

**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 May 10, 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 May 10, 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.
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
James T. Gentile, Director of Finance
Robert S. Gentile, Director of Personnel
Joe Joseph, School Solicitor

OTHERS ABSENT:

Michael P. Gentile, Chief Executive Officer

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 Dawn Gerrish that the minutes of the March 15, 2018 Keystone Education Center Charter School board meeting be approved as submitted; seconded by Frank Stratiff; approved 4-0.

CHIEF EXECUTIVE OFFICER'S REPORT:

- ◆ Enrollment Numbers/Breakdown as of May 9, 2018 (handout distributed) – 207 total - highest all year:

	Total	Reynolds	Greenville
Enrollment	207	12	28
Special Ed	91	4	15
High School	159	12	25
Middle School	45	0	3
Career Center	12	1	4
Homebound	2	0	0
KEY Academy	14	0	3

- ◆ Recognized students of the 3rd 9 weeks from Keystone High School:
 - 9th grade – Ze’Shawn Moss and Noah McLaughlin
 - 10th grade – Barbara Griffith and Annabelle Haynes
 - 11th grade – Tyler Foust and Kaylee Brown
 - 12th grade – Victoria Attaway and Charity Smith
- ◆ The Board heard an update on Naloxone/Narcan Policy. A team of administrators were trained and both schools currently have a supply of the drug.
- ◆ No School – March 30 – April 2, 2018 (Easter Break)
- ◆ Students attended the Business and Industry Career Fair on April 4, 2018 at the Radisson in West Middlesex.
- ◆ All 7th and 8th graders took the PSSA’s starting on April 10, 2018.
- ◆ High School students attended the OVR Career Fair on April 11, 2018.
- ◆ 3rd Quarter Honors Breakfast was held on April 12, 2018. There was a great turnout.
- ◆ Discussed the possibility of contracting with Greenville Area School District regarding a part-time School Resource Officer for 4 – 5 hours per week during the school year. Police presence and visibility would be so beneficial.
- ◆ Parent Information/Open Enrollment Night was held on April 23, 2018.
- ◆ All 7th graders received dental exams from Dr. Mong on April 25, 2018.

- ◆ Mike Gentile, Joanna Faber, Chris Gaub and Ed MacElroy attended the annual PAFPC Conference in Hershey, PA, from April 29 – May 2, 2018.
- ◆ Michael Matta, a PDE Monitor, audited our Title One Programs on May 4, 2018. Very good monitoring.
- ◆ High School Science Students attended a field trip to Jennings Environmental Program on May 8, 2018.
- ◆ Recognized Middle School Math Teacher Heather Chambers for being named Outstanding Educator of the Year. Reception was held on April 26, 2018 at Laurel Technical Institute.
- ◆ Distributed Keystone Transition News newsletter (Spring 2018 Edition).

UPCOMING EVENTS:

- ◆ May 11 Teacher Appreciation Luncheon and Keystone Prom at Greenville Alliance Church (6:00 p.m.)
- ◆ May 14 8th Grade Tour of High School
- ◆ May 15 – 24 Keystone Exams Administered
- ◆ May 18 Senior Trip to Pittsburgh Zoo
- ◆ May 28 No School (Memorial Day)
- ◆ June 1 Last Day of School/Graduation at 6:30 p.m. at Greenville High School
- ◆ June 27 Keystone Golf Outing at Pine Hill Golf Course

PERSONNEL:

- ◆ Motion made by Dawn Gerrish to accept the retirement of Special Education Teacher Jeannine Jackson effective June 30, 2018; seconded by John Sibeto; approved 4-0. Jeannine has been at Keystone Charter School all 21 years of its existence.
- ◆ Reinstated a \$3,000 pay reduction to the 7 employees that lost it last May.
- ◆ Discussed staffing needs for 2018-19 school year:
 1. Lab Proctor/Bus Aide
 2. Special Education Teacher at High School

FINANCIAL REPORT:

- ◆ Financial Progress Report distributed.
- ◆ March and April bank statements were reconciled with no problems to report.
- ◆ All school districts were invoiced for March and April. The totals were \$366,835 for March and \$381,576 for April.
- ◆ 1st Quarter taxes and reports were completed.
- ◆ Federal Programs Update given by Joanna Faber.
- ◆ The Proposed Budget for the 2018-19 school year was distributed to each Board Member. There will be a copy posted at the Main Office. The Budget includes a Special Education Replacement Teacher, Lab Proctor, and a 3% raise. Also an Assigned Fund Balance of \$412,412 to cover the subsequent year Budget Fund. Motion made by Dawn Gerrish to approve the Preliminary Budget; seconded by Frank Stratiff; approved 4-0.
- ◆ Motion made by Todd Hedderick to approve the WAN Agreement with Midwestern Intermediate Unit IV; seconded by Dawn Gerrish; approved 4-0.
- ◆ The Treasurer's Report as of May 10, 2018, was reviewed. Motion made by John Sibeto to approve the Report; seconded by Todd Hedderick; approved 4-0.

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 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, June 14, 2018, at 11:30 a.m. at the Gallery Grille, 365 Mercer Road, Greenville, PA.

ADJOURNMENT:

- ◆ Motion made by Dawn Gerrish to adjourn the Keystone Education Center Charter School Board of Directors meeting at 9:26 a.m.; seconded by John Sibeto; approved 4-0.