

**KEYSTONE ACADEMY CHARTER SCHOOL  
Philadelphia, PA 19135  
BOARD OF TRUSTEES MEETING  
DECEMBER 19, 2024  
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 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”
Paulda Dorisme - Member	“PD”

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

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**Board Members Absent:**

Alma Diggs  
Paulda Dorisme

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

*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.*

**C. Approval of Agenda**

MOTION  
FP  
SECOND  
TP  
VOTE:  
 PASS  
 FAIL

**Resolution 24121901**

**Approval of the Agenda By: Mrs. 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  
FP  
SECOND  
MM  
VOTE:  
 PASS  
 FAIL

**Resolution 24121902**

**Approval of the November 21, 2024, Board Meeting Minutes By: Mrs. Angela Epperson, Board Secretary**

RESOLVED, that the Board of Trustees of Keystone Academy Charter School 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  
MM  
SECOND  
TP  
VOTE:  
 PASS  
 FAIL

**Resolution 24121903**

**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 CEO Report of Dr. Lyles:

- 1) Student Activities
  - a. KACS participated in the Philadelphia Eagles, Operation Snowball, which provided a gift to every student in the school. Gifts included hats, slime, stuffed animals, Harry Potter wands and finger skateboards.
  - b. WAWA gift cards and hats were provided to staff via Operation Snowball.
  - c. KACS collected 300+ new toys for Toys 4 Tots. The collection ended on December 16. Three boxes were filled with a variety of toys.
  - d. Each student will receive two books from the school during the week of December 16<sup>th</sup>. The purchases were made using ESSER funds.
  - e. The Winter Concert will be held on Friday the 20<sup>th</sup>. Parents and the Board are invited to attend.
  
- 2) Public Relations
  - a. KACS now generates a monthly newsletter. The editions feature Student of the Month and a staff member. Our PR consultant will begin to interview graduates for inclusion in upcoming publications.
  
- 3) Winter Break
  - a. Winter Break begins on Monday December 23. Students and staff return to school on Monday January 6<sup>th</sup>.
  
- 4) Facility: The following routine maintenance will take place beginning Friday the 20<sup>th</sup> and during the winter break:
  - a. Schindler Elevators  
Scope of Work: Elevator Hydraulics Bushings replacement. December 27<sup>th</sup>- 30<sup>th</sup>
  
  - b. NelBud Services  
Scope of Work: Kitchen Bi-annual Cleaning, Part 2 (Hoods with Grease Applications - incl. filters, catch-trays, grease cup, grease traps and cleanup) to keep with health inspection codes. December 30<sup>th</sup>
  
  - c. Keystone Fire & Security

Scope of Work: Kitchen Ansul System Testing (Alarm & Sprinkler checks): December 20, 2024 (6:30am - 8:00am)

**Resolution 24121904**

**Acceptance of the November 2024 Treasury Report and the November 2024 Financial Reports By: Mr. Michael Danyo of Santilli and Thomson**

RESOLVED that the Board of Trustees Keystone Academy Charter School 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 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.

M. Danyo distributed and reviewed with the board the November 2024 Financial Report of Michael Danyo and the November 2024 Treasury Report in the amount of \$521,016.91.

MOTION  
FP  
SECOND  
MM  
VOTE:  
 PASS  
 FAIL

**F. 2025-26 Calendars**

**Resolution 24121905**

**Approval of the Board of Trustees of Keystone Academy Charter School 2025-26 Board Meeting Calendar By: Dr. Claudia Lyles, CEO**

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.

Dr. Lyles distributed and reviewed with the board the 2025-26 Board of Trustees of Keystone Academy Charter School Board Meeting Calendar.

**Resolution 24121906**

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

MOTION  
TP  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

MOTION  
MM  
SECOND  
FP  
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.

Dr. Lyles distributed and reviewed with the board the Keystone Academy Charter School 2025-26 Academic Calendar.

### G. Personnel

MOTION  
TP  
SECOND  
MM  
VOTE:  
 PASS  
 FAIL

#### **Resolution 24121907** **Approval of Extracurricular Stipend By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves retroactively, 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.

Dr. Lyles reviewed with the board the extracurricular stipend for Virginia Poulterer for Saturday School instruction at a rate of \$35/hr. beginning on December 7, 2024, through April 12, 2025.

### H. Donations

MOTION  
TP  
SECOND  
FP  
VOTE:  
 PASS  
 FAIL

#### **Resolution 24121908** **Acceptance of Donation By: Dr. Claudia Lyles, CEO**

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.

Dr. Lyles reviewed with the board the donations in a total amount of \$1000.00 from the 2024 Giving Tuesday project.

MOTION  
 TP  
 SECOND  
 FP  
 VOTE:  
 PASS  
 FAIL

**Resolution 24121909**  
**Approval of Donation By: Dr. Claudia Lyles, CEO**

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the donation of sixteen (16) Chromebooks from Keystone Academy Charter School 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.

Dr. Lyles reviewed with the board the donation of sixteen (16) Chromebooks from Keystone Academy Charter School to the Jamaica Diaspora Northeast in a total estimated value of \$450.00.

*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>

**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  
 TP  
 SECOND  
 FP  
 VOTE:  
 PASS  
 FAIL