

KEYSTONE ACADEMY CHARTER SCHOOL
4521 Longshore Avenue
Philadelphia, PA 19135
BOARD OF TRUSTEES MEETING
DECEMBER 21, 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”

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 December 21, 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 23122101**
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 23122102**
SECOND | **Approval of the November 16, 2023, 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 Minutes of the **November 16, 2023**, meeting of the Board of Trustees of Keystone Academy Charter School.

E. Reports

MOTION | **Resolution 23122103**
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. Sidel, School Solicitor.

MOTION | **Resolution 23122104**
SECOND | **Acceptance of the November 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 November 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 November 2023 *Treasury Report* in the amount of \$795,641.62 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. Professional Development

MOTION

Resolution 23122105

SECOND

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

VOTE:
 PASS
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves registration, attendance, travel, meals, and lodging fees for Kathryn Makar and Amy Hess to attend “Improving Schools Conference 2024” provided by the PA Association of Federal Program Coordinators in Pittsburgh, PA on February 2-7, 2024, in a total amount of \$2,722.00 (ESSER funds); 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. Board of Trustees 2024-25 Meeting Schedule

MOTION

Resolution 23122106

SECOND

Approval of Board of Trustees 2024-25 Meeting Schedule By: Dr. Claudia Lyles, CEO

VOTE:
 PASS
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the 2024-25 Board of Trustees Meeting Schedule 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.

H. Student Placement

MOTION

Resolution 23122107

SECOND

Approval of Student Placement By: Dr. Claudia Lyles, CEO

VOTE:
 PASS
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the placement, tuition, and fees for student #10046990 in the

amount of \$242.00 per day, for one hundred and twelve (112) days effective, January 8, 2024, in the amount of \$27,104.00, at Life Works School; 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.

I. Contracts

MOTION

Resolution 23122108

SECOND

Approval of 2024 Cleaning Service Agreement By: Dr. Claudia Lyles, CEO

VOTE:

PASS

FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves an amended agreement, as presented, for the provision of cleaning services with Clean Net in a monthly amount of \$14,599.27, effective January 8, 2024, which includes a 5% increase to the charges for the existing cost and an adjustment cost to include their services in the new building; 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. Personnel

MOTION

Resolution 23122109

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 Kelly Liston, Teacher, effective January 12, 2024; 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.

MOTION

Resolution 23122110

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 Natali Martinez to the position of Classroom Aide, effective January 8, 2024, at a prorated annual salary of \$37,800.00; 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.

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 JANUARY 18, 2024.

ADJOURNMENT

MOTION.

SECOND

VOTE:

[] PASS

[] FAIL
