

KEYSTONE ACADEMY CHARTER SCHOOL
4521 Longshore Avenue
Philadelphia, PA 19135
BOARD OF TRUSTEES MEETING
MAY 19, 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 7:00 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 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"
Anthony Stevenson - Secretary	"AS"
Dina Hernandez - Member	"DH"

Board Members Present:	By Invitation: Non-Board Members Present:
Gretchen Alston Fred Phelps Alma Diggs Marie McCarthy Anthony Stevenson Dina Hernandez	Dr. Claudia Lyles, CEO Daniel H. Saidel, Esq. Michael Danyo, Finance - Santilli & Thomson
Board Members Absent: 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 May 19, 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

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

Resolution 22051901

Approval of the Agenda

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the May 19, 2022, Meeting Agenda as presented.

D. Approval of Minutes

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

Resolution 22051902

Approval of April 21, 2022, Minutes of Meeting

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the Minutes of the April 21, 2022, meeting of the Board of Trustees of Keystone Academy Charter School.

E. Reports

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

Resolution 22051903

Acceptance of the Instructional Coaches Report

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the reports of the following Instructional Coaches: Mrs. Michelle DelBuono; Mrs. Amy Hess; and Mr. Michael Browning; and hereby incorporates into these minutes by reference their written reports to the board; and

MOTION
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SECOND
FP
VOTE:
☒ PASS
☐ FAIL

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.

The following Instructional Coaches: Mrs. Michelle DelBuono; Mrs. Amy Hess; and Mr. Michael Browning; reviewed their reports with the board

Resolution 22051904

**Acceptance of the May 2, 2022 Education Committee Meeting Report:
By Mrs. Marie McCarthy**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby reviews and accepts the May 2, 2022 Education Committee report of Mrs. Marie McCarthy and hereby incorporates into these minutes by reference the report presented by Marie McCarthy 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.

M. McCarthy reported to the board that the following persons attended the May 2, 2022 Education Committee meeting: M. McCarthy, D. Hernandez, A. Stevenson, M. Danyo and Dr. Lyles. The agenda for the meeting was: the 2022-2023 Budget, Food Service Contract, Ricoh Renewal, National American Contract, Jenkins Installation, MACCS Nursing, Staffing requirements, Staff Retention/Sign-on Bonus, Enspire Consulting, and the change in age of admissions.

Resolution 22051905

**Acceptance of the May 2, 2022 Finance Committee Meeting Report: By
Mrs. Gretchen Alston**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby reviews and accepts the May 2, 2022 Finance Committee report of Mrs. Gretchen Alston and hereby incorporates into these minutes by reference the report presented by Gretchen Alston 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.

G. Alston reported to the board that the following persons attended the May 2, 2022 Finance Committee meeting: F. Phelps, A. Diggs, G. Alston, M. Danyo and Dr. Lyles. The agenda for the meeting was: the 2022-2023 Budget, Food Service Contract, Ricoh Renewal, National American Contract,

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Jenkins Installation, MACCS Nursing, Staffing requirements, Staff Retention/Sign-on Bonus, Enspire Consulting, and the change in age of admissions.

Resolution 22051906

Acceptance of the April 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 April 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 *April 2022 Treasury Report* in the amount of \$355,328.24 presented by Michael Danyo of Santilli and Thomson.

M. Danyo distributed and reviewed with the board the April 2022 Financial Report of Michael Danyo, consisting of the financial statements and other documents, and the April 2022 Treasury Report in the amount of \$355,328.24 presented by Michael Danyo.

Resolution 22051907

Approval of the 2022-23 Budget: By Dr. Claudia Lyles, CEO

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VOTE:
[X] PASS
[] FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the 2022-23 Budget with an estimated revenue of \$9,074,400.00; 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.

By Roll Call Vote:

Gretchen Alston yes
Fred Phelps yes
Alma Diggs yes
Marie McCarthy yes
Tina Peterson Not Present
Anthony Stevenson yes
Dina Hernandez yes

Dr. Lyles distributed and reviewed with the board the 2022-23 Budget with an estimated revenue of \$9,074,400.00.

F. Contracts

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VOTE:
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Resolution 22051908

Approval of Food Service Renewal Contract By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the renewal of the contract with the Nutrition Group for the provision of food services for the 2022-23 school year, effective July 1, 2022, in the amount of \$282,190.63; and

FURTHER RESOLVED that the Board of Trustees of Keystone Academy Charter School approves the continuation of the 2021-22 lunch fees schedule for the 2022-23 school year, as follows,

- Lunch – full \$2.75; reduced \$.40;
- Breakfast – full \$1.75; reduced \$.30; 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 22051908**.

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VOTE:
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Resolution 22051909

Approval of Ricoh Renewal Contract By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves a five -year renewal of the contract with Ricoh for the rental and servicing of two copy machines in the amount of \$2,089.00 per month effective July 1, 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 **Resolution 22051909**.

