

**KEYSTONE ACADEMY CHARTER SCHOOL  
Philadelphia, PA 19135  
BOARD OF TRUSTEES MEETING  
JUNE 20, 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 7:00 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 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>
Gretchen Alston Fred Phelps Tina Peterson Marie McCarthy	Dr. Claudia Lyles, Chief Executive Officer Daniel H. Saidel, Esq. Michael Danyo, Finance - Santilli & Thomson
<b>Board Members Absent:</b> Alma Diggs Angela Epperson	

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

*I would like to state, for purposes of the Minutes of this meeting, the Board of Trustees did not meet in Executive Session prior to this meeting.*

**C. Approval of Agenda**

MOTION  
MM  
SECOND  
AE  
VOTE:  
 PASS  
 FAIL

**Resolution 24062001**

**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  
TP  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

**Resolution 24062002**

**Approval of the May 16, 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 **May 16, 2024**, meeting of the Board of Trustees of Keystone Academy Charter School as presented.

**E. Reports**

MOTION  
FP  
SECOND  
TP  
VOTE:  
 PASS  
 FAIL

**Resolution 24062003**

**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 distributed and reviewed with the board the Keystone Academy Charter School CEO Report:

- 1) The 10,000 square foot addition was completed and instructional spaces were placed into use in January 2024.

- 2) KACS offered Algebra I for the first time. Nineteen grade 8 students completed the course of study; thirty grade 7 students participated in the Bridge program during the school year and will enroll in Algebra I in the fall.
- 3) A partnership was established with the Rendell Center. Students were taught about civic engagement and held mock elections to choose a mascot.
- 4) Teachers and administrators received off-site training in PLC and RtI. This training expanded staff understanding of these two processes.
- 5) All staff received training in trauma informed instruction.
- 6) Staff incentives included a barbecue, pizza truck, lunches, breakfast, dress down and bonuses.
- 7) The CADE Kids program was initiated to support student growth in life skills and to connect families with community resources.
- 8) ALICE training continued; all emergency drills took place.
- 9) One Vice Principal participated in an off-site Middle States review.
- 10) Student activities included field trips, Talent Show, Winter Concert, Awards Assembly, School Musical (Sponge Bob) Kindergarten Move-up, and graduation.
- 12) KACS partnered with Townwatch Services to enhance security.
- 13) KACS completed its first year with a full administrative staff including CAO, Principal and two Vice Principals.
- 14) Cafeteria staff and a secretary who completes the food program reports will attend job-specific training in June 2024.
- 15) Seventy – one (71) students graduated from the school on June 14, 2024.

**Resolution 24062004**

**Acceptance of the May 2024 Treasury Report and the May 2024 Financial Reports By: Mr. Michael Danyo of Santilli and Thomson**

MOTION  
MM  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

RESOLVED that the Board of Trustees Keystone Academy Charter School hereby reviews and accepts the May 2024 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 2024 Treasury Report in the amount of \$635,670.85 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.

M. Danyo distributed and reviewed with the board the May 2024 Financial Reports of Michael Danyo and the May 2024 Treasury Report in the amount of \$635,670.85, as presented by Michael Danyo.

MOTION  
TP  
SECOND  
MM  
VOTE:  
 PASS  
 FAIL

**Resolution 24062005**

**Approval of the Keystone Academy Charter School 2023-2024 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 2023-2024 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 2023-2024 Lease Reimbursement Subsidy.

**F. Agreements**

MOTION  
TP  
SECOND  
MM  
VOTE:  
 PASS  
 FAIL

**Resolution 24062006**

**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 CMS for the leasing of an Opengate Weapon Detector system in the amount of \$4,500 including a deposit and one month's rental effective May 17, 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 leasing of an Opengate Weapon Detector system in the amount of \$4,500 including a deposit and one month's rental effective May 17, 2024.

**Resolution 24062007**

**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 CMS for the purchase of two Opengate Weapon Detector systems in the total amount of \$45,584.00 and a yearly subscription in the amount of \$2,520.00; 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.

MOTION  
MM  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

Dr. Lyles reviewed with the board the purchase of two Opengate Weapon Detector systems in the total amount of \$45,584.00 and a yearly subscription in the amount of \$2,520.00.

