KEYSTONE ACADEMY CHARTER SCHOOL
Philadelphia, PA 19135
BOARD OF TRUSTEES MEETING
JUNE 19, 2025
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.

A. Roll Call by Daniel 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:
Gretchen Alston Fred Phelps Alma Diggs Angela Epperson Marie McCarthy Tina Peterson Paulda Dorisme	Dr. Claudia Lyles, Chief Executive Officer Daniel H. Saidel, Esq. Michael Danyo, Finance - Santilli & Thomson Dr. Kathryn Makar, Chief Academic Officer
Board Members Absent: **None**	

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

I would like to state, for purposes of the Minutes of this meeting that on June 19, 2025 the Board of Trustees met in Executive Session for the following purposes under 65 P.S. § 708:

(x) 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.

(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
TP
VOTE:
[X] PASS
[ ] FAIL

Resolution 25061901
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
PD
VOTE:
[X] PASS
[ ] FAIL

Resolution 25061902
Approval of the May 15, 2025, 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 May 15, 2025, meeting of the Board of Trustees of Keystone Academy Charter School as presented.

E. Reports

MOTION
AE
SECOND
FP
VOTE:
[X] PASS
[ ] FAIL

Resolution 25061903
Report of the Dr. Claudia Lyles, CEO By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the report of Dr. Claudia Lyles, 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.

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

Resolution 25061904
Acceptance of the May 2025 Treasury Report and the May 2025 Financial Reports By: Mr. Michael Danyo of Santilli and Thomson

MOTION
MM
SECOND
AE
VOTE:
[X] PASS
[ ] FAIL

RESOLVED that the Board of Trustees Keystone Academy Charter School hereby reviews and accepts the May 2025 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 May 2025 Treasury Report in the amount of $355,423.00 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 May 2025 Financial Reports of Michael Danyo and the May 2025 Treasury Report in the amount of $355,423.00 as presented by Michael Danyo of Santilli and Thomson.

Resolution 25061905
Approval of the Fund Balance Amendment By: Mr. Michael Danyo of Santilli and Thomson

MOTION
FP
SECOND
TP
VOTE:
[X] PASS
[ ] FAIL

RESOLVED, the Board of Trustees of Keystone Academy Charter School approves a fund balance amendment in compliance with the Government Accounting Standards Board (GASB) Statement 54, and therefore, the Board of Trustees hereby authorizes the following appropriations and designations of fund balance as follows:

Projected Fund Balance 6/30/2025:
$19,150,413;
Non-spendable Fund Balance:
$8,724,840;
Designations of fund balance:
Committed to future PSERS obligations
$720,620;
Committed to capital technology improvements
$3,704,953;

Committed to capital improvements
$6,000,000;
Unassigned projected fund balance 6/30/2025:
$ 0; 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 reviewed with the board the fund balance amendment in compliance with the Government Accounting Standards Board (GASB) Statement 54, and therefore, the Board of Trustees hereby authorized the following appropriations and designations of fund balance as follows:

Projected Fund Balance 6/30/2025:
$19,150,413;
Non-spendable Fund Balance:
$8,724,840;
Designations of fund balance:
Committed to future PSERS obligations
$720,620;
Committed to capital technology improvements
$3,704,953;
Committed to capital improvements
$6,000,000; and
Unassigned projected fund balance 6/30/2025:
$ 0.

F. Contracts

MOTION
FP
SECOND
MM
VOTE:
[X] PASS
[ ] FAIL

Resolution 25061906
Approval of Food Service Contract By: Dr. Claudia Lyles CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves a contract with The Nutrition Group, as presented, in the amount of $289,806.11 for the provision of food services in School Year 2025-2026 and with a projected profit of $23,339.48; 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.

Dr. Lyles distributed and reviewed with the board the contract with The Nutrition Group in the amount of $289,806.11 for the provision of food services in School Year 2025-2026 and with a projected profit of $23,339.48.

Resolution 25061907
Approval of ATX Contract By: Dr. Claudia Lyles CEO

MOTION
FP
SECOND
MM
VOTE:
[X] PASS
[ ] FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves a contract renewal with ATX, as presented, in the individual amount of $109,440.00 for the provision of two teachers in School Year 2025-2026; 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.

Dr. Lyles distributed and reviewed with the board the contract renewal with ATX in the individual amount of $109,440.00 for the provision of two teachers in School Year 2025-2026.

