

**MINUTES OF THE MONTHLY MEETING OF THE
BOARD OF DIRECTORS
OF
KEYSTONE EDUCATION CENTER
CHARTER SCHOOL
425 South Good Hope Road
Greenville, Pennsylvania 16125**

The meeting of the directors was held on November 9, 2017, at the Keystone Education Center Charter School Middle School, 60 Shenango Street, Greenville, PA. A quorum being present, the meeting was called to order at 8:30 a.m.

WHEREAS, the undersigned being all of the directors of the above named corporation, who held the meeting of the Board of Directors on November 9, 2017, the items following are the Resolutions adopted as a result of such meeting and an attempt to summarize or capsulize the discussions and topics discussed at said meeting.

DIRECTORS PRESENT:

Ms. Dawn Gerrish, Parent Representative
Mr. Todd Hedderick, Assistant Director of Operations, Keystone Adolescent Center, Inc.
Mr. John Sibeto, Superintendent, Reynolds School District
Dr. Frank Stratiff, Community Representative

DIRECTORS ABSENT:

Mr. Mark Ferrara, Superintendent, Greenville Area School District

OTHERS PRESENT:

Joanna Faber, Administrative Assistant/Board Secretary
Chris Gaub, Curriculum Director
James T. Gentile, Director of Finance
Michael P. Gentile, Chief Executive Officer
Robert S. Gentile, Director of Personnel
Joe Joseph, School Solicitor

OTHERS ABSENT:

None

VISITORS PRESENT:

None

AGENDA:

- Roll Call
- Pledge of Allegiance
- Approval of Minutes
- Chief Executive Officer's Report
- Personnel
- Financial Report
- Bills Presented for Payment
- Hearing of Visitors
- Old Business
- New Business
- Adjournment

APPROVAL OF MINUTES:

- ◆ Motion made by Frank Stratiff that the minutes of the September 14, 2017 Keystone Education Center Charter School board meeting be approved as submitted; seconded by Dawn Gerrish; approved 4-0.

CHIEF EXECUTIVE OFFICER'S REPORT:

- ◆ Enrollment Numbers/Breakdown as of November 8, 2017 (handout distributed):

	Total	Reynolds	Greenville
Students	186	14	23
Special Ed	64	5	11
High School	160	12	20
Middle School	26	0	3
Career Center	8	0	3
Homebound	0	0	0
KEY Academy	9	2	0

- ◆ Recognized students of the month from Keystone Charter School Middle School.
- ◆ Heard a report from Curriculum Director Chris Gaub on Keystone's SPP Score, Comprehensive Plan and School Improvement Plan.
- ◆ Discussed Community Engagement/Parent Involvement activities: Thanksgiving-In-A-Bag Project (30 families), Scarecrows On Main Street and Open House.
- ◆ Distributed "Keystone Transition News" newsletter to all board members.
- ◆ Keystone STEAM Academy – After School Program started on October 23, 2017, and is funded through 21st Century Grant. Teacher Rick Blackburn is coordinating the program which runs from 2:15 – 5:15 p.m., Monday through Friday.
- ◆ Seniors attended the Crawford County Career Fair on September 27, 2017.
- ◆ ARL Linda Nelson visited on September 28 and October 26 and will return on November 20, 2017.
- ◆ 11th Grade Physicals were conducted on September 29, 2017.
- ◆ Juniors and Seniors attended the Thiel College Career Fair on October 5, 2017.
- ◆ In-service was held on October 6, 2017. Speaker Michael DeLeon discussed drug addiction and current drug trends.
- ◆ No school on October 7, 2017 (Columbus Day).
- ◆ PSAT testing was held at Keystone on October 11, 2017, for all interested students.

