

**KEYSTONE ACADEMY CHARTER SCHOOL  
Philadelphia, PA 19135  
BOARD OF TRUSTEES MEETING  
SEPTEMBER 19, 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>
<p>Gretchen Alston Fred Phelps Angela Epperson Tina Peterson</p>	<p>Dr. Claudia Lyles, Chief Executive Officer Daniel H. Saidel, Esq. Michael Danyo, Finance - Santilli &amp; Thomson Dr. Kathryn Makar, Chief Academic Officer</p>

<p><b>Board Members Absent:</b> Alma Diggs Marie McCarthy</p>	
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**B. Announcement of Executive Session – Mr. Daniel Saidel**

*I would like to state, for purposes of the Minutes of this meeting that on September 19, 2024, the Board of Trustees met in Executive Session for the following purposes under 65 P.S. § 708:*

(x) 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).

( 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  
TP  
SECOND  
AE  
VOTE:  
[ X ] PASS  
[ ] FAIL

**Resolution 24091901**  
**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  
FP  
SECOND  
TP  
VOTE:  
[ X ] PASS  
[ ] FAIL

**Resolution 24091902**  
**Approval of the August 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 Revised Minutes of the **August 15, 2024**, meeting of the Board of Trustees of Keystone Academy Charter School as presented.

## E. Reports

MOTION  
AE  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

### Resolution 24091903

#### 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. Claudia Lyles, CEO distributed and reviewed with the board the reports of the CEO:

#### 1) School opening

- a. School opened on September 3 and 4. Kindergarten parents met their teachers and received orientation on Tuesday the 3<sup>rd</sup>. Most parents attended.
- b. The first day of school was covered by Channel 6 news. The school's PR agent arranged this coverage.
- c. Enrollment stands at 648, which accounts for students who did not report during the first ten days and withdrawals.
- d. An autistic support classroom opened last week. An agency teacher is running the program. Students are assigned to the classroom on a part time basis, per their IEP. Each student has a one-to-one aide provided by an agency. Materials and supplies are being furnished by KACS.
- e. Back- to- School Night was held on Tuesday. Parents met with teachers in classrooms to receive an overview of the year and expectations. Special area teachers, guidance, food service, Idea Box and ESL set up stations in the gym. Each station provided resources to parents, and some offered make and take activities.

#### 2) Facility

- a. Repairs and upkeep to the building are ongoing. Repairs were made to a compressor (HVAC) in Room 103 before school began. Additional repairs are scheduled for a roof compressor next month.

- b. LED lights were installed in the third-floor hallway in late August.

**3) Staffing**

- a. The school is fully staffed, at present. Several childcare leaves are anticipated in early winter.

**4) Student Activities**

- a. Dr. Cox coordinated a program with grade 5 students to provide input to the Rendell Center’s Celebration of the 250<sup>th</sup> anniversary of the USA. Students reviewed components of the constitution and provided their thoughts on how to make the country better. She will also kick off the monthly Cultural Awareness activities in October. The focus will be upon Hispanic Heritage, Culture and Contributions.

**Resolution 24091904**

**Acceptance of the August 2024 Treasury Report and the August 2024 Financial Reports 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 August 2024 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 August 2024 Treasury Report in the amount of \$316,469.80, 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.

M. Danyo distributed and reviewed with the board the August 2024 Financial Report of Michael Danyo and the August 2024 Treasury Report in the amount of \$316,469.80, as presented by Michael Danyo.

**F. Agreements**

MOTION  
TP  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

**Resolution 24091905**

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

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby retroactively approves an agreement, as presented, with

Community Council for the provision of a Special Education Teacher effective September 9, 2024, in the amount of \$9,450 per month, for the 2024-2025 School Year; 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 agreement with Community Council for the provision of a Special Education Teacher effective September 9, 2024, in the amount of \$9,450 per month, for the 2024-2025 School Year.

### G. Equipment and Classroom Supplies

MOTION  
FP  
SECOND  
TP  
VOTE:  
 PASS  
 FAIL

#### **Resolution 24091906**

#### **Approval of the Disposal/Donation of Equipment By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the disposal/donation of the following equipment:

- 1) Refrigerator – disposed;
- 2) 10 broken chairs and desks – disposed;
- 3) Filing cabinet – disposed;
- 4) 66 blue plastic chairs – donated; 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 disposal/donation of equipment.

#### **Resolution 24091907**

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

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves an allocation of up to \$300.00 per teacher for the purchase of consumable classroom supplies during the 2024-2025 school year in the amount of \$15,000.00 (ESSER); 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  
TP  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

Dr. Lyles reviewed with the board an allocation of up to \$300.00 per teacher for the purchase of consumable classroom supplies during the 2024-2025 school year in the amount of \$15,000.00 (ESSER).