Resolution 25061908
Approval of MACCS Contract By: Dr. Claudia Lyles CEO

MOTION
FP
SECOND
MM
VOTE:
[X] PASS
[ ] FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves a contract renewal with MACCS, as presented, for the provision of nursing services for School Year 2025-2026 in the amount of $114,927.28; 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.

Dr. Lyles distributed and reviewed with the board the contract renewal with MACCS for the provision of nursing services for School Year 2025-2026 in the amount of $114,927.28.

Resolution 25061909
Approval of PA Public Safety Task Force Contract By: Dr. Claudia Lyles CEO

MOTION
FP
SECOND
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VOTE:
[X] PASS

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves a contract renewal with PA Public Safety Task Force, as presented, for the provision of security services for School Year 2025-2026

[ ] FAIL

in the amount of $32/hr., with the actual weekly number of hours determined by Keystone Academy Charter School, 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.

Dr. Lyles distributed and reviewed with the board the contract renewal with PA Public Safety Task Force for the provision of security services for School Year 2025-2026 in the amount of $32/hr., with the actual weekly number of hours determined by Keystone Academy Charter School.

G. Instructional Program

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

Resolution 25061910
Approval of Developmental Kindergarten Program By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the creation and implementation of a Developmental Kindergarten class to commence in School Year 2025-2026; 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 creation and implementation of a Developmental Kindergarten class to commence in School Year 2025-2026.

H. Personnel

MOTION
PD
SECOND
AE
VOTE:
[X] PASS
[ ] FAIL

Resolution 25061911
Approval of Summer School and ESY Programs By: Dr. Claudia Lyles CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves 2025 Summer School and ESY programs from June 23-July 24, 2025 (20 days); 8am-12pm Monday-Thursday (80 hours total- direct instruction- and five (5) teacher planning hours as follows:

1) Virginia Poulterer - $25/hr. for an individual amount of $2,000.00;
2) Kamisha Gayle - Teachers - $35/hr. for an individual amount of $2,975.00; and

FURTHER RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves payment for summer work including:

3) Kristen Leonard thirty (30) hours for ESL testing at $35/hr.; and
4) Brent Kreiser thirty (30) hours for Special Education IEP review at $35/hr.; and
5) Michelle Delbuono forty (40) hours for materials inventory and ordering at $35/hr.; and

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.

Dr. Lyles reviewed with the board **Resolution 25061911.**

Resolution 25061912
Approval of Summer Work Hours By: Dr. Claudia Lyles, CEO

MOTION
FP
SECOND
MM
VOTE:
[X] PASS
[ ] FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves payment to the guidance counselors for the development and facilitation of Grades 6-8 Summer Orientation; six (6) hours including planning at $35/hr. in a total amount of $630.00 for:

1. Rebecca Norcross;
2. Vincent Colavita;
3. Megan Kretzinger; 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.

Dr. Lyles reviewed with the board **Resolution 25061912.**

Resolution 25061913
Approval of Short-Term Appointment By: Dr. Claudia Lyles, CEO

MOTION
TP
SECOND
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VOTE:
[X] PASS
[ ] FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves a short-term position appointment, from June 23-July 24, 2025 (20 days) at the rate of $35/hr.; 8am-12pm Monday-Thursday (80 hours total- direct instruction- and five (5) teacher planning hours, in a total amount of $2,975.00 for:

1. Nina Dressler, Teacher; and;

FURTHER RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves a short-term position appointment, not to exceed twenty (20) hours at the rate of $25/hr., for Jessica Harris to the position of Classroom Aide retroactive from June 18 to August 19, 2025 for preparation and training to implement the Developmental Kindergarten Program; 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.

Dr. Lyles reviewed with the board **Resolution 25061913.**

Resolution 25061914
Approval of Appointments By: Dr. Claudia Lyles CEO

MOTION
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SECOND
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VOTE:
[X] PASS
[ ] FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the appointments of the following:

1) Juleen Abu-Ali, to the position of classroom teacher effective 8/20/2025 at an annual salary of $52,029.78; and
2) Elyssa Fox to the position of classroom teacher effective 8/20/2025 at an annual salary of $52,029.78; and
3) Julie Rose to the position of classroom teacher effective 8/20/2025 at an annual salary of $69,832.97; 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.

