

**KEYSTONE ACADEMY CHARTER SCHOOL**  
**4521 Longshore Avenue**  
**Philadelphia, PA 19135**  
**BOARD OF TRUSTEES MEETING**  
**SEPTEMBER 15, 2022**  
**7:00 PM**  
**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 7:09 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 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" |
| Marie McCarthy - Member      | "MM" |
| Tina Peterson - Member       | "TP" |
| Dina Hernandez - Secretary   | "DH" |

| <b>Board Members Present:</b>                                     | <b>By Invitation: Non-Board Members Present:</b>  |
|---|---|
| Gretchen Alston<br>Fred Phelps<br>Marie McCarthy<br>Tina Peterson | Dr. Claudia Lyles, CEO<br>Daniel H. Saidel, Esq.<br>Michael Danyo, Finance - Santilli & Thomson<br>Dr. Kathryn Makar - Chief Academic Officer |
| <b>Board Members Absent:</b><br>Alma Diggs<br>Dina Hernandez      |   |

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

*I would like to state, for purposes of the Minutes of this meeting that on September 15, 2022, the Board of Trustees met in Executive Session for the following purposes under 65 P.S. § 708:*

(X) 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.

### **C. Approval of Agenda**

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

#### **Resolution 22091501**

#### **Approval of the Agenda By: Gretchen Alston**

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the September 15, 2022, Meeting Agenda as presented.

### **D. Approval of Minutes**

MOTION  
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VOTE:  
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#### **Resolution 22091502**

#### **Approval of August 18, 2022 Minutes of Meeting By: Gretchen Alston**

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the Minutes of the August 18, 2022 meeting of the Board of Trustees of Keystone Academy Charter School.

### **E. Reports**

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VOTE:  
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#### **Resolution 22091503**

#### **Acceptance of the CEO 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 their written reports 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) **Enrollment** – Enrollment stands at 670 students. It continues to fluctuate due to admissions and withdrawals. Jeanelle Moultrie has responsibility for admissions and enrollment and manages the Apply Philly Charter site.
- 2) **CEP** – All students are eligible for free breakfast and lunch beginning this school year. CEP status is based upon the percentage of students who qualify for free and reduced meals. Those who do not qualify are included in the program.
- 3) **SWEET 16** – KACS is celebrating its 16<sup>th</sup> first day of school/opening on September 21<sup>st</sup> after Back-to-School Night. Classroom sessions will be held at 5:00 PM; the Sweet 16 celebration will be held at 5:45 PM in the gym. Gretchen Alston and Dina Hernandez have planned a meal consisting of pizza, hoagies, chicken and salads. Dessert will be served as well. Students will be given balloons and capias as souvenirs. Please plan to join the festivities next week.
- 4) **Staffing** – One teaching vacancy remains to be filled in the Special Education Department. The position is posted. Postings and interviews for additional Classroom Aides are ongoing.

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#### **Resolution 22091504**

#### **Acceptance of the August 2022 Treasury Report: By Mr. Michael Danyo of Santilli and Thomson**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby reviews and accepts the August 2022 Financial Report 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 August 2022 Treasury Report in the amount of \$421,659.01 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 August 2022 Financial Report of Michael Danyo and the August 2022 Treasury Report in the amount of \$421,659.01 as presented by Michael Danyo.

## F. Personnel

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### Resolution 22091505

#### Acceptance of Resignations By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the resignations of the following personnel, on the effective dates noted below:

- 1) Patrick Chapman, effective August 19, 2022;
- 2) Dorothy O'Brien, effective September 9, 2022; 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 resignations of Patrick Chapman, effective August 19, 2022 and Dorothy O'Brien, effective September 9, 2022.

