

**KEYSTONE ACADEMY CHARTER SCHOOL
Philadelphia, PA 19135
BOARD OF TRUSTEES MEETING
FEBRUARY 20, 2025
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”
Paulda Dorisme - Member	“PD”

Board Members Present:	By Invitation: Non-Board Members:
	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:	
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B. Announcement of Executive Session – Mr. Daniel Saidel

1. I would like to state, for the 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 February 20, 2025, 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 25022001**
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 this Board Meeting Agenda as presented.

D. Approval of Minutes

MOTION | **Resolution 25022002**
SECOND | **Approval of the January 16, 2025, Board Meeting Minutes By: Mrs. Gretchen Alston, Board President**
VOTE: |
 PASS | RESOLVED, that the Board of Trustees of Keystone Academy Charter School
 FAIL | hereby approves the Revised Minutes of the **January 16, 2025**, meeting of the Board of Trustees of Keystone Academy Charter School as presented.

E. Reports

MOTION | **Resolution 25022003**
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, 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 25022004**
SECOND | **Acceptance of the January 2025 Treasury Report and the January 2025 Financial Reports 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 January 2025 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

FURTHER RESOLVED, that the Board of Trustees of Keystone Academy Charter School reviews and accepts the January 2025 Treasury Report in the respective amount of \$600,982.57 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. Saidel, School Solicitor.

MOTION
SECOND
VOTE:
 PASS
 FAIL

Resolution 25022005
Acceptance of the Finance/Audit Committee Report: Mrs. Gretchen Alston

RESOLVED that the Board of Trustees Keystone Academy Charter School hereby accepts the Finance/Audit Committee Report as presented by Mrs. Gretchen Alston 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. Saidel, School Solicitor.

F. Personnel

MOTION
SECOND
VOTE:
 PASS
 FAIL

Resolution 25022006
Approval of FMLA By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves FMLA for employee #80 effective February 18 through March 28, 2025; 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 25022007
Rescission of Employment Contract By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby rescinds the offer of employment to Tessa Redding retroactive to January 21, 2025; 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 25022008

SECOND

Acceptance of Resignation By: Dr. Claudia Lyles, CEO

VOTE:
 PASS
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the resignation of Adrianna Marrero, Classroom Aide, effective February 3, 2025; 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 25022009

SECOND

Approval of Professional Development By: Dr. Claudia Lyles, CEO

VOTE:
 PASS
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves fees for registration, lodging and travel for Amy Hess to attend *PAFPC Annual Conference 2025* in Hershey, PA for a total amount of \$1,338.42, on May 11-14, 2025 (Title I); 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 25022010

SECOND

Approval of Appointment By: DR. Claudia Lyles, CEO

VOTE:
 PASS
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the appointment of ALBA SHORI TO THE POSITION OF CLASSROOM AIDE AT A PRORATED YEARLY SALARY OF \$38,556.00 EFFECTIVE FEBRUARY 24, 2025; 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. Audit

MOTION

Resolution 25022011

SECOND

Acceptance of the Keystone Academy Charter School 2024 Financial Report (Audit) By: Mr. Michael Danyo, Business Manager

VOTE:
 PASS
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the Keystone Academy Charter School *2024 Annual Financial Report* prepared by Maillie; 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. Facility

MOTION

Resolution 25022012

SECOND

Approval of HVAC Repairs By: Dr. Claudia Lyles, CEO

VOTE:
 PASS
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School retroactively approves the following two payments to Lor-Mar in the amounts of \$29,318.00 and \$19,840.00, for repairs to the HVAC system on January 24, 2025, and January 31, 2025; 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

Resolution 25022013

SECOND

Approval of New and Updated Polices By: Dr. Claudia Lyles, CEO

VOTE:
 PASS
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves new and updated policies as listed below; 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.