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VOTE:
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Resolution 22051910

Approval of National American Contract By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves a contract with National American (Water Management) for cafeteria waterproofing (sump pump) in the amount of \$17,955.00; 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.

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VOTE:
[X] PASS
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Dr. Lyles reviewed with the board **Resolution 22051910.**

Resolution 2205111

Approval of Jenkins Installations Contract By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves a contract with Jenkins Installations for removal and installation of all stalls in all (12) student restrooms in the amount of \$33,75000; 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 22051911.**

Resolution 22051912

Approval of 2022-23 MACCS Nursing Renewal Contract By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves a renewal contract with MACCS Nursing Service for the 2022-23 school year, for the provision of:

School Physician Services: \$900.00;
Certified School Nurse Services: \$12,550.00;
On-Site Nurse Services @ 37.5 hours per week: \$71,195.00;
Physical Examination Services \$750.00;
Dental Screening Services \$697.50;
Administrative Services \$15,496.65;
Total \$101,589.15; 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 22051912.**

G. Personnel

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VOTE:
[X] PASS
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Resolution 22051913

Approval of 2022 Summer School Staff By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the addition of Christine Sanginiti and Patrick Chapman to the 2022 K-8 Summer School program staff at an hourly rate of \$35.00 for seventy-six (76) work hours in a total remuneration each of \$2,660.00 (ESSER funds); and

MOTION
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VOTE:
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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 22051913.**

Resolution 22051914

Approval of 2022 Year Book Coordinator Stipend By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves extracurricular payment to Kelli Pascoe for coordination of the 2022 yearbook in the amount of \$35/hr. for ten (10) hours, in a total amount of \$350.00 (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 **Resolution 22051914.**

Resolution 22051915

Approval of Staff Retention/Sign-on Bonus By: Dr. Claudia Lyles, CEO

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

1. If an employee of Keystone Academy Charter School is employed at Keystone Academy Charter School during the entire first semester of the 2022-2023 school year, that Keystone Academy Charter School employee will be entitled to receive a retention bonus in the amount of \$1000.00 net of taxes;
2. If an employee of Keystone Academy Charter School is employed at Keystone Academy Charter School during the entire second semester of the 2022-2023 school year, that Keystone Academy Charter School employee will be entitled to receive a retention bonus in the amount of \$1500.00 net of taxes;
3. If an employee of Keystone Academy Charter School is employed at Keystone Academy Charter School during the entire first semester of the 2023-2024 school year, that Keystone Academy Charter School employee will be entitled to receive a retention bonus in the amount of \$1000.00 net of taxes;
4. If an employee of Keystone Academy Charter School is employed at Keystone Academy Charter School during the entire second semester of the 2023-2024 school year, that Keystone Academy Charter School employee will be entitled to receive a retention bonus in the amount of \$1500.00 net of taxes; and

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VOTE:
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MOTION
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VOTE:
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FURTHER RESOLVED, that Dr. Claudia Lyles, CEO is not subject to or included in this **Resolution 22051915; 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 22051915.**

Resolution 22051916

Approval of Appointment By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the appointment of Kiona Fortune to the position of Teacher, effective August 22, 2022 at a yearly 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 **Resolution 22051916.**

Resolution 22051917

Approval of Appointment By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the appointment of Tania James to the position of School Secretary, effective July1, 2022 at a yearly salary of \$42,500.00 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 **Resolution 22051917.**

Resolution 22051918

Approval of Appointment By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the appointment of Rylee Shockley to the position of Teacher, effective August 22, 2022 at a yearly 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 **Resolution 22051918.**

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VOTE:
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MOTION
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VOTE:
☒ PASS
☐ FAIL

H. Purchased Professional Services

MOTION
DH
SECOND
FP
VOTE:
☒ PASS
☐ FAIL

Resolution 22051919

Approval of Purchased Professional Services By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the purchase of professional services, as needed, from Enspire Consulting Group, LLC, at the fees noted in the attachment as presented, for the provision of ancillary supports to facilitate special education compliance, including but not limited to psychological evaluation, speech/OT/PT evaluations and therapy, and special education compliance and consultation; 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 22051919.**

I. Policy

MOTION
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SECOND
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VOTE:
☒ PASS
☐ FAIL

Resolution 22051920

Approval of Change in Age of Admission By: Dr. Claudia Lyles, CEO

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves a change in the age of admission to kindergarten and grade 1 from the 2019 Admissions Policy which states:

Kindergarten students must be 5 years old on or before October 1st.

First Grade students must be 6 years old on or before October 1st.

to:

Kindergarten students must be 5 years old on or before September 1st.

First Grade students must be 6 years old on or before September 1st.

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 22051920.**

J. Community Comment

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>

K.

DISCUSSION AND ANNOUNCEMENTS

THE NEXT REGULARLY SCHEDULED KEYSTONE ACADEMY CHARTER SCHOOL BOARD OF TRUSTEES MEETING IS TO BE HELD BY ZOOM ON JUNE 16, 2022.

ADJOURNMENT

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