

**KEYSTONE ACADEMY CHARTER SCHOOL  
Philadelphia, PA 19135  
BOARD OF TRUSTEES MEETING  
DECEMBER 19, 2024  
7:00 PM  
By: ZOOM VIDEO CONFERENCE  
AGENDA**

**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 \_\_\_\_ 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”
Paulda Dorisme - Member	“PD”

<b>Board Members Present:</b>	<b>By Invitation: Non-Board Members:</b>
	Dr. Claudia Lyles, Chief Executive Officer
	Daniel H. Saidel, Esq.
	Michael Danyo, Finance - Santilli & Thomson
	Michael Thomson, Finance – Santilli & Thomson
	Dr. Kathryn Makar, Chief Academic Officer

<b>Board Members Absent:</b>	
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**B. Announcement of Executive Session – Mr. Daniel Saidel**

*1. I would like to state, for the purposes of the Minutes of this meeting, that the Board of Trustees did not meet in Executive Session prior to this meeting.*

**OR**

*2. I would like to state, for purposes of the Minutes of this meeting that on December 19, 2024, the Board of Trustees met in Executive Session for the following purposes under 65 P.S. § 708:*

( ) 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).

( ) Labor Relations. To hold information, strategy and negotiation sessions related to labor relations and/or arbitration.

( ) Purchase or Lease of Real Property. To consider the purchase or lease of real property up to the time an option to purchase or lease the real property is obtained or up to the time an agreement to purchase or lease such property is obtained if the agreement is obtained directly without an option.

( ) 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.

( ) 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.

Additional Notes for Minutes of Meeting:

### C. Approval of Agenda

MOTION | **Resolution 24121901**  
SECOND | **Approval of the Agenda By: Mrs. Gretchen Alston, Board President**  
VOTE: |  
 PASS | RESOLVED, that the Board of Trustees of Keystone Academy Charter School  
 FAIL | hereby approves this Board Meeting Agenda as presented.

### D. Approval of Minutes

MOTION | **Resolution 24121902**  
SECOND | **Approval of the November 21, 2024, Board Meeting Minutes By: Mrs. Gretchen Alston, Board President**  
VOTE: |  
 PASS | RESOLVED, that the Board of Trustees of Keystone Academy Charter School  
 FAIL | hereby approves the Revised Minutes of the **November 21, 2024**, meeting of the Board of Trustees of Keystone Academy Charter School as presented.

### E. Reports

MOTION | **Resolution 24121903**  
SECOND | **Acceptance of the Chief Executive Officer Report By: Dr. Claudia Lyles CEO**  
VOTE: |  
 PASS | RESOLVED that the Board of Trustees of Keystone Academy Charter School  
 FAIL | 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.

MOTION | **Resolution 24121904**  
SECOND | **Acceptance of the November 2024 Treasury Report and the November 2024 Financial Reports By: Mr. Michael Danyo of Santilli and Thomson**  
VOTE: |  
 PASS | RESOLVED that the Board of Trustees Keystone Academy Charter School  
 FAIL | hereby reviews and accepts the November 2024 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 reviews and accepts the November 2024 Treasury Report in the respective amount of \$521,016.91 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. Saidel, School Solicitor.

**F. 2025-26 Calendars**

MOTION

**Resolution 24121905**

SECOND

**Approval of the Board of Trustees of Keystone Academy Charter School 2025-26 Board Meeting Calendar By: Mrs. Gretchen Alston, Board President**

VOTE:

PASS

FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the 2025-26 Board of Trustees of Keystone Academy Charter School Board Meeting Calendar, as presented; 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.

MOTION

**Resolution 24121906**

SECOND

**Approval of the 2025-26 Academic Calendar By: Dr. Claudia Lyles, CEO**

VOTE:

PASS

FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the Keystone Academy Charter School 2025-26 Academic Calendar, as presented; 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.

**G. Personnel**

MOTION

**Resolution 24121907**

SECOND

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

VOTE:

PASS

FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves an extracurricular stipend for Virginia Poulterer for Saturday School instruction at a rate of \$35/hr. beginning on December 7, 2024, through April 12, 2025; 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.

**H. Donations**

MOTION

**Resolution 24121908**

SECOND

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

VOTE:  
 PASS  
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the acceptance of donations in a total amount of \$1000.00 from the 2024 Giving Tuesday project; 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.

MOTION

**Resolution 24121909**

SECOND

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

VOTE:  
 PASS  
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the donation of sixteen (16) Chromebooks from KACS to the Jamaica Diaspora Northeast in a total estimated value of \$450.00; 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.

*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. DISCUSSION AND ANNOUNCEMENTS**

THE NEXT REGULARLY SCHEDULED KEYSTONE ACADEMY CHARTER SCHOOL BOARD OF TRUSTEES MEETING IS TO BE HELD BY ZOOM ON JANUARY 16, 2025.

**ADJOURNMENT**

MOTION

SECOND

VOTE:

PASS

FAIL

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