POLICY 4.55 ADMINISTRATIVE PROCEDURE TRAVEL & LODGING REIMBURSEMENT

POLICY 5.20. BREACH OF COMPUTERIZED PERSONAL INFORMATION (PSBA 830).docx

POLICY 5.15. MAINTENANCE OF PROPERTY (PSBA 704). ADD POLICY #.docx

POLICY 4.160 METHODS FOR COLLECTION, TRANSMISSION, AND STORAGE OF INFORMATION. 200.336 .docx

POLICY 4.155 PARTICIPANT SUPPORT COST CLASSIFICATION 2 CFR 200.456.docx

POLICY 4.150. FRAUD (PSBA 828).docx

POLICY 4.145. CONFLICT OF INTEREST. FEDERAL PROGRAMS

(PSBA 827).docx
POLICY 4.140. CONTRACTED SERVICES (PSBA 818).docx
POLICY 4.135. RECORDS MANAGEMENT (PSBA 800). RETENTION TABLE.xlsx
POLICY 4.135. RECORDS MANAGEMENT (PSBA 800). RETENTION TABLE.pdf
POLICY 4.135. RECORDS MANAGEMENT (PSBA 800). INSERT RETENTION TABLE LINK THEREIN.docx
POLICY 4.130. LENDING OF EQUIPMENT AND BOOKS (PSBA 708).docx
POLICY 4.125. INVESTMENT OF CHARTER SCHOOL FUNDS (PSBA 609).docx
POLICY 4.120. PROPERTY RECORDS (PSBA 706).docx
POLICY 4.115. FUND BALANCE (PSBA 620).docx
POLICY 4.110. GASB STATEMENT 34 (CAPITALIZATION THRESHOLD (PSBA 622).docx
POLICY 4.105. PROCUREMENT CARDS (PSBA 625).docx
POLICY 4.100. COOPERATIVE PURCHASING (PSBA 613).docx
POLICY 4.95. PURCHASES BUDGETED (PO POLICY) PSBA 611.docx
POLICY 4.90. PURCHASES SUBJECT TO BID QUOTATION (PSBA 610).docx
POLICY 4.85. FEDERAL PROGRAM. PROCUREMENT (PSBA 626).docx
POLICY 4.80. FEDERAL PROGRAM. PERFORMANCE, FINANCIAL MONITORING, AND REPORTING. 200.328 - 330.docx
POLICY 4.75. FEDERAL PROGRAM. COST OBLIGATIONS AND PROPERTY (PSBA 626).docx
POLICY 4.70. FEDERAL PROGRAM. PROPERTY STANDARDS. 2 CFR 200.310-300.16.docx
POLICY 4.65. FEDERAL PROGRAM. CASH MANAGEMENT (PSBA 626).docx
POLICY 4.60. FEDERAL PROGRAM. TIME AND EFFORT POLICIES. 2 CFR 200.430.docx
POLICY 4.60. FEDERAL PROGRAM. TIME AND EFFORT POLICIES. 2 CFR 200.430. ADMINISTRATIVE PROCEDURE.docx
POLICY 4.50. FEDERAL PROGRAM. FRINGE BENEFITS COST 2 CFR 200.431.docx
POLICY 4.45. FEDERAL PROGRAM. EMPLOYEE HEALTH AND WELFARE COSTS. 2 CFR 200.437.docx
POLICY 4.40. FEDERAL PROGRAM. ALLOWABILITY OF COSTS (PSBA 626).docx
POLICY 4.35. FEDERAL PROGRAM. BASIC CONSIDERATIONS. 2 CFR 200.402 - 411.docx
POLICY 4.30. FEDERAL PROGRAM. GENERAL RESPONSIBILITY OF COST PRINCIPALS. 2 CFR 200.400 - 401.docx
POLICY 4.25. FEDERAL PROGRAM. BUDGET AND PROGRAM REVISION. 2 CFR 200.308.docx
POLICY 4.20. FEDERAL PROGRAM. COST SHARING & MATCHING. 2 CFR 200.306.docx

POLICY 4.15. FEDERAL PROGRAM. PAYMENT COMPLIANCE. 2 CFR 200.305.docx

POLICY 4.10. FEDERAL PROGRAM. INTERNAL PROTOCOLS. 2 CFR 200.303.docx

POLICY 4.05. FEDERAL PROGRAM. GENERAL FISCAL MANAGEMENT (PSBA 626).docx

POLICY 3.15.120. ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES (PSBA 815).docx

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>

J. DISCUSSION AND ANNOUNCEMENTS

THE NEXT REGULARLY SCHEDULED KEYSTONE ACADEMY CHARTER SCHOOL BOARD OF TRUSTEES MEETING IS TO BE HELD BY ZOOM ON MARCH 20, 2025.

ADJOURNMENT

MOTION

SECOND

VOTE:

[] PASS

[] FAIL
