

**KEYSTONE ACADEMY CHARTER SCHOOL**  
**4521 Longshore Avenue**  
**Philadelphia, PA 19135**  
**BOARD OF TRUSTEES MEETING**  
**APRIL 21, 2022**  
**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 7:11 pm. My name is Anthony Stevenson. I am the Secretary 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 this Zoom Video Conference and 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 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:**

- |                                  |      |
|----------------------------------|------|
| 1. Gretchen Alston - President   | “GA” |
| 2. Fred Phelps - Vice President  | “FP” |
| 3. Marie McCarthy - Member       | “MM” |
| 4. Alma Diggs - Treasurer        | “AD” |
| 5. Tina Peterson - Member        | “TP” |
| 6. Anthony Stevenson – Secretary | “AS” |
| 7. Dina Hernandez                | “DH” |

Board Members Present:	By Invitation: Non-Board Members Present:
Fred Phelps Marie McCarthy Anthony Stevenson Dina Hernandez	Dr. Claudia Lyles, CEO Daniel H. Saidel, Esq. Michael Danyo, Finance - Santilli & Thomson

**Board Members Absent:**

Gretchen Alston  
Alma Diggs  
Tina Peterson

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

*I would like to state, for purposes of the Minutes of this meeting that on April 21, 2022, the Board of Trustees met in Executive Session for the following purposes under 65 P.S. § 708:*

(x) 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).

**C. Approval of Agenda**

MOTION  
DH  
SECOND  
FP  
VOTE:  
☒ PASS  
☐ FAIL

**Resolution 22042101****Approval of the APRIL 21, 2022 Agenda By: Mr. Anthony Stevenson**

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the APRIL 21, 2022, Agenda.

**D. Approval of Minutes**

MOTION  
MM  
SECOND  
DH  
VOTE:  
☒ PASS  
☐ FAIL

**Resolution 22042102****Approval of MARCH 17, 2022 Minutes of Meeting By: Mr. Anthony Stevenson**

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the Minutes of the MARCH 17, 2022, meeting of the Board of Trustees of Keystone Academy Charter School.

**E. Reports**

MOTION  
DH  
SECOND  
FP  
VOTE:  
☒ PASS  
☐ FAIL

**Resolution 22042103****Acceptance of the CEO Report of Dr. Claudia Lyles By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the CEO Report of Dr. Claudia Lyles, and hereby incorporates into these minutes by reference Dr. Claudia Lyles' written report.

Dr. Lyles distributed and reviewed with the board the CEO Report of Dr. Claudia Lyles:

- 1) **Health and Safety** – The school will move to “mask optional” on May 2, 2022. Parents were informed of the change during the first week of April; a copy of the letter was forwarded to the board. At-Home test kits have been made available to parents to evaluate their children before mask optional is placed into effect.
- 2) **Student Activities**
  - a. Progress Reports were distributed on April 5.
  - b. PSSAs will be administered on April 25-29. This includes the make-up period. Saturday School will end after PSSAs are administered.
  - c. KAPA held a uniform sale on April 1 to support school activities and projects.
  - d. Spring Break began on Wednesday April 13; school reopened April 20<sup>th</sup>.
- 3) **Community Service** – KACS collected items for Ukraine. These will be shipped to Ukraine by The Philadelphia Christian Center, Bensalem PA.
- 4) **Board Visits** – Board members are encouraged and are welcome to set a time to visit the school.
- 5) **PCE Visit** – Amy Hollister from PCE ( Philadelphia Charters for Excellence) visited the school on April 1. She took a tour of the building to see school in session.

#### **Resolution 22042104**

#### **Acceptance of the Finance and Treasury Reports By: Mr. Michael Danyo of Santilli and Thomson**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby reviews and accepts the *March 2022 Financial Reports* of Mr. Michael Danyo and hereby incorporates into these minutes by reference the financial statements and the documents presented by Mr. Michael Danyo to the board; and

MOTION  
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VOTE:  
[ X ] PASS  
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FURTHER RESOLVED, the Board of Trustees of Keystone Academy Charter School accepts the February 2022 Treasury Report in the amount of \$536,621.42 as presented by Mr. Michael Danyo.

M. Danyo distributed and reviewed with the board the *March 2022 Financial Reports* of Mr. Michael Danyo and the February 2022 Treasury Report in the amount of \$536,621.42 as presented by Mr. Michael Danyo.

## F. Personnel

MOTION  
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VOTE:  
[ X ] PASS  
[ ] FAIL

### Resolution 22042105

#### Approval of Appointments By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the retroactive appointment of Teena Velez to the position of Classroom Aide effective April 5, 2022, at a prorated annual salary of \$35,000.00; 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 retroactive appointment of Teena Velez to the position of Classroom Aide effective April 5, 2022, at a prorated annual salary of \$35,000.00.

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

### Resolution 22042106

#### Approval of Appointments By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the temporary appointment of Tara Fassel, a current employee, to the position of Long-Term Substitute, effective May 2, 2022, until June 15, 2022, at a prorated, annual salary of \$46,305; 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 temporary appointment of Tara Fassel, a current employee, to the position of Long-Term Substitute, effective May 2, 2022, until June 15, 2022, at a prorated, annual salary of \$46,305.

### Resolution 22042107

#### Approval of Appointments By: Dr. Claudia Lyles, CEO

MOTION  
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VOTE:  
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RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the retroactive, temporary appointment of Sarah Gellerstein, a current employee, to the position of Long-Term Substitute, effective March 30, 2022, until June 15, 2022, at a prorated, annual salary of \$49,061.25; 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 temporary appointment of Sarah Gellerstein, a current employee, to the position of Long-Term Substitute, effective March 30, 2022, until June 15, 2022, at a prorated, annual salary of \$49,061.25.

*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>

**G. DISCUSSION AND ANNOUNCEMENTS**

THE NEXT REGULARLY SCHEDULED KEYSTONE ACADEMY BOARD OF TRUSTEES MEETING IS SCHEDULED TO BE HELD ON MAY 19, 2022, BY ZOOM.

**ADJOURNMENT**

MOTION  
FP  
SECOND  
MM  
VOTE:  
☒ PASS  
☐ FAIL

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