

KEYSTONE ACADEMY CHARTER SCHOOL
4521 Longshore Avenue
Philadelphia, PA 19135
BOARD OF TRUSTEES MEETING
JANUARY 18, 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 7:00 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”

Board Members Present:	By Invitation: Non-Board Members Present:
Gretchen Alston Fred Phelps Alma Diggs Angela Epperson Tina Peterson	Dr. Claudia Lyles, Chief Executive Officer Daniel H. Saidel, Esq. Michael Danyo, Finance - Santilli & Thomson Dr. Kathryn Makar, Chief Academic Officer
Board Members Absent: Marie McCarthy	

B. Announcement of Executive

I would like to state, for purposes of the Minutes of this meeting that on January 18, 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
FP
SECOND
TP
VOTE:
 PASS
 FAIL

Resolution 24011801

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
AE
SECOND
TP
VOTE:
 PASS
 FAIL

Resolution 24011802

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

E. Reports

MOTION
TP
SECOND
AE
VOTE:
 PASS
 FAIL

Resolution 24011803

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. Sidel, School Solicitor.

Dr. Lyles distributed and reviewed with the board the report of the Dr. Claudia Lyles, CEO:

Facility

- a. Instruction is now taking place in the new building. Resource Room, Title I and ESL have moved into new spaces. Supplies, materials, and equipment are still being distributed to new locations. Several rooms will remain vacant until next school year.
- b. Custodial supplies, which have been stored throughout the site, are being centralized in the new storage area in the basement. Replacement materials, e.g., tiles will be stored in a location, for future use. The location is TBD.
- c. Tech rooms are being cleared of storage materials; all unused/old items are being discarded.
- d. Wall cabinets have been removed from the old art room and reinstalled in a kitchen storage area. The base cabinets and fixtures were discarded.
- e. Approximately ten laptops have been sold to staff and parents; twenty-five of twenty-eight that are available have been sold. The proceeds will be deposited into the general fund.

Resolution 24011804

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

MOTION
FP
SECOND
AE
VOTE:
 PASS
 FAIL

RESOLVED that the Board of Trustees Keystone Academy Charter School hereby reviews and accepts the December 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 December 2023 *Treasury Report* in the amount of \$587,633.85 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. Sidel, School Solicitor.

M. Danyo distributed and reviewed with the board the December 2023 Financial Reports of Michael Danyo and the December 2023 *Treasury Report* in the amount of \$587,633.85 as presented by Michael Danyo.

F. Audit

MOTION
AD
SECOND
AD
VOTE:
 PASS
 FAIL

Resolution 24011805

Approval of the 2023 Audit By: Mr. Michael Danyo of Santilli and Thomson

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the 2023 Audit as prepared and submitted by Maillie; and

By Roll Call Vote:

Gretchen Alston	yes
Fred Phelps	yes
Alma Diggs	yes
Marie McCarthy	absent
Tina Peterson	yes
Angela Epperson	yes

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.

M. Danyo distributed and reviewed with the board the 2023 Keystone Academy Charter School Audit as prepared and submitted by Maillie.

G. Personnel

MOTION
FP
SECOND
AE
VOTE:
 PASS
 FAIL

Resolution 24011806

Approval of Appointment By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby retroactively approves the appointment of Lauren Daiutolo to the position of Teacher, effective January 16, 2024 at a prorated annual salary of \$56,092.00; 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 appointment of Lauren Daiutolo to the position of Teacher, effective January 16, 2024, at a prorated annual salary of \$56,092.00.

H. Professional Development

MOTION
TP
SECOND
FP
VOTE:
 PASS
 FAIL

**Resolution 24011807
Approval of Teacher Mentor By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves payment in the amount of \$250.00 to Brent Kreiser to serve as mentor to Bongani Moyo, Teacher, from January to June 2024; 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. Sidel, School Solicitor.

Dr. Lyles reviewed with the board the payment in the amount of \$250.00 to Brent Kreiser to serve as mentor to Bongani Moyo, Teacher, from January to June 2024.

Community Comment Colloquy (General Counsel)

Good evening, my name is Daniel H. Sidel, with Sand & Sidel, 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>

I. DISCUSSION AND ANNOUNCEMENTS

THE NEXT REGULARLY SCHEDULED KEYSTONE ACADEMY CHARTER SCHOOL BOARD OF TRUSTEES MEETING IS TO BE HELD BY ZOOM ON FEBRUARY 15, 2024.

ADJOURNMENT

MOTION
FP
SECOND
TP
VOTE:
 PASS
 FAIL
