

**KEYSTONE ACADEMY CHARTER SCHOOL**  
4521 Longshore Avenue  
Philadelphia, PA 19135  
**BOARD OF TRUSTEES MEETING**  
DECEMBER 15, 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 7:05 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:</b>
Gretchen Alston Fred Phelps Alma Diggs Marie McCarthy	Dr. Claudia Lyles, CEO Daniel H. Saidel, Esq. Michael Danyo, Finance - Santilli & Thomson Dr. Kathryn Makar- Chief Academic Officer
<b>Board Members Absent:</b>	
Tina Peterson 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 December 15, 2022 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

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### Resolution 22121501

#### Approval of the Agenda By: Mrs. Gretchen Alston

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

## D. Approval of Minutes

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### Resolution 22121502

#### Approval of November 17, 2022, Minutes of Meeting By: Mrs. Gretchen Alston

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

## E. Reports

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### Resolution 22121503

#### 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) **Staffing** continues to be the most pressing challenge faced by the school at present.

- a. Two of the third-grade teachers have resigned. Ms. Evans resignation was accepted at the November meeting; Ms. Berdel's resignation will be on this month's agenda.
- b. Mrs. Broadbelt, a classroom aide, will fill the Berdel position.
- c. Mrs. Pascoe, technology teacher, is filling in for Ms. Evans. Computer classes have been cancelled.
- d. Mrs. Ruppert will not return after the holiday due to childcare. She expects to be out from 6-8 weeks. A building sub is scheduled to take her place.
- e. Mr. Katsoff retires on February 3. A building sub will take his place.
- f. Mrs. Piacentini leaves in April for childcare; Mrs. Adore, Science Coach, will replace her for the remainder of the school year.
- g. An additional special education teacher and counselor will join the staff after the winter break.

## 2) Student Activities

- a. Field trips continued through this week. Each class will receive funding for trips this year.
- b. Winter concerts are scheduled for Friday the 16<sup>th</sup>.
- c. Report Card conferences were held last week. Parents were given the option to attend in person and or virtually. Most opted for virtual meetings.
- d. School will be closed on the 16<sup>th</sup> and will re-open on the 3<sup>rd</sup> of January.

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### Resolution 22121504

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

RESOLVED that the Board of Trustees Keystone Academy Charter School hereby reviews and accepts the November 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 *November 2022 Treasury Report* in the amount of \$306,001.06 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 November 2022 Financial Report of Michael Danyo and the November 2022 Treasury Report, in the amount of \$306,001.06, as presented by Michael Danyo.

## F. Personnel

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### **Resolution 22121505**

#### **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, as of the date described below:

- 1) Ariselys Cruz, effective November 21, 2022; and
- 2) Caitlyn Berdel, effective December 16, 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 personnel.

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### **Resolution 22121506**

#### **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) Andrea Adore to the position of Instructional Coach retroactively to December 12, 2022 at a prorated annual salary of \$70,000; and
- 2) Aimee Broadbelt to the position of Teacher effective January 3, 2023 at a prorated annual salary of \$46,305.00; and
- 3) Lauren Daiutolo to the position of Saturday School Teacher at an hourly rate of \$35.00 retroactive to December 10, 2022; and
- 4) Aimee Broadbelt to the position of Saturday School Aide at an hourly rate of \$25.00, retroactive to December 10, 2022; and
- 5) Christine Sanginiti to the position of Newspaper Sponsor effective January 3, 2023 at an hourly rate of \$35.00; and
- 6) Chandler Cowan to the position of Classroom Aide effective January 16, 2023 at a prorated annual salary of \$35,000; and
- 7) Heidi Zakrzewski to the position of ESL Teacher effective January 3, 2023 at a prorated annual salary of \$65,934.22; 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 personnel additions that are being requested of the board by Dr. Lyles.

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**Resolution 22121507**

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

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves a stipend in the amount of \$150.00 for Jeanelle Moultrie for the completion of the 2023 M & T Bank grant; 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 in the amount of \$150.00 for Jeanelle Moultrie for the completion of the 2023 M & T Bank grant.

**Resolution 22121508**

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

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves a stipend to be paid to Classroom Aides who cover a class in the absence of a teacher in the amounts of \$150.00 full day and \$75.00 for a half day; 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 to be paid to Classroom Aides who cover a class in the absence of a teacher in the amounts of \$150.00 full day and \$75.00 for a half day.

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**G. Acceptance of Agreements**

**Resolution 22121509**

**Acceptance of Agreements By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves an agreement with Tandem Plumbing for the installation of five (5) single water coolers, as described in the contract (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.

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Dr. Lyles reviewed with the board the agreement with Tandem Plumbing for the installation of five (5) single water coolers, as described in the contract (ESSER Funds).

**Resolution 22121510**

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

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves an agreement with At Locks for the installation of locks as described in the contract; 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 At Locks for the installation of locks as described in the contract.

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**Resolution 22121511**

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

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves an agreement with Focus Holdings to upgrade the student information system (MMS) in the following amounts, for a five-year term, beginning March 2023 through March 2028:

- 1) \$14,800.00 for upgrade; and
- 2) \$13.93/per student – approximately \$9,751.00 per year; and
- 3) Total amount \$63,555.00; 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 Board an agreement with Focus Holdings to upgrade the student information system (MMS) in the following amounts, for a five-year term, beginning March 2023 through March 2028:

- 1) \$14,800.00 for upgrade; and
- 2) \$13.93/per student – approximately \$9,751.00 per year; and
- 3) Total amount \$63,555.00.

**Resolution 22121512**

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

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RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves an agreement with The Nexus School for the provision of educational programming for student ID# 10136151 effective

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December 19, 2022 through June 15, 2023 in a prorated amount of \$69,000.00; 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 an agreement with The Nexus School for the provision of educational programming for student ID# 10136151 effective December 19, 2022 through June 15, 2023 in a prorated amount of \$69,000.00.

### **Resolution 22121513**

#### **Acceptance of Agreement By: Dr. Claudia Lyles, CEO**

Resolved that Board of Trustees of Keystone Academy Charter School hereby approves an agreement with Enriched LLC for the provision of Long- and Short-Term Substitute Teachers in the respective hourly amounts of \$36.00 and \$40.00 and to include an annual fee of \$1000.00; 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 Enriched LLC for the provision of Long- and Short-Term Substitute Teachers in the respective hourly amounts of \$36.00 and \$40.00 and to include an annual fee of \$1000.00.

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#### *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>

**H.**

**DISCUSSION AND ANNOUNCEMENTS**

THE NEXT REGULARLY SCHEDULED KEYSTONE ACADEMY CHARTER SCHOOL BOARD OF TRUSTEES  
MEETING IS TO BE HELD BY ZOOM ON JANUARY 19, 2023.

**ADJOURNMENT**

MOTION

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VOTE:

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