## H. Professional Development

MOTION  
AE  
SECOND  
TP  
VOTE:  
 PASS  
 FAIL

### **Resolution 24091908** **Approval of Agreement By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves payment to Maria Banks, as presented, in the amount of \$16,400.00 for the provision of on-site professional development effective October 14, 2024 through August 2025 (ESSER); 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 payment to Maria Banks in the amount of \$16,400.00 for the provision of on-site professional development effective October 14, 2024 through August 2025 (ESSER).

### **Resolution 24091909** **Approval of Memberships By: Dr. Claudia Lyles, CEO**

MOTION  
AE  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves payment for individual memberships to professional organizations for certificated staff an amount not to exceed \$7,000.00 (ESSER); 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 individual memberships to professional organizations for certificated staff.

### **Resolution 24091910** **Approval of Agreement By: Dr. Claudia Lyles, CEO**

MOTION  
FP  
SECOND  
TP  
VOTE:  
 PASS  
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves payment to Holy Family University in the amount of \$5,557.00 (ESSER) for a program of professional development for Danielle Vokes, for the completion of new special education requirements (ESSER); 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 payment to Holy Family University in the amount of \$5,557.00 (ESSER) for a program of professional development for Danielle Vokes, for the completion of new special education requirements (ESSER).

## I. Personnel

MOTION  
TP  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

### **Resolution 24091911**

#### **Approval of 2024-25 Retention Incentive Bonus By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves a Retention Incentive Bonus in the amount of a net check of \$1,500.00 for each Keystone Academy Charter School faculty and staff member, to be distributed during the last week of September 2024 to Keystone Academy Charter School faculty and staff that are employed by Keystone Academy Charter School on the date of its distribution (ESSER); 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 a Retention Incentive Bonus in the amount of a net check of \$1,500.00 for each Keystone Academy Charter School faculty and staff member, to be distributed during the last week of September 2024 to Keystone Academy Charter School faculty and staff that are employed by Keystone Academy Charter School on the date of its distribution (ESSER).

### **Resolution 24091912**

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

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

- 1) Jennifer Engle, Classroom Teacher, effective August 14, 2024;
- 2) Matthew Stelmach, Classroom Teacher, effective August 19, 2024; and
- 3) Angela Olson, Building Substitute, effective August 28, 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  
FP  
SECOND  
TP  
VOTE:  
 PASS  
 FAIL

**Resolution 24091913**  
**Approval of Appointments By: Dr. Claudia Lyles, CEO**

MOTION  
 AE  
 SECOND  
 FP  
 VOTE:  
 PASS  
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby retroactively approves the appointments of the following Keystone Academy Charter School staff effective as of the dates as described below:

- 1) Katrina Clouser to the position of Classroom Teacher, effective September 3, 2024, at a prorated annual salary of \$68,463.69;
- 2) Michael Andrews to the position of ESL Teacher, effective September 9, 2024, at a prorated annual salary of \$54,045.87;
- 3) Gwen Mitchell to the position of Classroom Teacher, effective August 21, 2024 at an annual salary of \$68,552.62;
- 4) Leslie Gonzalez to the position of Building Substitute, effective August 21, 2024 at an annual salary of \$44,064.00;
- 5) Adrianna Marrero to the position of Classroom Aide, effective August 21, 2024 at an annual salary of \$38,556.00;
- 6) Cheryl Berson to the position of Classroom Teacher, effective August 21, 2024, at an annual salary of \$54,045.87;
- 7) Vincent Colavita to the position of School Counselor, effective September 16, 2024, at a prorated annual salary of \$54,045.87; 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 the Keystone Academy Charter School staff as described in Resolution **24091913**.

**Resolution 24091914**  
**Extra-Curricular Payment 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 compensation, as noted below, for the following personnel for mentoring during the 2024-2025 school year;

<b>Mentees:</b>	<b>Mentors</b>
David In- 2A	Melissa Ruppert-\$500
Gwen Mitchell (KA)	Lisa Alullo -\$500
Aimee Broadbelt- 3C	Kelly Koreck- \$700
Fallon Pessa- 2B	Melissa Ruppert-\$700
Maria Chiatti- 1D	Christine Gehring-\$500
Katie Baldwin-5C	Jamie Hughes-\$500
Heather Geiger-KC	Mary Cyr-\$500
Cheryl Berson-KD	Kelly Koreck-\$500
Gaviyonne Gibbons-Spec Ed K-1	Danielle Vokes-\$700
Jacklyn VanSant-Spec Ed 3	Colleen Myers-\$700



LaVaughn Jones-Spec Ed AS	Kerri Wiest-\$700
Michael Andrews- ESL	Kristen Leonard- \$500

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 compensation for Keystone Academy Charter School personnel for mentoring other Keystone Academy Charter School personnel during the 2024-2025 school year.

