

**KEYSTONE ACADEMY CHARTER SCHOOL**  
**Philadelphia, PA 19135**  
**BOARD OF TRUSTEES MEETING**  
**MARCH 21, 2024**  
**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 7:05 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 Alma Diggs Angela Epperson Marie McCarthy Tina Peterson	Dr. Claudia Lyles, Chief Executive Officer Daniel H. Saidel, Esq.
<b>Board Members Absent:</b>	
None	

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

*I would like to state, for purposes of the Minutes of this meeting that on March 21, 2024, 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  
AD  
VOTE:  
 PASS  
 FAIL

**Resolution 24032101**

**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  
AE  
VOTE:  
 PASS  
 FAIL

**Resolution 24032102**

**Approval of the February 15, 2024, 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 February 15, 2024, meeting of the Board of Trustees of Keystone Academy Charter School as presented.

**E. Reports**

MOTION  
FP  
SECOND  
AE  
VOTE:  
 PASS  
 FAIL

**Resolution 24032103**

**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 CEO Report of Dr. Lyles:

- 1) **Facility** – Final details are being completed on the addition. A walk-through was conducted by the school’s representative on Friday the 15<sup>th</sup>. An updated punch list will be generated based on the findings noted during the visit. At present, no serious issues have been identified. The known outstanding items are the installation of lockers and art room windows.
  
- 2) **Student Activities** – The following school wide activities took place this month:
  - a. African American wax museum – presented by grade 3 Ms. Broadbelt, Ms. Dressler and Ms. Shockley
  - b. Quilt display – Dr. Cox, Mrs. Grillo, and parents.
  - c. Rendell Center classroom sessions- voting process – Dr. Cox and teachers
  - d. Pi Day – Mr. Browning and Mrs. Ruppert
  - e. Mother/Son dance - KAPA
  - f. Progress report conferences
  
- 3) **Philadelphia Charters for Excellence** - I have offered the temporary use of room 116 to the new CEO of PCE, Dr. Cassandra St. Vil. She began her tenure with PCE on Monday the 18<sup>th</sup>. The space has been offered for use until mid- August.
  
- 4) **Elevate 215**, formerly Philadelphia School Partnership (Mark Gleason) is now led by Stacy Holland. Members of the Charter sector met at KACS on the 18<sup>th</sup> to begin to develop steps that can be taken to reimagine the authorizing process for charter schools in Philadelphia.
  
- 5) **Philadelphia School Board**- The mayor is in the process of selecting new Board members. I attended the most recent hearing at City Hall on the 12th; KACS provided written input. Each statement was read aloud at the meeting. The response from our staff was tremendous.
  
- 6) **KACS Board** – The vacancy for Board was reposted. Mrs. Epperson reached out to the first applicant to gauge if she was still interested and to inform her that she would be offered an interview.
  
- 7) **Algebra I** – Preliminary testing indicates that at least thirty grade 8 students will qualify for Algebra I next year.

**Resolution 24032104**  
**Acceptance of the February 2024 Treasury Report and the February 2024**  
**Financial Reports By: Dr. Claudia Lyles CEO**

MOTION  
 FP  
 SECOND  
 MM  
 VOTE:  
 [X ] PASS

FAIL

RESOLVED that the Board of Trustees Keystone Academy Charter School hereby reviews and accepts the February 2024 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 reviews and accepts the February 2024 *Treasury Report* in the amount of \$758,366.74 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.

Dr. Lyles distributed and reviewed with the board the February 2024 Financial Reports as presented and prepared by Michael Danyo of Santilli and Thomson and the February 2024 Treasury Report in the amount of \$758,366.74 as presented and prepared by Michael Danyo of Santilli and Thomson.

### F. Job Description

MOTION  
AE  
SECOND  
TP  
VOTE:  
 PASS  
 FAIL

#### Resolution 24032105

#### Approval of Teacher Job Description By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves a Teacher Job Description 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 distributed and reviewed with the board the Teacher Job Description.

