

KEYSTONE ACADEMY CHARTER SCHOOL
Philadelphia, PA 19135
BOARD OF TRUSTEES MEETING
AUGUST 20, 2026
7:00 PM
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: David Annecharico, Esq.

Gretchen Alston - President	"GA"
Fred Phelps - Vice President	"FP"
Angela Epperson - Secretary	"AE"
Tina Peterson - Treasurer	"TP"
Paulda Dorisme- Member	"PD"

Board Members Present:	By Invitation: Non-Board Members:
Gretchen Alston	Dr. Claudia Lyles, Chief Executive Officer
Fred Phelps	Michael Danyo, Finance - Santilli &
Angela Epperson	Thomson
Tina Peterson	David Annecharico, Esq.
Paula Dorisme	Craig Butler
Board Members Absent:	
None	

B. Announcement of Executive Session By: David Annecharico, Esq.

I would like to state, for purposes of the Minutes of this meeting that on August 20, 2026, 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.

Special Announcement By: Mrs. Gretchen Alston, Board President

The Board of Trustees has two vacancies that must be filled. Any newly appointed Trustee 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 Keystone Academy Charter School's website.

C. Approval of Agenda

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

Resolution 26082001

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.

The Board engaged in general discussion.

D. Approval of Minutes

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

Resolution 26082002

Approval of the June 18, 2026, 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 **June 18, 2026**, meeting of the Board of Trustees of Keystone Academy Charter School as presented.

The Board engaged in general discussion.

E. Reports

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

Resolution 26082003

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. Lyles presented the CEO Report as included in the board packet. Student enrollment stands at 670. Eight new teachers were hired, one Special Education Aide was hired for the Autistic Support Classroom, two Special Education Teachers are provided under contracts with outside agencies, and two Classroom Aide positions remain open and advertised. All new staff completed Induction, and classrooms will be ready for students arriving September 1. Summer School, ELL, and ESY programs ran June 22 through July 24 with 79 students attending, and the six week Algebra I Bridge program drew 22 students. Required inspections were completed in June and July, and minor repairs were made in preparation for opening. The charter renewal application and five supporting documents were submitted on August 6, 2026; the Charter Schools Office will attend the October 21, 2026 board meeting virtually and will visit the school on January 26, 2027. A Middle States accreditation team will visit November 30 through December 3, 2026, including an in-person meeting with the Board. The redesigned website remains on schedule for a mid to late September launch, with student images generated by artificial intelligence to avoid safety and security issues with student photographs.

Resolution 26082004

Acceptance of the June and July 2026 Treasury and Financial Reports By: Mr. Michael Danyo of Santilli and Thomson

RESOLVED that the Board of Trustees Keystone Academy Charter School hereby reviews and accepts the June and July 2026 Treasury and 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 June and July Treasury Report in the respective amounts of \$839,200.96 and \$1,061,352.96 as presented by Michael Danyo of Santilli and Thomson; and

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

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.

Mr. Danyo presented the June and July 2026 financial reports. For the year ended June 30, 2026, he reported a projected surplus of approximately \$1.4 to \$1.5 million, subject to outstanding special education professional services expenditures and the final special education transportation chargeback invoice, and just under 400 days cash on hand. For July 2026, he reported subsidy rates nearly 10% above the 5.5% assumed in the adopted budget, leaving revenue approximately \$52,000 favorable to budget, and expenditures within \$3,000 of the adopted budget.

Resolution 26082005

Approval of 2026-27 School Title I Report By: Dr. Claudia Lyles CEO

RESOLVED that the Board of Trustees Keystone Academy Charter School hereby reviews and accepts the Keystone Academy Charter School 2026-27 School Title I Report as prepared by Mrs. Amy Hess; 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. Lyles presented the 2026-27 Schoolwide Title I plan as included in the board packet.

F. Academic Program

Resolution 26082006

2026 Summer Program By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby retroactively approves payment to Keystone Academy Charter School staff member Ms. Rebecca Rodriguez at an hourly rate of \$35 for the provision of Algebra I Bridge program instruction for a total amount of \$2,975.00; 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
TP
SECOND

VOTE:
[X] PASS
[] FAIL

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

Dr. Lyles advised that the request was retroactive and that the program bridges seventh grade students into Algebra 1 in September.

G. Personnel

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

Resolution 26082007

Approval of Appointments By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the appointments of the following to be personnel at Keystone Academy Charter School, effective August 20, 2026:

- 1) Michelle Miller to the position of Teacher at an annual salary of \$74,805.08;
- 2) Maysen Paul to the position of Teacher at an annual salary of \$54,110.97; 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. Lyles confirmed the proposed salaries indicated above.

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

Resolution 26082008

Acceptance of Resignations By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the following Keystone Academy Charter School staff resignations;

- 1) Alycia Maher, Speech and Language Therapist, effective July 24, 2026;
- 2) Amanda Roberts, effective June 18, 2026;
- 3) Michelle O'Connor, effective June 18, 2026, 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. Lyles advised that Ms. Maher accepted the position but relocated and never began work.

