

KEYSTONE ACADEMY CHARTER SCHOOL
Philadelphia, PA 19135
BOARD OF TRUSTEES MEETING
MAY 16, 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”

Board Members Present:	By Invitation: Non-Board Members Present:
Gretchen Alston Fred Phelps Alma Diggs Angela Epperson Tina Peterson	Dr. Claudia Lyles, Chief Executive Officer Daniel H. Saidel, Esq. Michael Danyo, Finance - Santilli & Thomson Dr. Kathryn Makar, Chief Academic Officer
Board Members Absent: Marie McCarthy	

B. Announcement of Executive Session – Mr. Daniel Saidel

I would like to state, for purposes of the Minutes of this meeting that on May 16, 2024, the Board of Trustees met in Executive Session for the following purposes under 65 P.S. § 708:

(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.

Additional Notes for Minutes of Meeting:

The Keystone Academy Charter School received and reviewed the Keystone Academy Charter School Annual Report from the Keystone Academy Charter School Safety Coordinator regarding current safety and Security Practices that Identify Strategies to Improve School Safety and Security, pursuant to 24 P.S. Sec. 1309-B.

C. Approval of Agenda

MOTION
AD
SECOND
AE
VOTE:
 PASS
 FAIL

Resolution 24051601

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:
 PASS
 FAIL

Resolution 24051602

Approval of the April 18, 2024, 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 the **April 18, 2024**, meeting of the Board of Trustees of Keystone Academy Charter School as presented.

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>

E. Reports

MOTION
 FP
 SECOND
 AE
 VOTE:
 PASS
 FAIL

Resolution 24051603

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 CEO Report of Dr. Lyles:

Budget Overview:

1. The 2024-25 budget is projected in the total amount of \$13.7 million and is based upon an enrollment of 670 students and a 7% increase in the per pupil allocation received from the school district.
2. 2024-25 per pupil allocation
 - a. General Education \$12, 237
 - b. Special Education \$38, 818.
3. Staffing
 - a. No staff cuts are included in the budget. The school can absorb the costs of staff that were hired using ESSER funds.
 - b. Twenty-nine (29) classroom positions are budgeted.
 - c. One additional kindergarten and grade 1 positions are included in the twenty-nine (29).
 - d. One additional classroom aide is budgeted for a total of sixteen (16) general education classroom aides school wide.
4. Five percent increase in salary
 - a. BA starting teacher salary - \$51,009.
 - b. M. Ed starting salary \$54,045.

5. Medical insurance costs to the school will increase by 5% beginning 2024-25.

Resolution 24051604

Acceptance of the April 2024 Treasury Report and the March 2024 Financial Reports By: Dr. Claudia Lyles CEO

MOTION
TP
SECOND
AD
VOTE:
 PASS
 FAIL

RESOLVED that the Board of Trustees Keystone Academy Charter School hereby reviews and accepts the April 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 April 2024 *Treasury Report* in the amount of \$1,003,577.754 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.

Dr. Lyles distributed and reviewed with the board the Keystone Academy Charter School April 2024 Financial Reports prepared by Michael Danyo and the Keystone Academy Charter School April 2024 Treasury Report in the amount of \$1003,577.754 as prepared by Michael Danyo of Santilli and Thomson

Resolution 24051605

Approval of the Keystone Academy Charter School 2024-25 Budget By: Mr. Michael Danyo of Santilli and Thomson

MOTION
FP
SECOND
AE
VOTE:
 PASS
 FAIL

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

M. Danyo distributed and reviewed with the board the 2024-25 Keystone Academy Charter School Budget.

By Roll Call Vote:

Gretchen Alston Yes

Fred Phelps Yes
Alma Diggs Yes
Angela Epperson Yes
Marie McCarthy - Absent
Tina Peterson Yes

F. Agreements

MOTION
FP
SECOND
AE
VOTE:
 PASS
 FAIL

Resolution 24051606 **Approval of Agreement By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves an agreement with Capital Area Intermediate Unit (CAIU) and Capital Area Pathways to Teaching (CAPT) and the Bloomboard Inc. program for tuition at Point Park University, for the completion of coursework for a BA degree for Aimee Broadbelt in the amount of \$17,000.00 (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.

Dr. Lyles distributed and reviewed with the board an agreement with Capital Area Intermediate Unit (CAIU) and Capital Area Pathways to Teaching (CAPT) and the Bloomboard Inc. program for tuition at Point Park University, for the completion of coursework for a BA degree for Aimee Broadbelt in the amount of \$17,000.00 (ESSER funds).