**Resolution 24062008**  
**Approval of Agreement By: Dr. Claudia Lyles, CEO**

MOTION  
TP  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby retroactively approves an agreement, as presented, with P.A.G.S. Taskforce for the purchase of the services of a Security Guard for eight (8) hours per day, effective May 21, 2024, through June 18, 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.

Dr. Lyles reviewed with the board the agreement with P.A.G.S. Taskforce for the purchase of the services of a Security Guard for eight (8) hours per day, effective May 21, 2024, through June 18, 2025.

**Resolution 24062009**  
**Approval of Agreement Renewal By: Dr. Claudia Lyles, CEO**

MOTION  
MM  
SECOND  
TP  
VOTE:  
 PASS  
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby retroactively approves renewal of an agreement, as presented, with MACCS for the purchase of the services of a School Nurse for school year 2024-2025 in the amount of \$103,486.00; 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 an agreement with MACCS for the purchase of the services of a School Nurse for school year 2024-2025 in the amount of \$103,486.00.

**Resolution 24062010**  
**Approval of Agreement Renewal By: Dr. Claudia Lyles, CEO**

MOTION  
FP  
SECOND  
MM  
VOTE:  
 PASS  
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves a five – year renewal of an agreement, as presented, with Santilli and Thomson for the provision of business management services from July 1, 2024, through June 30, 2029, in the amounts below:

**Contract Price:**           \$ 92,314           per annum Year 1

\$ 96,930	per annum Year 2
\$ 101,776	per annum Year 3
\$ 106,865	per annum Year 4
\$ 112,208	per annum Year 5

**Additional Charges (“Additional Charges”), if applicable:**

- \$3,500 for a Food Services Fund
- \$3,500 for grant accounting in \$100,000 increments; excludes consolidated grants
- \$3,000 for Erate Contracts and Bids
- \$5,000 for Food Service Bid as needed
- If any service beyond those listed in the Services is needed to complete particular task or group of tasks, contractor shall be paid in accordance with the following schedule:

	<b>Per Hour</b>
○ Principals	\$225
○ Associates	\$185
○ Accountants	\$160
○ Support Staff	\$135; 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 five – year renewal of an agreement with Santilli and Thomson for the provision of business management services from July 1, 2024, through June 30, 2029.

**G. Personnel**

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

**Resolution 24062011**

**Approval of Salary Adjustment By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves an adjustment to the base salary of Collen Myers, for school year 2024-2025 in the amount of \$1,000.00 for the attainment of a master’s degree; 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 adjustment to the base salary of Collen Myers, for school year 2024-2025 in the amount of \$1,000.00 for the attainment of a master’s degree.

**Resolution 24062012**  
**Acceptance of Resignations By: Dr. Claudia Lyles, CEO**

MOTION  
FP  
SECOND  
MM  
VOTE:  
 PASS  
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the effective June 18, 2024 resignations of:

- 1) Samantha Snyder;
- 2) Stephanie Towne;
- 3) Brianna Reyes; 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 advised the board of the resignations of Samantha Snyder, Stephanie Towne and Brianna Reyes, which are all effective June 18, 2024.

**Resolution 24062013**  
**Approval of Summer Curriculum By: Dr. Claudia Lyles, CEO**

MOTION  
MM  
SECOND  
TP  
VOTE:  
 PASS  
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the following staff and stipends for the completion of summer work at an hourly rate of \$35.00, as follows: in a total amount of \$7,105.00 (ESSER):

- 1) Michelle DelBuono – 60 hours for the inventory of curriculum materials and professional development planning; and
- 2) Kristin Leonard – 40 hours to complete ESL screenings for incoming students; and
- 3) Brett Kreiser – 30 hours for the review of special education files, incoming documents, and summer evaluations; and
- 4) Special Education teacher (new appointment) – 10 hours to review IEPs prior to student arrival; and
- 5) Rebecca Norcross and Morgan Kretzinger for 8 hours each to plan and conduct middle school/parent meetings; and
- 6) Kindergarten workshop
  - LaTasha Hall- 5 hours
  - Kristen Leonard- 5 hours
  - Danielle Vokes- 5 hours
  - Virginia Poulterer- 5 hours
  - Fallon Pesa- 5 hours
  - Jennifer Engle- 5 hours
  - Mary Cyr- 5 hours
  - Emarie Villa Nueva- 5 hours
  - Rudina Bani- 5 hours
  - Aimee Broadbelt- 2.5 hours
  - Carolyn Roth- 2.5 hours

Kelly Koreck- 2.5 hours  
Christina Carrasquillo- 2.5 hours; 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 staff and the staff stipends for their completion of summer work.