### G. Contracts

MOTION  
MM  
SECOND  
AE  
VOTE:  
 PASS  
 FAIL

#### Resolution 24032106

#### Approval of Contracts By: Dr. Claudia Lyles, CEO

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

- 1) Mega Construction in the amount of \$48,870.00 for the removal and replacement of concrete on the Longshore, Disston and Glenloch sides of the building; and
- 2) BSI in the amount of \$19,500.00 for the installation of bollards on the Longshore, Disston and Glenloch sides of the building; 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:

- 1) Mega Construction in the amount of \$48,870.00 for the removal and replacement of concrete on the Longshore, Disston and Glenloch sides of the building; and
- 2) BSI in the amount of \$19,500.00 for the installation of bollards on the Longshore, Disston and Glenloch sides of the building

## H. Personnel

MOTION  
TP  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

### **Resolution 24032107**

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

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the appointments of Matthew Stelmack to the position of Teacher at an annual prorated salary of \$59,713.84, retroactively to March 3, 2024, and Emarie Villanueva to the position of Aide at an annual prorated salary of \$37,800.00, retroactively to March 14, 2024; 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 appointments of Matthew Stelmack to the position of Teacher at an annual prorated salary of \$59,713.84, retroactively to March 3, 2024, and Emarie Villanueva to the position of Aide at an annual prorated salary of \$37,800.00, retroactively to March 14, 2024.

### **Resolution 24032108**

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

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the resignation of Albert Anderson, Teacher, effective February 9, 2024; 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  
FP  
VOTE:  
 PASS  
 FAIL

## I. Conference Attendance

MOTION  
AE  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

### Resolution 24032109

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

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves conference attendance, registration, travel, meals, lodging and baggage fees for the following personnel (ESSER funds):

- 1) Michael Browning to UNITED – The National Conference on School Leadership (NAESP and NASSP) from July 15-17, Nashville TN in the amount of \$2280.04 excluding parking, bag handling and transfers, which will be reimbursed after travel; and
- 2) Dr. Kathryn Makar to NCSC 2024 (National Charter School Conference) from June 30-July 3, 2024, Boston, MA in the amount of \$2191.24 excluding tolls which will be reimbursed after travel; and
- 3) Amy Hess, Michael Browning, Dr. Kathryn Makar, Elizabeth Browning, Brent Kreiser, Kelly Koreck, Aimee Broadbelt, Wendy Weaver and Allison Knorr, to High Impact Teams in a PLC, July 22-24, 2024, Austin, TX in the amount of \$21,087.80, excluding transfers and bag handling, which will be reimbursed after travel; 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 attendance, registration, travel, meals, lodging and baggage fees for the following personnel (ESSER funds):

- 1) Michael Browning to UNITED – The National Conference on School Leadership (NAESP and NASSP) from July 15-17, Nashville TN in the amount of \$2280.04 excluding parking, bag handling and transfers, which will be reimbursed after travel; and
- 2) Dr. Kathryn Makar to NCSC 2024 (National Charter School Conference) from June 30-July 3, 2024, Boston, MA in the amount of \$2191.24 excluding tolls which will be reimbursed after travel; and
- 3) Amy Hess, Michael Browning, Dr. Kathryn Makar, Elizabeth Browning, Brent Kreiser, Kelly Koreck, Aimee Broadbelt, Wendy Weaver and Allison Knorr, to High Impact Teams in a PLC, July 22-24, 2024, Austin, TX in the amount of \$21,087.80, excluding transfers and bag handling, which will be reimbursed after travel.

*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**

THE NEXT REGULARLY SCHEDULED KEYSTONE ACADEMY CHARTER SCHOOL BOARD OF TRUSTEES MEETING IS TO BE HELD BY ZOOM ON APRIL 18, 2024.

**ADJOURNMENT**

MOTION:  
AE  
SECOND  
TP  
VOTE:  
 PASS  
 FAIL

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