- ◆ PAYS survey was conducted on October 12, 2017, for students in grades 8, 10 and 12.
- ◆ Ana Meyers, Executive Director of PA Coalition of Public Charter Schools (PCPCS), visited and toured Keystone on October 18, 2017.
- ◆ Mike Gentile attended PCPCS Board Meeting on October 19, 2017, in Wexford, PA.
- ◆ 6 Staff attended the RENEW Drop-Out Prevention training at MIU4 on October 24, 2017.
- ◆ 3 Staff (Mike Gentile, Anna Wilkinson and Cindy Nehlen) attended an Act 138 truancy meeting at District Justice Brian Arthur's office on October 31, 2017. There will be another meeting with Mark Benedetto for Juvenile Probation.
- ◆ Motion made by Dawn Gerrish to approve MOU between Mercer County Juvenile Probation and Keystone Charter School regarding Act 138 – Truancy Reduction; seconded by Todd Hedderick; approved 4-0.
- ◆ Senator Michelle Brooks' Student Government Seminar was held at Thiel College on November 2, 2017. Teacher Dan Kilgore and 5 students attended the day-long event.
- ◆ Discussed the impact that West Salem Township not renewing their police contract with Greenville would have on the Charter School.

UPCOMING EVENTS:

- ◆ November 10 Region 5 Fall Workshop at IU5 for Homelessness and Foster Care
- ◆ November 13 Priority School Networking at AIU3 (Ed MacElroy)
- ◆ November 14 Honors Breakfast
- ◆ November 20 ARL Visit
- ◆ November 23 – 27 No School (Thanksgiving Break)
- ◆ November 28 PDE Site Visit – Elizabeth Shotwell and new Chief of the Division of Charter Schools will be here

PERSONNEL:

- ◆ Motion made by Todd Hedderick to approve the resignation of Sue Smith as part-time nurse effective September 22, 2017; seconded by Dawn Gerrish; approved 4-0.
- ◆ Middle School Principal Ed MacElroy attended a 3-day SAP training at MIU4 on October 24 to 26, 2017.
- ◆ Motion made by Dawn Gerrish to approve the hiring of Teri Swartzbeck as part-time nurse. She will be at Keystone 1 day per week; seconded by John Sibeto; approved 4-0.
- ◆ Motion made by Dawn Gerrish to approve the continuation of Matt Nelson serving as Director of Education/High School Principal of Keystone Charter School and to complete the requirements of obtaining his Emergency Certification Permit. Mr. Nelson has already completed the NISL Program and the Principal's Academy and has been in this position since Keystone Charter School's inception in 1997. Motion seconded by John Sibeto; approved 4-0.
- ◆ Motion made by Todd Hedderick to approve the retirement of high school teacher Herb King effective January 19, 2018; seconded by Dawn Gerrish; approved 4-0.

FINANCIAL REPORT:

- ◆ September and October payroll taxes were completed.
- ◆ August and September bank statements were reconciled with no problems to report.
- ◆ 3rd Quarter taxes and reports were completed.
- ◆ Annual Financial Report (AFR) PDE 2057 was submitted on October 31, 2017 through CFRS site.
- ◆ The annual local audit is almost completed.
- ◆ All school districts were invoiced for September and October. The totals were \$301,414 and \$320,552, respectively.
- ◆ The Treasurer's Report as of November 9, 2017, was reviewed. Motion made by Dawn Gerrish to approve the report; seconded by Frank Stratiff; approved 4-0.

BILLS PRESENTED FOR PAYMENT:

- ◆ Board members received a copy of the bills presented for payment. Motion made by Todd Hedderick to approve the bills for payment; seconded by John Sibeto; approved 4-0.

HEARING OF VISITORS:

- ◆ None

OLD BUSINESS:

- ◆ None

NEW BUSINESS:

- ◆ Set the next Keystone Education Center Charter School Board Meeting for Thursday, January 11, 2018, at 8:30 a.m. at the Keystone Middle School, 60 Shenango Street, Greenville, PA.

ADJOURNMENT:

- ◆ Motion made by Todd Hedderick to adjourn the Keystone Education Center Charter School Board of Directors meeting at 10:01 a.m.; seconded by Dawn Gerrish; approved 4-0.