

**KEYSTONE ACADEMY CHARTER SCHOOL**  
**Philadelphia, PA 19135**  
**BOARD OF TRUSTEES MEETING**  
**APRIL 18, 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 Angela Epperson Marie McCarthy Tina Peterson	Dr. Claudia Lyles, Chief Executive Officer Daniel H. Saidel, Esq. Michael Danyo, Finance - Santilli & Thomson Dr. Kathryn Makar, Chief Academic Officer
<b>Board Members Absent:</b> Alma Diggs	

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

I would like to state, for purposes of the Minutes of this meeting that on April 18, 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.

**C. Approval of Agenda**

MOTION  
AE  
SECOND  
MM  
VOTE:  
 PASS  
 FAIL

**Resolution 24041801**

**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  
AE  
VOTE:  
 PASS  
 FAIL

**Resolution 24041802**

**Approval of the March 21, 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 March 21, 2024, meeting of the Board of Trustees of Keystone Academy Charter School as presented.

**E. Reports**

MOTION  
TP  
SECOND  
MM  
VOTE:  
 PASS  
 FAIL

**Resolution 24041803**

**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. Claudia Lyles.

- 1) School Schedule
  - a. School reopened on April 3<sup>rd</sup> after spring break.
  - b. School was closed on April 10<sup>th</sup> for Eid.
- 2) Student Activities
  - a. Mock elections were held on April 4<sup>th</sup> as a culminating civics activity. This project was conducted in partnership with the Rendell Center. Students in grades K-8 participated in each phase of the project from read-a-louds, registration and voting for one of the four Philly team mascots. SWOOP was the winner.
  - b. Field trips are scheduled to the Zoo, National Constitution Center and Legoland this month. Each class was provided with two trips at no cost to parents using ESSER funds.
  - c. School was dismissed early on April 8<sup>th</sup> in advance of the eclipse. KACS dismissal time would have occurred at the height of the eclipse.
  - d. The Algebra I bridge program (Saturday class for seventh graders) ended on April 13. Twenty -five to thirty (25-30) rising eighth graders will be recommended to study Algebra I in eighth grade.
  - e. PSSA tests are scheduled for April 22 through April 30. Two adults will be assigned to monitor each classroom.
  - f. Second trimester progress reports will be sent to parents on April 19<sup>th</sup>.
- 3) Facility
  - a. BSI is working on the punch list. Lockers have been installed; art room windows will be cut and installed during the summer. Touch up work is in progress e.g., power washing portion of exterior, replacement of damaged floor tiles, etc. The contract with AR Spruce will end this week.
  - b. Bollards have been installed on three sides of school. A proposal for painting these appears on the agenda.

MOTION  
FP  
SECOND  
AE  
VOTE:  
[X] PASS

**Resolution 24041804**  
**Acceptance of the March 2024 Treasury Report and the March 2024**  
**Financial Reports By: Mr. Michael Danyo of Santilli and Thomson**

FAIL

RESOLVED that the Board of Trustees Keystone Academy Charter School hereby reviews and accepts the March 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 March 2024 Treasury Report in the amount of \$552,621.10 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 March 2024 Financial Reports of Michael Danyo and the March 2024 Treasury Report in the amount of \$552,621.10 as presented by Michael Danyo of Santilli and Thomson

**F. Agreements**

MOTION  
TP  
SECOND  
MM  
VOTE:  
 PASS  
 FAIL

**Resolution 24041805**  
**Approval of Agreement By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves an agreement with Maria R. Banks for the provision of professional development on July 30-31 and August 1, 2024 on the topic of Structured Literacy, in the amount of \$3,000 (ESSER); 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 Maria R. Banks for the provision of professional development on July 30-31 and August 1, 2024 on the topic of Structured Literacy, in the amount of \$3,000.

**Resolution 24041806**  
**Approval of Agreement By: Dr. Claudia Lyles, CEO**

MOTION  
MM  
SECOND  
AE  
VOTE:  
 PASS  
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby retroactively approves an agreement with Community Council Education Service for the provision of a one-to-one aide, effective January 16, 2024, in the amount of \$37.50/hr. for 7.5 hours daily for a time period as determined by Dr. Claudia Lyles; 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 Community Council Education Service for the provision of a one-to-one aide, effective January 16, 2024, in the amount of \$37.50/hr. for 7.5 hours daily for a time period as determined by Dr. Claudia Lyles.

**Resolution 24041807**

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

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves an agreement with Ralls Home Improvement, as presented, to paint ninety two (92) bollards including eighty (80) new bollards on the Glenloch, Disston and Longshore sides of the building and twelve (12) original bollards in the parking lot, in the amount of \$4,100.00; 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 the agreement with Ralls Home Improvement, as presented, to paint ninety two (92) bollards including eighty (80) new bollards on the Glenloch, Disston and Longshore sides of the building and twelve (12) original bollards in the parking lot, in the amount of \$4,100.00.

MOTION  
TP  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

**G. Professional Development**

**Resolution 24041808**

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

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves registration and attendance (virtual) for SAP training (Student Assistance Program), hosted by Western Psychiatric Institute and Clinic on May 7, 8 and 9, 2024 in the amount of \$375.00 for Adeshola Adekunle and in the amount of \$375.00 for Morgan Kretzinger, for a total of \$750.00 (PCCD); 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 registration and attendance (virtual) for SAP training (Student Assistance Program), hosted by Western Psychiatric

MOTION  
AE  
SECOND  
MM  
VOTE:  
 PASS  
 FAIL

Institute and Clinic on May 7, 8 and 9, 2024 in the amount of \$375.00 for Adeshola Adekunle and in the amount of \$375.00 for Morgan Kretzinger, for a total of \$750.00.

**Resolution 24041809**

**Approval of Conference Stipend By: Dr. Claudia Lyles, CEO**

MOTION  
FP  
SECOND  
AE  
VOTE:  
 PASS  
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves a stipend for teachers in the amount of \$55/hr., for nine (9) total hours each, for their attendance in Structured Literacy Training on July 30-31 and August 1, 2024 on the topic of Structured Literacy (ESSER); 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 stipend for teachers in the amount of \$55/hr., for nine (9) total hours each, for their attendance in Structured Literacy Training on July 30-31 and August 1, 2024 on the topic of Structured Literacy.

**H. Student Placement**

**Resolution 24041810**

**Approval of Student Placement 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 tuition, transportation, and fees for student #10170218 to attend the Nexus School, at a prorated amount of \$24,500.00 for the remainder of the 2023-2024 school year, beginning April 8, 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.

*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>

**I. DISCUSSION AND ANNOUNCEMENTS**

THE NEXT REGULARLY SCHEDULED KEYSTONE ACADEMY CHARTER SCHOOL BOARD OF TRUSTEES MEETING IS TO BE HELD BY ZOOM ON MAY 16, 2024.

**ADJOURNMENT**

MOTION  
FP  
SECOND  
TP  
VOTE:  
 PASS  
 FAIL

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