

**KEYSTONE ACADEMY CHARTER SCHOOL  
Philadelphia, PA 19135  
BOARD OF TRUSTEES MEETING  
MARCH 20, 2025  
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 March 20, 2025, 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 25032001**  
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 25032002**  
SECOND | **Approval of the February 20, 2025, 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 **February 20, 2025**, meeting of the Board of Trustees of Keystone Academy Charter School as presented.

### E. Reports

MOTION | **Resolution 25032003**  
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, 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 25032004**  
SECOND | **Acceptance of the February 2025 Treasury Report and the 2025 February 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 February 2025 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

RESOLVED that the Board of Trustees Keystone Academy Charter School hereby reviews and accepts the February 2025 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

RESOLVED, that the Board of Trustees of Keystone Academy Charter School reviews and accepts the February 2025 Treasury Report in the amount of \$ 676,626.68 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.

MOTION

**Resolution 25022005**

SECOND

**Acceptance of the Education Committee Report: Mrs. Marie McCarthy**

VOTE:  
 PASS  
 FAIL

RESOLVED that the Board of Trustees Keystone Academy Charter School hereby accepts the Education Committee Report as presented by Mrs. 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. Saidel, School Solicitor.

**F. Personnel**

MOTION

**Resolution 25032006**

SECOND

**Approval of Recruitment Funding By: Dr. Claudia Lyles, CEO**

VOTE:  
 PASS  
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves \$3,000.00 for personnel recruitment during the period beginning in March 2025 and ending in August 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.

MOTION

**Resolution 25032007**

SECOND

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

VOTE:  
 PASS  
 FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the appointment of Shannon Ritzheimer to the position of Teacher, effective April1, 2025 at a prorated salary of \$51,009.59; 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 2503208**

**Approval of Elimination of Position By: Dr. Claudia Lyles, CEO**

SECOND

VOTE:

PASS

FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves the elimination of one Classroom Aide position effective March 21, 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.

**G. Settlement**

MOTION

**Resolution 25032009**

**Approval of Legal Settlement By: Dr. Claudia Lyles, CEO**

SECOND

VOTE:

PASS

FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves a legal settlement and related fees for student #9664249 in the following amounts:

- 1) Trust Fund \$13,050.00;
- 2) Trust fund fees - \$500.00;
- 3) Legal fees -\$12,900.00; 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.

**H. Agreement**

MOTION

**Resolution 25032010**

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

SECOND

VOTE:

PASS

FAIL

RESOLVED that the Board of Trustees of Keystone Academy Charter School hereby approves an agreement with WK electrical for the installation of LED hallway lighting on the first and second floors of the original building in the amount of \$22,891.00; 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 APRIL 17, 2025.

**ADJOURNMENT**

MOTION

SECOND

VOTE:

[ ] PASS

[ ] FAIL

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