

**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 March 15, 2018, 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 March 15, 2018, 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.

Dr. Frank Stratiff, Community Representative

DIRECTORS ABSENT:

Mr. Mark Ferrara, Superintendent, Greenville Area School District

Mr. John Sibeto, Superintendent, Reynolds School District

OTHERS PRESENT:

Joanna Faber, Administrative Assistant/Board Secretary

Michael P. Gentile, Chief Executive Officer

Joe Joseph, School Solicitor

Brian Tokar, Principal, Greenville Area School District

OTHERS ABSENT:

James T. Gentile, Director of Finance

Robert S. Gentile, Director of Personnel

VISITORS PRESENT:

Megan Johnston, Behavioral Health Commission

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 Todd Hedderick that the minutes of the January 11, 2018 Keystone Education Center Charter School board meeting be approved as submitted; seconded by Dawn Gerrish; approved 3-0.

CHIEF EXECUTIVE OFFICER'S REPORT:

- ◆ Enrollment Numbers/Breakdown as of March 14, 2018 (handout distributed):

	Total	Reynolds	Greenville
Enrollment	203	14	26
Special Ed	88	5	13
High School	164	14	24
Middle School	39	0	2
Career Center	10	1	4
Homebound	1	0	0
KEY Academy	18	1	3

- ◆ Recognized students of the 2nd 9 weeks from Keystone High School:
 - 9th grade – Chris Shelatree and Giovanni Paolucci
 - 10th grade – Barbara Griffith and Annabelle Haynes
 - 11th grade – Cheyenne Mihelson and Jason Ralston
 - 12th grade – Charity Smith and Austin Johnston
- ◆ Distributed Transition Newsletter.
- ◆ Motion made by Frank Stratiff to approve the 2018-19 Keystone Education Center Charter School school calendar; seconded by Dawn Gerrish; approved 3-0.
- ◆ Motion made by Dawn Gerrish to adopt Board Policy 807- Use/Administration of Naloxone (Narcan) in an active overdose situation at Keystone Charter School which will be in supply at both the Keystone High School and Middle School beginning in the 2018-19 school year with all staff receiving training; seconded by Frank Stratiff; approved 3-0.
- ◆ Keystone applied for a \$20,000 Ready-to-Learn grant to expand our STEM curriculum at the Middle School.
- ◆ Motion made by Todd Hedderick to revise Board Policy 212 – Graduation Requirements which will continue to require 23 credits if a student has been enrolled at Keystone all 4 years of high school but will drop to 22 credits if not enrolled all 4 years (requirements will go from 7 electives instead of 8); seconded by Dawn Gerrish; approved 3-0.

- ◆ Discussed that West Salem Township and Greenville Police Department signed a 3-year contract to provide police coverage for West Salem Township.
- ◆ Inclement weather days: January 12th – early dismissal, January 17th – 2-hour delay, February 7th – cancelled, and March 2nd – 2-hour delay. Make-up day for February 7th was held on March 9, 2018.
- ◆ Act 71 – Suicide Prevention Training was held for all staff on January 15, 2018.
- ◆ ARL Linda Nelson visited the school on January 25, 2018, which was her last visit. The state has done away with the ARL program.
- ◆ Hearing screenings were conducted on January 26, 2018.
- ◆ Honors Breakfast was held on January 30, 2018.
- ◆ Women in the Trades Day was held at Rosedale Technical Institute on March 6, 2018. Over 30 female students attended this trip.
- ◆ Keystone exams were administered January 9 – 18, 2018, for all eligible students.

UPCOMING EVENTS:

- ◆ March 27 Last Day of 3rd 9 Weeks
- ◆ March 30 – April 2 No School – Easter Break
- ◆ April 26 Shenango Valley Chamber of Commerce Outstanding Educator Awards Reception
- ◆ May 8 Jennings Field Trip – Science Department
- ◆ May 11 Keystone Prom at Greenville Alliance Church

PERSONNEL:

- ◆ Motion made by Todd Hedderick to approve Connie Timashenka as Keystone's Homeless Liaison; seconded by Dawn Gerrish; approved 3-0.
- ◆ Motion made by Frank Stratiff to approve Mike Gentile, Chris Gaub, Ed MacElroy and Joanna Faber to attend the Federal Programs/Title One Conference in Hershey, PA from April 29 – May 2, 2018; seconded by Dawn Gerrish; approved 3-0.
- ◆ Discussed advertising for High School Special Education Teacher.
- ◆ Motion made by Dawn Gerrish to approve Lisa Pitts and Lisa Batt to attend the PDE Data Summit Conference in Hershey, PA from March 26 – 28, 2018; seconded by Frank Stratiff; approved 3-0.

FINANCIAL REPORT:

- ◆ December, January and February bank statements were reconciled with no problems to report.
- ◆ All school districts were invoiced for January and February. The totals were \$318,870 for January and \$336,389 for February.
- ◆ 4th Quarter taxes and reports were completed.
- ◆ All W-2's and 1099's were completed.
- ◆ The 2016-17 Audited Financial Statements were distributed to each Board Member. There were no findings and an unmodified opinion. The expenses were \$219,156 over revenue. Motion made by Todd Hedderick to approve the audits; seconded by Dawn Gerrish; approved 3-0.
- ◆ The Treasurer's Report as of March 15, 2018, was reviewed. Motion made by Todd Hedderick to approve the Report; seconded by Dawn Gerrish; approved 3-0.

BILLS PRESENTED FOR PAYMENT:

- ◆ Board members received a copy of the bills presented for payment. Motion made by Dawn Gerrish to approve the bills for payment; seconded by Frank Stratiff; approved 3-0.

HEARING OF VISITORS:

- ◆ None

OLD BUSINESS:

- ◆ None

NEW BUSINESS:

- ◆ Set the next Keystone Education Center Charter School Board Meeting for Thursday, May 10, 2018, at 8:30 a.m. at the Keystone Middle School, 60 Shenango Street, Greenville, PA.

ADJOURNMENT:

- ◆ Motion made by Dawn Gerrish to adjourn the Keystone Education Center Charter School Board of Directors meeting at 9:42 a.m.; seconded by Frank Stratiff; approved 3-0.