MOTION
FP

SECOND
TP

VOTE:
☒ PASS
☐ FAIL MOTION

Resolution 26082009

Approval of Attendance Bonuses By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves a bonus in the amount of net \$1000.00 to Keystone Academy Charter School staff whose attendance rate was 97% during the 2025-26 school year;

- 1) Jacklyn VanSant
- 2) Christi O'Neill
- 3) Catherine Miksis
- 4) Kristen Leonard
- 5) Katelyn Kozich
- 6) Jennifer Herrick
- 7) Jessica Harris
- 8) Heather Geiger, 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.

The Board engaged in general discussion.

MOTION
TP
SECOND
FP

VOTE:
☒ PASS
☐ FAIL

Resolution 26082010

Approval of Mentor Stipend By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves stipends to the following Keystone Academy Charter School staff for serving as school year 2026-27 Mentors in a total amount of \$4,700:

Katelyn Kozich -\$500
Jaclyn Palma -\$500
Aimee Broadbelt -\$500
Katie Baldwin -\$500
Melissa Ruppert -\$500
Christi O'Neill-\$500
Kelly Koreck -\$500
Colleen Meyers-\$500
Kerri Wiest -\$700 (uncertified mentee); and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO, or any officer of this Board is directed and authorized to execute any document necessary or

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

delegate any task necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor

Dr. Lyles advised that mentors of certified teachers receive \$500 and that the mentor of an uncertified or emergency certified teacher receives \$700.

Resolution 26082011

Classroom Set-up Stipend By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves a stipend in the individual amount of \$300 paid to new Keystone Academy Charter School teachers for classroom set-up purchases; 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. Lyles advised that eight new teachers currently qualify for the stipend.

H. Approval of Contracts

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

Resolution 26082012

Approval of Agreements By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves of and authorizes Dr. Claudia Lyles, CEO to enter into the school year 2026-27 agreement with:

- 1) Enspire for the provision of evaluations, re-evaluations and ADOS Assessments in the amount of \$14,000/month and;
- 2) Enspire for the provision of:
 - Special Education Compliance at \$70/hr.;
 - Bilingual evaluation \$2,000 each;
 - Special Education Teacher at a rate of \$65/hr.; and

FURTHER RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves an agreement with A Step-Up Academy for tuition for student #10162561 in the amount of \$124,550.00 for school year 2026-27; and

FURTHER RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves an agreement with Community Council Education Services for tuition at the following rates:

- 1) \$24,500 per student; or
- 2) \$23,500 per student if three or more are enrolled; and

FURTHER RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves an agreement with Community Council Education Services for the provision of Personal Care Assistant (PCA) at the following rates:

- 1) \$34/hr. if assigned to one student;
- 2) \$36/hr. if assigned to two students;
- 3) \$32.50/hr. if the school contracts for five (5) or more PCAs;
- 4) \$20/hr. for PD required by the school; and

FURTHER RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves an agreement with Maria Banks, Toolz4Teachers, for the provision of onsite professional development, mentoring and coaching for a total of thirty-six (36) hours in a yearly amount of \$36,000; 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 26082012** in consultation with Daniel H. Saidel, School Solicitor.

The Board confirmed with Dr. Lyles that the resolution covers five agreements as listed in the agenda.

I. Professional Membership Renewal

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

Resolution 26082013

Approval of Professional Organization Membership

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves of and authorizes Dr. Claudia Lyles, CEO to renew the school's membership with AACSC for school year 2026-27 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 execute any document necessary or delegate any task necessary to effect this resolution in consultation with Daniel H. Saidel, School Solicitor.

The Board engaged in general discussion.

J. Installation of Mr. Craig Butler as Trustee

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

Resolution 26082014

Approval of Mr. Craig Butler as Trustee¹

WHEREAS: Tina Peterson, a board member of the Board of Trustees of Keystone Academy Charter School hereby nominates Craig Butler to be a Board Member of Keystone Academy Charter School effective immediately;

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby elects Craig Butler to be a Board Member of Keystone Academy Charter School effective immediately; 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.

The resolution was taken out of order as the first item of business. Following the roll call vote, Mr. Annecharico administered the oath of office and Mr. Butler took his seat as a Trustee of the Board of Trustees.

By Roll Call Vote:

Gretchen Alston - aye
Fred Phelps - aye
Angela Epperson - aye
Tina Peterson – aye
Paula Dorisme – aye

David Annecharico, Esq, administered the Oath of Office:

I, CRAIG A. BUTLER do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth, and that I will discharge the duties of my office with fidelity.

Mr. Butler was welcomed to the board by all.

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?

¹ G. Alston called for this resolution to be the first resolution voted upon by the Board at the start of this meeting.

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>

K. DISCUSSION AND ANNOUNCEMENTS

THE NEXT REGULARLY SCHEDULED KEYSTONE ACADEMY CHARTER SCHOOL BOARD OF TRUSTEES MEETING IS TO BE HELD BY ZOOM ON SEPTEMBER 17, 2026.

ADJOURNMENT

MOTION

TP

SECOND

FP

VOTE:

☒ PASS

☐ FAIL
