

**KEYSTONE ACADEMY CHARTER SCHOOL**  
**4521 Longshore Avenue**  
**Philadelphia, PA 19135**  
**BOARD OF TRUSTEES MEETING**  
**DECEMBER 21, 2023**  
**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 7:02 pm. My name is Angela Epperson. 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 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”

<b>Board Members Present:</b>	<b>By Invitation: Non-Board Members Present:</b>
Fred Phelps Alma Diggs Angela Epperson Marie McCarthy Tina Peterson	Dr. Claudia Lyles, Chief Executive Officer Daniel H. Saidel, Esq. Michael Danyo, Finance - Santilli & Thomson
<b>Board Members Absent:</b> Gretchen Alston	

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

I would like to state, for purposes of the Minutes of this meeting that on December 21, 2023, 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  
FP  
SECOND  
AD  
VOTE:  
 PASS  
 FAIL

**Resolution 23122101**  
**Approval of the Agenda By: Angela Epperson, Board Secretary**

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

**D. Approval of Minutes**

MOTION  
MM  
SECOND  
TP  
VOTE:  
 PASS  
 FAIL

**Resolution 23122102**  
**Approval of the November 16, 2023, Board Meeting Minutes By: Angela Epperson, Board Secretary**

RESOLVED, that the Board of Trustees of Keystone Academy Charter School hereby approves the Minutes of the **November 16, 2023**, meeting of the Board of Trustees of Keystone Academy Charter School.

**E. Reports**

MOTION  
TP  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

**Resolution 23122103**  
**Acceptance of the Chief Executive Officer 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 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.

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

- 1) Facility

- a. Classroom furniture was moved into the new building on December 1 and 2 for ESL, Title I and Resource Room.
  - b. Guidance, Related Services, Climate Control, Instructional Coaches and Reading Specialist made internal moves in the existing building.
  - c. Instruction will begin in the new building beginning on January 8th, after the winter break.
  - d. The Art Studio will be fully functional by January 15 after flooring is poured and the kiln is reinstalled.
- 2) Student Activities
- a. The school Talent Show was held last week. Student performers sang, danced, and demonstrated science experiments. An evening performance was attended by parents on Thursday night.
  - b. The Winter Concert is scheduled for December 22<sup>nd</sup>. All of the students will perform; parents and families are invited.
  - c. Parent Partnership was held on the evening of November 21, 2023. The topics were Title I, Supporting Learners at Home, Children’s Social and Emotional Needs at School, Educational Games and Technology.
  - d. KACS donated \$200 to Philabundance. The funds were collected via a dress down day.
  - e. School closes on December 22<sup>nd</sup> and reopens on January 8<sup>th</sup>.
- 3) Board Membership – An announcement was posted soliciting applicants to fill the parent vacancy on the Board. To date, no applications have been received. The posting will be recirculated after the winter break.

**Resolution 23122104**

**Acceptance of the November 2023 Treasury Report By: Mr. Michael Danyo of Santilli and Thomson**

MOTION  
MM  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

RESOLVED that the Board of Trustees Keystone Academy Charter School hereby reviews and accepts the November 2023 Financial Reports 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 2023 *Treasury Report* in the amount of \$795,641.62 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 2023 Financial Reports of Michael Danyo and the November 2023 Treasury Report in the amount of \$795,641.62 as presented by Michael Danyo of Santilli and Thomson.

## F. Professional Development

MOTION  
FP  
SECOND  
TP  
VOTE:  
 PASS  
 FAIL

### **Resolution 23122105**

#### **Approval of Conference Attendance By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves registration, attendance, travel, meals, and lodging fees for Kathryn Makar and Amy Hess to attend “Improving Schools Conference 2024” provided by the PA Association of Federal Program Coordinators in Pittsburgh, PA on February 2-7, 2024, in a total amount of \$2,722.00 (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 registration, attendance, travel, meals, and lodging fees for Kathryn Makar and Amy Hess to attend “Improving Schools Conference 2024”; provided by the PA Association of Federal Program Coordinators in Pittsburgh, PA on February 2-7, 2024, in a total amount of \$2,722.00 (ESSER funds).

## G. Board of Trustees 2024-25 Meeting Schedule

MOTION  
MM  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

### **Resolution 23122106**

#### **Approval of Board of Trustees 2024-25 Meeting Schedule By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the 2024-25 Board of Trustees Meeting Schedule 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.

Dr. Lyles distributed and reviewed with the board the 2024-25 Board of Trustees Meeting Schedule.

## H. Student Placement

MOTION  
TP  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

### **Resolution 23122107**

#### **Approval of Student Placement By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the placement, tuition, and fees for student #10046990 in the amount of \$242.00 per day, for one hundred and twelve (112) days effective, January 8, 2024, in the amount of \$27,104.00, at Life Works School; and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO, or any 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 described this **Resolution 23122107** as the placement, tuition, and fees for student #10046990 in the amount of \$242.00 per day, for one hundred and twelve (112) days effective, January 8, 2024, in the amount of \$27,104.00, at Life Works School.

## I. Contracts

MOTION  
FP  
SECOND  
TP  
VOTE:  
 PASS  
 FAIL

### **Resolution 23122108**

#### **Approval of 2024 Cleaning Service Agreement By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves an amended agreement, as presented, for the provision of cleaning services with Clean Net in a monthly amount of \$14,599.27, effective January 8, 2024, which includes a 5% increase to the charges for the existing cost and an adjustment cost to include their services in the new building; and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO, or any 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 distributed and reviewed with the board the amended agreement, as presented, for the provision of cleaning services with Clean Net in a monthly amount of \$14,599.27, effective January 8, 2024, which includes a 5% increase to the charges for the existing cost and an adjustment cost to include their services in the new building.

## J. Personnel

MOTION  
FP  
SECOND  
AD  
VOTE:  
 PASS  
 FAIL

### **Resolution 23122109**

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

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby accepts the resignation of Kelly Liston, Teacher, effective January 12, 2024; and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO, or any 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 described this board **Resolution 23122109** as the resignation of Kelly Liston, Teacher, effective January 12, 2024.

MOTION  
AD  
SECOND  
TP  
VOTE:  
 PASS  
 FAIL

### **Resolution 23122110**

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

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the appointment of Natali Martinez to the position of Classroom Aide, effective January 8, 2024, at a prorated annual salary of \$37,800.00; and

FURTHER RESOLVED, that Dr. Claudia Lyles, CEO, or any 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 appointment of Natali Martinez to the position of Classroom Aide, effective January 8, 2024, at a prorated annual salary of \$37,800.00

#### *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 JANUARY 18, 2024.

**ADJOURNMENT**

MOTION

FP

SECOND

AD

VOTE:

PASS

FAIL

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