**Resolution 24062014**

**Approval of Compensation for Summer School Preparation 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 approves the following staff stipends for the completion of on-site summer school lesson planning, not to exceed twenty-four (24) hours at an hourly rate of \$35.00 for teachers and \$25.00 for aides, as follows:

**Teachers**

- a. Christina Carrasquillo
- b. Jennifer Engle
- c. Kelly Koreck
- d. Danna Dedicatoria
- e. William Masgai
- f. Katelyn Kozich
- g. Kelly Abriola
- h. Christine Gehring
- i. Aimee Broadbelt
- j. Kristen Leonard
- k. Lisa Alullo
- l. Nina Dressler

**Aides**

- a. Fallon Pessa
- b. Aferdita Muzhaqi
- c. Carlton Gorrell
- d. Jessica Ortega
- e. Carolyn Roth
- f. Irma Alicka
- g. Rudina Bani
- h. Damelis Diaz; 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 staff stipends for the completion of on-site summer school lesson planning, not to exceed twenty-four (24) hours at an hourly rate of \$35.00 for teachers and \$25.00 for aides.

**Resolution 24062015**

**Approval of Extracurricular Hours By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby retroactively approves payment for an additional one (1) hour for Colleen Myers and Christine Gehring for the supervision of National Junior Honor Society at a rate of \$35/hr.; 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 for an additional one (1) hour for Colleen Myers and Christine Gehring for the supervision of National Junior Honor Society at a rate of \$35/hr.

MOTION  
TP  
SECOND  
MM  
VOTE:  
 PASS  
 FAIL

**Resolution 24062016**

**Approval of Job Description By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the job description for Classroom/Building Aide, 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.

Dr. Lyles reviewed with the board the job description for Classroom/Building Aide.

**Resolution 24062017**

**Approval of Job Description By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the job description, as presented, for Summer School Teacher; and

MOTION  
MM  
SECOND  
TP  
VOTE:  
 PASS  
 FAIL

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 job description for a Summer School Teacher.

**Resolution 24062018**  
**Approval of Short-Term Appointments By: Dr. Claudia Lyles, CEO**

MOTION  
FP  
SECOND  
MM  
VOTE:  
 PASS  
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves short term staff position appointments, beginning June 24, 2024 – July 25, 2024, to ESY Summer School at the hourly amounts of \$35/teacher and \$25/aide for:

- 1) Samantha Snyder (teacher)
- 2) Kathryn Moriarity(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 the short term staff position appointments, beginning June 24, 2024 – July 25, 2024, to ESY Summer School at the hourly amounts of \$35/teacher and \$25/aid.

**I. Professional Development**

**Resolution 24062019**  
**Approval of Conference Attendance By: Dr. Claudia Lyles, CEO**

MOTION  
TP  
SECOND  
MM  
VOTE:  
 PASS  
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves conference attendance, registration, travel, lodging and meals for:

- 1) Desiree Amerman and Jenifer Herrick to attend SNAPA Annual Conference (food service) at a registration cost of \$800.00, mileage \$151.42, tolls \$20.20, meals \$170.00 and Lodging \$879.58, in a total amount of \$2,021.20; 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 conference attendance, registration, travel, lodging and meals for:

Desiree Amerman and Jenifer Herrick to attend the SNAPA Annual Conference (food service) at a registration cost of \$800.00, mileage \$151.42, tolls \$20.20, meals \$170.00 and Lodging \$879.58, in a total amount of \$2,021.20.

*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>

**J. DISCUSSION AND ANNOUNCEMENTS**

THE NEXT REGULARLY SCHEDULED KEYSTONE ACADEMY CHARTER SCHOOL BOARD OF TRUSTEES MEETING IS TO BE HELD BY ZOOM ON AUGUST 15, 2024.

**ADJOURNMENT**

- MOTION
- TP
- SECOND
- MM
- VOTE:
- PASS
- FAIL