**Resolution 24091915  
Extra-Curricular Payment By: Dr. Claudia Lyles, CEO**

MOTION  
FP  
SECOND  
AE  
VOTE:  
 PASS  
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves compensation, as described below, for the following personnel to teach on the following 2024-2025 school year Saturday School dates, for fifty-one (51) hours each for teachers, aides and secretaries, and sixty-eight (68) hours for the supervisor, at the rates of \$45/hr. for supervisor, \$35/hr. for teachers and \$25/hr. for aides and secretary, beginning October 12, 2024 and ending on April 12, 2025 in a total program amount of \$14,535.00; and

**Saturday School Dates:**

October 12<sup>th</sup>, 19<sup>th</sup>, and 26<sup>th</sup>  
November 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup>  
December 7<sup>th</sup>, 14<sup>th</sup>  
January 11<sup>th</sup>, 25<sup>th</sup>  
February 1<sup>st</sup>, 8<sup>th</sup>, 22<sup>nd</sup>  
March 15<sup>th</sup>, 22<sup>nd</sup>  
April 5<sup>th</sup>, 12<sup>th</sup>

**Times:** 9:00 AM-12:00 PM

**Staff in a total amount of \$3,060**

Supervisor: Lisa Alullo

**Teachers in a total amount of \$8,925**

Aimee Broadbelt  
Nina Dressler  
Rylee Shockley  
Kristen Leonard  
Colleen Myers

**Aides and Secretary in a total amount of \$2,550**

Desiree Amerman (Secretary)  
Damelis Diaz (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.

Dr. Lyles reviewed with the board compensation for Keystone Academy Charter School personnel for their services during the 2024-2025 school year Saturday School.

**Resolution 24091916**  
**Extra-Curricular Payment By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves personnel, compensation and clubs, as described below, at hourly rates of \$35 for teachers and \$25 for secretary and aides, in a total program amount of \$4,940.00; and

1. Christine Gehring and Colleen Myers - *National Junior Honor Society*, 7th to 8th Grade - Tuesdays, 10/1/2024 - 5/22/2025 - 32 total hours each, in the total amount of \$2,240.00;
2. Charles Roberts and William Masgai – *Intramural Sports Club*, 7th & 8th Grade - Tuesdays - 10/1/2024 - 5/27/2025 - 30 total hours each; in the total amount of \$1,500.00; and
3. Desiree Amerman, Secretary, 48 total hours from 10/1/2024 to 5/27/24, in the amount of \$1,200.00; 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 personnel and their compensation for their services during the 2024-2025 school year for the Keystone Academy Charter School clubs.

**J. Policy and Plans**

MOTION  
TP  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

**Resolution 24091917**  
**Approval of Policies By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the revision of the *Enrollment Policy* and the adoption of a new policy, *Student Expression Policy*, as presented and described below:

- 1) Enrollment Policy (revised); and
- 2) Student Expression (new); 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 revision of the *Enrollment Policy* and the adoption of a new policy, *Student Expression Policy*.

**Resolution 24091918**  
**Approval of Comprehensive Plan By: Dr. Claudia Lyles, CEO**

MOTION  
FP  
SECOND  
AE  
VOTE:  
 PASS  
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the Comprehensive Plan/Schoolwide Title I Plan for school years 2024-2027; 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 Comprehensive Plan/Schoolwide Title I Plan for school years 2024-2027.

**K. Board Committee**

MOTION  
FP  
SECOND  
AE  
VOTE:  
 PASS  
 FAIL

**Resolution 24091919**  
**Approval of Finance and Audit Committee By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves a name change for the *Finance Committee* to “*Finance and Audit Committee of the Board of Trustees*”, effective September 19, 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 name change for the *Finance Committee* to “*Finance and Audit Committee of the Board of Trustees*”, effective September 19, 2024.

**Special Announcement By: Mrs. Gretchen Alston, Board President**

The Board of Trustees has a vacancy that must be filled by a Keystone Academy parent. The parent will be a full member of the board with voting privileges. This is a volunteer position. Please contact the Board President for details- galston@keystoneacademycs.org. Information regarding the position is posted on the school website.

*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>

**L. DISCUSSION AND ANNOUNCEMENTS**

THE NEXT REGULARLY SCHEDULED KEYSTONE ACADEMY CHARTER SCHOOL BOARD OF TRUSTEES MEETING IS TO BE HELD BY ZOOM ON OCTOBER 17, 2024.

**ADJOURNMENT**

MOTION

FP

SECOND

TP

VOTE:

PASS

FAIL