G. Personnel

MOTION
TP
SECOND
AE
VOTE:
 PASS
 FAIL

Resolution 24051607 **Approval of Longevity Bonus By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves a one-time longevity bonus for staff who have completed ten (10) years of continuous employment with KACS, as of June 18, 2024, in the net amount of \$1,500.00 each, for a total net amount of \$22,500.00 (ESSER funds) to be paid after June 18, 2024, as follows:

- a. Lisa Alullo
- b. Michael Browning
- c. Michelle Del Buono
- d. Kerri Wiest
- e. Dennis Hancock
- f. Melissa Ruppert
- g. Amy Hess
- h. Kelly Koreck

- i. Brent Kreiser
- j. Kristen Leonard
- k. Kathryn Makar
- l. Elizabeth Browning
- m. Christi O’Neill
- n. Sheila Grady
- o. Charles Holmes

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 one-time longevity bonus for staff who have completed ten (10) years of continuous employment with KACS, as of June 18, 2024, in the net amount of \$1,500.00 each, for a total net amount of \$22,500.00 (ESSER funds) to be paid after June 18, 2024.

Resolution 24051608
Approval of Summer Programs By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves 2024 summer programs, hours and salaries for:

- 1) Summer School – June 24-July 25, 2024 for a total of nineteen (19) days, four (4) hours per day in an amount of \$35/hr. teachers and \$25/hr. aides in a total amount of \$44,460.00 (ESSER funds) for:

Teachers

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

Aides

- a. Fallon Pessa
- b. Aferdita Muzhaqi
- c. Carlton Gorrell
- d. Jessica Ortega
- e. Carolyn Roth
- f. Irma Alicka

MOTION
 AE
 SECOND
 TP
 VOTE:
 PASS
 FAIL

- g. Rudina Bani
- h. Damelis Diaz

2) ESY – June 24-July 25, 2024 for a total of nineteen (19) days, four (4) hours per day in an amount of \$35/hr. teachers and \$25/hr. aides in a total amount of \$14,440.00. (ESSER funds) for:

Teachers

- a. LaTasha Hall
- b. Stevie Towne
- c. Lauren Daiutolo
- d. Samantha Snyder

Aides

- a. Kathryn Moriarty
- b. Virginia Poulterer

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 2024 Keystone Academy Charter School summer programs, personnel hours and their salaries.

Resolution 24051609

Acceptance of Resignation By: Dr. Claudia Lyles, CEO

MOTION
FP
SECOND
AE
VOTE:
 PASS
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the resignation of Kathryn Moriarty effective June 18, 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.

Resolution 24051610

Approval of Termination By: Dr. Claudia Lyles, CEO

MOTION
FP
SECOND
AD
VOTE:
 PASS
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the termination of employee #1834051 effective May 16, 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.

H. Student Activities

MOTION
TP
SECOND
FP
VOTE:
 PASS
 FAIL

Resolution 24051611

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

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby retroactively approves all field trips and related travel plans, transportation, and fees for the 2023-24 school year 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 all field trips and related travel plans, transportation, and fees for the 2023-24 school year

Resolution 24051612

Approval of Student Attendance Incentive By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves an attendance incentive, in the total amount of \$1,370.00 (ESSER funds) as follows:

- a. Eighteen (18) students with perfect attendance and no lateness from September 2023 through April 30, 2024, by a \$25.00 Wawa gift card each.
- b. Ten (10) students with perfect attendance and three (3) or less lateness from September 2023 through April 30, 2024, by a \$20.00 Wawa gift card each; and
- c. Seventy-two (72) students with less than three (3) absences and less than three (3) lateness's from September 2023 to April 2024, by a \$10.00 Wawa gift card each; 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 attendance incentive, in the total amount of \$1,370.00 (ESSER funds).

MOTION
AE
SECOND
FP
VOTE:
 PASS
 FAIL

I. Professional Development

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

Resolution 24051613

Approval of Professional Development By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves attendance at Structured Literacy Workshop, July 30, 31 and August 1 at KACS at a rate of \$55/hr. for nine (9) hours in a total amount of \$9,405.00 for:

- a. Lisa Alullo
- b. Marian Amaro
- c. Damelis Diaz
- d. Kristen Leonard
- e. Christina Carrasquillo
- f. Aimee Broadbelt
- g. Kelly Koreck
- h. Catherine Grey
- i. Fallon Pessa
- j. Jamie Hughes
- k. Kelli Pascoe
- l. Kelly Abriola
- m. Aferdita Muzhaqi
- n. Katherine Tucker
- o. Allison Waldron
- p. Wendy Weaver
- q. Colleen Myers
- r. William Masgai
- s. Christi O'Neill

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 attendance of personnel at Structured Literacy Workshop, July 30, 31 and August 1 at KACS at a rate of \$55/hr. for nine (9) hours in a total amount of \$9,405.00

J. DISCUSSION AND ANNOUNCEMENTS

THE NEXT REGULARLY SCHEDULED KEYSTONE ACADEMY CHARTER SCHOOL BOARD OF TRUSTEES MEETING IS TO BE HELD BY ZOOM ON JUNE 20, 2024.

ADJOURNMENT

MOTION

FP

SECOND

AD

VOTE:

PASS

FAIL