Dr. Lyles reviewed with the board **Resolution 25061914.**

Resolution 25061915
Resignations By: Dr. Claudia Lyles CEO

MOTION
FP
SECOND
TP
VOTE:
[X] PASS
[ ] FAIL

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

1. Nina Dressler, effective June 18, 2025 and;
2. Leslie Gonzalez, effective June 18, 2025 and;
3. Andrea Adore, effective June 27, 2925; 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.

Resolution 25061916
Approval of 2025 Kindergarten Workshops By: Dr. Claudia Lyles CEO

MOTION
MM
SECOND
FP
VOTE:
[X] PASS
[ ] FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves 2025 Kindergarten Workshops and payments to the following staff to facilitate the program, at an hourly rate of $35 for Teachers and $25 for Aides, three (3) hours per day in a total program amount of $1995.00 as follows:

Teachers
1. Lisa Masgai- July 15 and August 6 - $210;
2. Bill Masgai- July 15 and August 6 - $210;
3. Kristen Leonard- July 15 and August 6 - $210;
4. Christina Carrasquillo- July 15th- $105;
5. Danielle Vokes- August 6 - $105;
6. Brent Kreiser- July 15 and August 6 - $210;
7. Michelle Del Buono- July 15 and August 6 - $210;
8. Mary Cyr- July 15 and August 6 - $210;

Classroom Aides
1. Wendsday Spilleth - July 15 and August 6 - $150;
2. Delilah Santiago - July 15 and August 6 - $150;
3. Irma Alicka - July 15 - $75;
4. Rudina Bani - July 15 - $75;
5. Emarie Villanueva - August 6 - $75; 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.

Dr. Lyles reviewed with the board **Resolution 25061916.**

Resolution 25061917
Approval of 2025 Summer Writing Teams By: Dr. Claudia Lyles CEO

MOTION
AE
SECOND
TP

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves 2025 Summer Curriculum Writing Teams at a rate of $35/hr.

VOTE:
[X] PASS
[ ] FAIL

for twenty-five hours (25) in an individual amount of $875.00 and a total amount of $12,250 for:

Summer Curriculum Writing Teams

1. Mary Cyr
2. Christi O'Neill
3. Marian Amaro
4. Elizabeth Grillo
5. Aimee Broadbelt
6. Rylee Shockley
7. Christine Gehring
8. Lisa Masgai
9. Allison Knorr
10. Katie Baldwin
11. Jaime Hughes
12. Jackie Palma
13. William Masgai
14. Colleen Myers; 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.

Dr. Lyles reviewed with the board **Resolution 25061917.**

Resolution 25061918
Approval of Professional Development By: Dr. Claudia Lyles CEO

MOTION
FP
SECOND
MM
VOTE:
[X] PASS
[ ] FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves compensation for two (2) hours of Focus Training (student information system) at a rate of $35/hr. for:

1. Christine Sanginiti (Gehring)
2. Katherine Miksis (Grey)
3. Allison Waldron
4. Jamie Hughes
5. Jaclyn Palma
6. Amanda Roberts; 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 **Resolution 25061918.**

I. Lease Subsidy Reimbursement

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

Resolution 25061919
Approval of the Keystone Academy Charter School 2024-2025 Lease Reimbursement Subsidy By: Mr. Michael Danyo of Santilli and Thomson

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the 2024-2025 Lease Reimbursement Subsidy; 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.

M. Danyo reviewed with the board the 2024-2025 Lease Reimbursement Subsidy.

J. Keystone Academy Charter School Safety Coordinator Report, dated May 2025

MOTION
PD
SECOND
FP
VOTE:
[X] PASS
[ ] FAIL

Resolution 25061920
Approval of the Keystone Academy Charter School Safety Coordinator Report - May 2025 By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the Keystone Academy Charter School Safety Coordinator Report, dated May 2025, as reviewed by the Board of Trustees of the Keystone Academy Charter School in its June 19, 2025 executive session; 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.

By Roll Call Vote:

Gretchen Alston Yes
Fred Phelps Yes
Alma Diggs Yes
Angela Epperson Yes
Marie McCarthy Yes
Tina Peterson Yes
Paulda Dorisme Yes

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.

Who	***What***
None	***None***

J. Discussion and Announcements

THE NEXT REGULARLY SCHEDULED KEYSTONE ACADEMY CHARTER SCHOOL BOARD OF TRUSTEES MEETING IS TO BE HELD BY ZOOM ON AUGUST 21, 2025.

Adjournment

MOTION
TP
SECOND
FP
VOTE:
[X] PASS
[ ] FAIL