

**KEYSTONE ACADEMY CHARTER SCHOOL**  
**4521 Longshore Avenue**  
**Philadelphia, PA 19135**  
**BOARD OF TRUSTEES MEETING**  
**APRIL 20, 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”

<b>Board Members Present:</b>	<b>By Invitation: Non-Board Members Present:</b>
<p>Gretchen Alston  Fred Phelps  Alma Diggs  Angela Epperson  Tina Peterson</p>	<p>Dr. Claudia Lyles, Chief Executive Officer  Daniel H. Sidel, Esq.  Michael Danyo, Finance - Santilli &amp; Thomson  Dr. Kathryn Makar, Chief Academic Officer</p>

**Board Members Absent:**  
Marie McCarthy

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

*I would like to state, for purposes of the Minutes of this meeting that on April 20, 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.

**C. Approval of Agenda**

MOTION  
FP  
SECOND  
AE  
VOTE:  
 PASS  
 FAIL

**Resolution 23042001**

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

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the April 20, 2023 Meeting Agenda as presented.

**D. Approval of Minutes**

MOTION  
TP  
SECOND  
AD  
VOTE:  
 PASS  
 FAIL

**Resolution 23042002**

**Approval of March 16, 2023, Minutes 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 March 16, 2023 meeting of the Board of Trustees of Keystone Academy Charter School.

**E. Reports**

MOTION  
FP  
SECOND  
AE  
VOTE:  
 PASS  
 FAIL

**Resolution 23042003**

**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) **Construction** – A temporary fence and driveway have been installed at the construction site. Demolition of the exterior stairs and ramp has been completed. Exterior stucco has been removed from two sides of the existing building, where the new building will connect. All mechanical equipment, fans and exhausts have been disconnected. PGW has rerouted the gas lines and connected the new service. Excavation of the site has been completed and footers are being laid. In approximately five weeks, work on the stairwell and steel structure will begin. Regular construction meetings will be held on alternate Tuesdays at 2:00 PM. The next meeting will take place on Tuesday the 18<sup>th</sup> by zoom. Please let me know if you are interested in attending.

**2) School Advocacy**

- a. I attended the Philadelphia school board meeting on March 23<sup>rd</sup>. Forty charter school representatives attended as well to 1) update the board on the positive impact of charters and 2) to petition for charters to be granted more seats e.g., GLA’s request for a high school.
- b. PCE and AACSC have held weekly meetings which I attend virtually. Both groups are addressing the need for more consistent communication from the charter sector to Harrisburg and local officials.
- c. I will attend a rally at City hall on April 20<sup>th</sup> where PCE will present the City Council with a petition of 2300+ signatures requesting their support for charters.

**3) 2023-24 Enrollment**

- a. There are 2994 students on the waiting list as of this week.
- b. Ninety-nine (99) seats have been filled; seventy-four (74) kindergarten, including siblings, and twenty-five (25) upper grade siblings.

**Resolution 23042004**

**Acceptance of the March 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 March 2023 Financial Report 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

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

FURTHER RESOLVED, that the Board of Trustees of Keystone Academy Charter School accepts the March 2023 *Treasury Report* in the amount of \$514,125.29 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 March 2023 Financial Report of Michael Danyo and the March 2023 *Treasury Report* in the amount of \$514,125.29 as presented by Michael Danyo of Santilli and Thomson.

## F. Personnel

MOTION  
TP  
SECOND  
AE  
VOTE:  
 PASS  
 FAIL

### **Resolution 23042005** **Approval of Appointment By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the appointment of the following personnel:

- 1) Kelly Liston to the position of Special Education Teacher, retroactive to April 17, 2023 at a prorated annual salary of \$64,013.80; 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 appointment of Kelly Liston to the position of Special Education Teacher, retroactive to April 17, 2023 at a prorated annual salary of \$64,013.80.

### **Resolution 23042006** **Acceptance of Resignation By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the resignation of:

- 1) Nina Green, Counselor, effective April 28, 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.

## G. Student Affairs

MOTION  
AE  
SECOND

### **Resolution 23042007** **Approval of Grade 8 Trip By: Dr. Claudia Lyles, CEO**

FP  
VOTE:  
 PASS  
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves travel by chartered bus, admission and bus expenses for Grade 8 to visit Baltimore Aquarium and Museum on June 9, 2023 in a total amount of \$8,338.00 (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 travel by chartered bus, admission and bus expenses for Grade 8 to visit Baltimore Aquarium and Museum on June 9, 2023 in a total amount of \$8,338.00 (ESSER funds).

**Resolution 23042008**

**Approval of Purchase of Clear Backpacks By: Dr. Claudia Lyles, CEO**

MOTION  
TP  
SECOND  
AE  
VOTE:  
 PASS  
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the purchase of eight hundred and fifty clear back backs with the school logo imprint, in the amount of \$38,113.05 (PCD funds) for distribution in SY 2023-24; 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 purchase of eight hundred and fifty clear back backs with the school logo imprint, in the amount of \$38,113.05 (PCD funds) for distribution in SY 2023-24.

**H. Policy**

MOTION  
FP  
SECOND  
AE  
VOTE:  
 PASS  
 FAIL

**Resolution 23042009**

**Approval of Policy By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves updates, as presented, to the Code of Conduct Section 3.10.05: “Students who carry out Level 3 behaviors may be referred to the Board Discipline Committee”; 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 updates to the Code of Conduct Section 3.10.05: “Students who carry out Level 3 behaviors may be referred to the Board Discipline Committee”.

*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>

**J. DISCUSSION AND ANNOUNCEMENTS**

Acknowledgement:

Dr. Lyles and the Keystone Academy Charter School Board of Trustees thanked the retiring Mr. Katsoff for his years of service to Keystone Academy Charter School.

THE NEXT REGULARLY SCHEDULED KEYSTONE ACADEMY CHARTER SCHOOL BOARD OF TRUSTEES MEETING IS TO BE HELD BY ZOOM ON MAY 18, 2023.

**ADJOURNMENT**

MOTION  
FP  
SECOND  
AE  
VOTE:  
 PASS  
 FAIL

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