

**KEYSTONE ACADEMY CHARTER SCHOOL**  
**4521 Longshore Avenue**  
**Philadelphia, PA 19135**  
**BOARD OF TRUSTEES MEETING**  
**AUGUST 17, 2023**  
**7:00 PM**  
**BY: ZOOM VIDEO CONFERENCE**  
**AGENDA**

**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 \_\_\_\_ 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:</b>
	Dr. Claudia Lyles, Chief Executive Officer
	Daniel H. Saidel, Esq.
	Michael Danyo, Finance - Santilli & Thomson
	Michael Thomson, Finance – Santilli & Thomson
	Dr. Kathryn Makar, Chief Academic Officer

**Board Members Absent:**

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

*1. I would like to state, for purposes of the Minutes of this meeting, that the Board of Trustees did not meet in Executive Session prior to this meeting.*

**OR**

*2. 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:*

( ) Certain Employee Issues. To discuss any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the agency, or former public officer or employee, provided, however, that the individual employees or appointees whose rights could be adversely affected may request, in writing, that the matter or matters be discussed at an open meeting. The agency's decision to discuss such matters in executive session shall not serve to adversely affect the due process rights granted by law, including those granted by Title 2 (relating to administrative law and procedure).

( ) Labor Relations. To hold information, strategy and negotiation sessions related to labor relations and/or arbitration.

( ) Purchase or Lease of Real Property. To consider the purchase or lease of real property up to the time an option to purchase or lease the real property is obtained or up to the time an agreement to purchase or lease such property is obtained if the agreement is obtained directly without an option.

( ) 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.

( ) 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.

Additional Notes for Minutes of Meeting:

### C. Approval of Agenda

MOTION | **Resolution 23081701**  
SECOND | **Approval of the Agenda By: Mrs. Gretchen Alston, Board President**  
VOTE: |  
[ ] PASS | RESOLVED, that the Board of Trustees of Keystone Academy Charter School  
[ ] FAIL | hereby approves the August 17, 2023 Meeting Agenda as presented.

### D. Approval of Minutes

MOTION | **Resolution 23081702**  
SECOND | **Approval of June 15, 2023 of Meeting By: Mrs. Gretchen Alston, Board President**  
VOTE: |  
[ ] PASS | RESOLVED, that the Board of Trustees of Keystone Academy Charter School  
[ ] FAIL | hereby approves the Minutes of the June 15, 2023 meeting of the Board of Trustees of Keystone Academy Charter School.

### E. Reports

MOTION | **Resolution 23081703**  
SECOND | **Acceptance of the Chief Executive Officer Report By: Dr. Claudia Lyles CEO**  
VOTE: |  
[ ] PASS | RESOLVED that the Board of Trustees of Keystone Academy Charter School  
[ ] FAIL | 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.

MOTION | **Resolution 23081704**  
SECOND | **Acceptance of the June and July 2023 Treasury Report: By Mr. Michael Danyo of Santilli and Thomson**  
VOTE: |  
[ ] PASS | RESOLVED that the Board of Trustees Keystone Academy Charter School  
[ ] FAIL | 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.

## F. Personnel

MOTION

### **Resolution 23081705**

SECOND

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

VOTE:

PASS

FAIL

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

### **Resolution 23081706**

SECOND

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

VOTE:

PASS

FAIL

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

### **Resolution 23081707**

SECOND

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

VOTE:

PASS

FAIL

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.

MOTION

**Resolution 23081708**

SECOND

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

VOTE:  
 PASS  
 FAIL

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.

**G. Contracts**

MOTION

**Resolution 23081709**

SECOND

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

VOTE:  
 PASS  
 FAIL

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  
SECOND  
VOTE:  
 PASS  
 FAIL

**Resolution 23081710**  
**Approval of Ralls Home Improvement Contract By: Dr. Claudia Lyles, CEO**

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; 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  
SECOND  
VOTE:  
 PASS  
 FAIL

**Resolution 230811**  
**Approval of CP Rankin Contract By: Dr. Claudia Lyles, CEO**

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.

## H. Membership

MOTION  
SECOND  
VOTE:  
 PASS  
 FAIL

**Resolution 23081712**  
**Approval of AACSC Membership Renewal 2023-24 Contract By: Dr. Claudia Lyles, CEO**

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.

## I. Policy

MOTION  
SECOND  
VOTE:  
 PASS  
 FAIL

**Resolution 23081713**  
**Approval of Policy: 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; and
- 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.

### J. Student Placement

MOTION

SECOND

VOTE:

PASS

FAIL

#### Resolution 23081714

#### Student Placement : 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>

### 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

SECOND

VOTE:

PASS

[ ] FAIL

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