21, 2023, meeting of the Board of Trustees of Keystone Academy Charter School.

**E. Reports**

MOTION  
FP  
SECOND  
TP  
VOTE:  
 PASS  
 FAIL

**Resolution 23101903**

**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:

**Facility**

- The fire system was checked/tested by Keystone Company on October 9<sup>th</sup> while school was closed for students.

- Four stairwell light fixtures were replaced on October 9<sup>th</sup>.
- The stage lift was repaired on October 13<sup>th</sup>.
- The HVAC system was checked, and repairs were made, as needed.
- An additional touch free water fountain has been ordered for the third floor – it was overlooked in the original order.

**Construction**

- Meeting notes have been forwarded to the Board. Construction is on schedule; equipment and materials have arrived on time.
- Sketches/plans have been received for the additional student restroom (this room will be used primarily for students that need assistance with toileting). Application for a permit will be made.
- A plan to move staff and one classroom into the new building has been made. A mover will be contacted in anticipation of a December 1 moving date for special education, counselors, ESL Title I, Instructional Coaches, Reading Specialist, and special services (PT, OT, speech) Other than special education, no other homerooms will be moved during the school year.

**Student Activities**

- The school focused on Anti – Bullying in October.
- The school will collaborate with the Rendell Center to teach students the voting process.
- KAPA will hold a Fall Festival celebration for students on Saturday October 28<sup>th</sup>.

**Resolution 23101904**

**Acceptance of the September 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 September 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 September 2023 *Treasury Report* in the amount of \$702,937.58 as presented by Michael Danyo of Santilli and Thomson; and

MOTION  
 FP  
 SECOND  
 MM  
 VOTE:  
 PASS  
 FAIL

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 September 2023 Financial Reports of Michael Danyo and the September 2023 *Treasury Report* in the amount of \$702,937.58 as presented by Michael Danyo.

## F. Personnel

MOTION  
TP  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

### Resolution 23101905

#### Approval of Personal Care Stipend By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby retroactively approves payment to Carolyn Roth, Classroom Aide, for the provision of student personal care retroactive to September 19, 2023, at a rate of \$20/day, when the student is in attendance; 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 Carolyn Roth, Classroom Aide, for the provision of student personal care retroactive to September 19, 2023, at a rate of \$20/day, when the student is in attendance.

## G. Homebound Instruction

MOTION  
FP  
SECOND  
TP  
VOTE:  
 PASS  
 FAIL

### Resolution 23101906

#### Approval of Homebound Instruction By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby retroactively approves a stipend for the provision of Homebound Instruction, which began during the week of September 25, 2023, for a total of five(5) hours per week at a rate of \$35/hr. shared by Kelly Korek, Christine Gehring (Sanginiti) and Colleen Myers; 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 stipend for the provision of Homebound Instruction, which began during the week of September 25, 2023, for a total of five(5) hours per week at a rate of \$35/hr. shared by Kelly Korek, Christine Gehring (Sanginiti) and Colleen Myers.

## H. Saturday School and Clubs

MOTION  
MM  
SECOND  
AE  
VOTE:  
 PASS  
 FAIL

### **Resolution 23101907**

#### **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, at a rate of \$35/hr. retroactively to October 7, 2023 and ending on April 20, 2024, for Nina Dressler and Latasha Hall in a total program amount of \$3,780.00 (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 compensation, as noted below, for the following personnel to teach on the following 2023-24 Saturday School dates, for fifty-four (54) hours each, at a rate of \$35/hr. retroactively to October 7, 2023 and ending on April 20, 2024, for Nina Dressler and Latasha Hall in a total program amount of \$3,780.00 (ESSER).

## I. Student Activities

MOTION  
FP  
SECOND  
TP  
VOTE:  
 PASS  
 FAIL

### **Student Field Trips By: Dr. Claudia Lyles, CEO**

#### **Resolution 23101908**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves payment for two field trips, including admission costs and transportation, per class, during the 2023-24 school year (ESSER funds); 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 two field trips, including admission costs and transportation, per class, during the 2023-24 school year (ESSER funds).

### **Resolution 23101909**

#### **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 an hourly rate of \$35 (teacher) in a total amount of \$1085.00;

MOTION  
FP  
SECOND  
MM  
VOTE:  
 PASS  
 FAIL

1. William Masgai - *Basketball/Flag Football*, 7th & 8th Grade - Wednesdays - 10/4/2023 - 5/29/2024 - 31 total hours; 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 personnel, compensation and clubs, as noted below, at an hourly rate of \$35 (teacher) in a total amount of \$1085.00;

William Masgai - *Basketball/Flag Football*, 7th & 8th Grade - Wednesdays - 10/4/2023 - 5/29/2024 - 31 total hours.

### J. Gift Acceptance

MOTION  
TP  
SECOND  
AE  
VOTE:  
 PASS  
 FAIL

#### **Gift Acceptance By: Dr. Claudia Lyles, CEO Resolution 23101910**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the acceptance of one hundred and twenty-eight (128) standing desks from Jessica Zhunio in a total approximate value of \$5,120.00; 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 gift of one hundred and twenty-eight (128) standing desks from Jessica Zhunio in a total approximate value of \$5,120.00.

#### *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 NOVEMBER 16, 2023.

**ADJOURNMENT**

MOTION  
FP  
SECOND  
AE  
VOTE:  
 PASS  
 FAIL

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