MOTION  
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### Resolution 22091506

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

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the appointments of the following personnel:

- 1) Jennifer Wheaton, Teacher retroactive to August 22, 2022, at an annual salary of \$55,290.59;
- 2) Nina Green, Counselor retroactive to September 6, 2022, at a prorated annual salary of \$49,061.25;
- 3) Angela Olson, Building Substitute, retroactive to September 12, 2022, at a prorated annual salary of \$40,000.00; 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 appointments of the following personnel:

- 1) Jennifer Wheaton, Teacher retroactive to August 22, 2022, at an annual salary of \$55,290.59;

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- 2) Nina Green, Counselor retroactive to September 6, 2022, at a prorated annual salary of \$49,061.25; and
- 3) Angela Olson, Building Substitute, retroactive to September 12, 2022, at a prorated annual salary of \$40,000.00.

#### **Resolution 22091507**

##### **Approval of Mentor Stipends By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves stipends to the following teachers as compensation for mentoring during SY 22-23 in the amounts of:

|                    |                                  |
|--------------------|----------------------------------|
| Brent Kreiser      | \$700.00 (non-certified mentee); |
| Elizabeth Browning | \$500.00;                        |
| LaTasha Hall       | \$500.00; 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 following teachers as compensation for mentoring during SY 22-23 in the amounts of:

|                    |                                  |
|--------------------|----------------------------------|
| Brent Kreiser      | \$700.00 (non-certified mentee); |
| Elizabeth Browning | \$500.00; and                    |
| LaTasha Hall       | \$500.00.                        |

### **G. Agreement**

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#### **Resolution 22091508**

##### **Agreement For Provision of Services by: Dr. Claudia Lyles**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves an agreement with Community Council Education Services for the provision of the service of a Counselor at an annual rate of \$94,500.00 (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 reviewed with the board the agreement with Community Council Education Services for the provision of the service of a Counselor at an annual rate of \$94,500.00 (ESSER funds).

## H. Extracurricular Activities

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### Resolution 22091509

#### Approval of Extracurricular Activities and Stipends By: Dr. Claudia Lyles

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the following extracurricular programs and staff stipends for the 2022-23 school year in a total amount of \$9,082.50 for After School Clubs and \$17,010.00 for Saturday School (ESSER funds):

#### After School Clubs 22-23 SY

Dennis Hancock- Music Production- 54.5 Hours @ \$35/hr.;  
Keith Fitzgerald- Music Production -54.5 Hours @ \$35/hr.;  
Samantha Snyder- Music Production-54.5 Hours @ \$35/hr.;  
William Masgai- Photography- 27 Hours @ \$35/hr.;  
Hayden Blaetz- Film Club-29 Hours @ \$35/hr.;  
Dennis Hancock- Glee Club- 17 Hours @ \$35/hr.;  
Lauren Daiutolo-Newspaper Club- 23 Hours @ \$35/hr.; and

#### Saturday School 22-23 SY

Lisa Alullo- 56 Hours @ \$45/hr.;- Lead Teacher  
Latasha Hall- 42 Hours @ \$35/hr.;  
Christine Sanginiti- 42 Hours @ \$35/hr.;  
Damelis Diaz- 42 Hours @ \$25/hr.;- Aide  
Fallon Pessa- 42 Hours @ \$25/hr.;-Aide  
Kristen Leonard- 42 Hours @ \$35/hr.;  
Caitlyn Berdel-42 Hours @ \$35/hr.;  
Virginia Poulterer- 42 Hours @ \$25/hr.;- Aide  
Christina Carrasquillo- 42 Hours @ \$35/hr.;  
Samantha Snyder- 42 Hours @ \$35/hr.;  
William Masgai- 42 Hours @ \$35/hr.;  
Jeanelle Moultrie- 42 Hours @ \$25/hr.;- Receptionist  
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 **Resolution 22091509** which describes in detail the **Extracurricular Activities and Stipends** for the 2022-23 school year in a total amount of \$9,082.50 for After School Clubs and \$17,010.00 for Saturday School (ESSER funds).

*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 OCTOBER 20, 2022.

**ADJOURNMENT**

MOTION  
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[ X ] PASS  
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