

**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 September 14, 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 September 14, 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:

Mr. Mark Ferrara, Superintendent, Greenville Area School District
Ms. Dawn Gerrish, Parent Representative
Dr. Frank Stratiff, Community Representative

DIRECTORS ABSENT:

Mr. Todd Hedderick, Assistant Director of Operations, Keystone Adolescent Center, Inc.
Mr. John Sibeto, Superintendent, Reynolds School District

OTHERS PRESENT:

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

OTHERS ABSENT:

James T. Gentile, Director of Finance

VISITORS PRESENT:

None

AGENDA:

- Roll Call
- Pledge of Allegiance
- Appointment of 2017-18 Board of Directors
- Approval of Minutes
- Chief Executive Officer's Report
- Personnel
- Financial Report
- Bills Presented for Payment
- Hearing of Visitors
- Old Business
- New Business
- Adjournment

APPOINTMENT OF 2017-18 BOARD OF DIRECTORS:

- ◆ Mike Gentile discussed the following appointments to the Keystone Education Center Charter School Board of Directors for the 2017-18 school year:
 - Keystone Adolescent Center Representative: Todd Hedderick,
 - Greenville Area School District Representative: Mr. Mark Ferrara,
 - Reynolds School District Representative: Mr. John Sibeto,
 - Keystone Charter School Parent Representative: Ms. Dawn Gerrish,
 - Community Representative: Dr. Frank Stratiff;
- Motion made by Mark Ferrara to appoint Todd Hedderick as Board President for the 2017-18 school year; seconded by Frank Stratiff; approved 3-0.

APPROVAL OF MINUTES:

- ◆ Motion made by Dawn Gerrish that the minutes of the June 15, 2017 Keystone Education Center Charter School board meeting be approved as submitted; seconded by Mark Ferrara; approved 3-0.

CHIEF EXECUTIVE OFFICER'S REPORT:

- ◆ Enrollment Numbers/Breakdown as of September 12, 2017 (handout distributed):

	Total	Reynolds	Greenville
Students	176	12	23
Special Ed	66	5	9
High School	154	12	20
Middle School	22	0	3
Career Center	6	1	3
Homebound	0	0	0
KEY Academy	8	1	0

- ◆ Update on the May 2017 fire that destroyed Keystone Adolescent Center on Route 18 was given. The Middle School students will be attending school at the First Baptist Church on 60 Shenango Street located in downtown Greenville.
- ◆ Update given on furloughed staff from last spring and challenges that will be faced within the upcoming year.

- ◆ Discussed afterschool program through 21st Century Community Grant and Mercer County United Way.
- ◆ Discussed new programs being implemented this school year including RENEW, a drop-out prevention program; Lion's Quest, an emotional support classroom curriculum; and the expansion of the high school computer lab.
- ◆ All summer reports were submitted on time including the Annual Charter School Report which was due on August 1, 2017, the School Safety Report (weapons & violence), the Child Accounting Report submitted through PIMS, and the Comprehensive Plan.
- ◆ Summer 2017 Staff Trainings included: Comprehensive Plan Training at IU5 on June 26 (Chris Gaub), Priority School Training at AIU3 on July 9 (Matt Nelson and Ed MacElroy), Transition Conference at State College on July 9-11 (Alissa Gentile), Youth Suicide Prevention Training at Mercer County Behavioral Health Commission on September 6 (Tim Woge, Anna Wilkinson and Robin Bates).
- ◆ On August 17, 2017, a Parent Information Night was held at the Keystone Charter School High School and the Stambaugh Avenue building.
- ◆ Distributed the Keystone Transition Newsletter to all board members.
- ◆ A Give-Back Spaghetti Dinner was held on August 22, 2017, at the Knights of Columbus in Greenville with 375 people being served.
- ◆ In-service days were held on August 23, 24 and 25 (August 28 was the first day of classes).
- ◆ The Keystone Charter School Middle School held a Welcome Back Night on August 31, 2017, with a 50% turnout.
- ◆ ARL Linda Nelson was here on June 19, August 17, August 28 and September 14, 2017.
- ◆ Annual Title One/Parent Involvement Meeting was held on September 13, 2017.

UPCOMING EVENTS:

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| <ul style="list-style-type: none"> ◆ September 14 ◆ September 27 ◆ September 29 ◆ October 6 ◆ October 9 ◆ October 11 ◆ October 19 | <ul style="list-style-type: none"> School-wide Assembly – Michael DeLeon, “Steered Straight” Crawford County Career Fair – Seniors 11th Grade Physicals In-service – No School No School – Columbus Day Open House – 5:30 – 7 p.m. @ both buildings PDE Site Visit – Elizabeth Shotwell |
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PERSONNEL:

- ◆ Motion made by Dawn Gerrish to approve the following professionals for the 2017-18 school year: Dr. Mark Lewis, School Physician; Dave Jura, School Psychologist; Deb Nichols, Speech/Language Services; Dr. Eric Mong, School Dentist; seconded by Mark Ferrara; approved 3-0.
- ◆ Motion made by Mark Ferrara to accept the resignation of high school English Teacher Ron Thompson effective August 21, 2017; seconded by Dawn Gerrish; approved 3-0.
- ◆ Motion made by Mark Ferrara to approve the hiring of high school English Teacher Cassandra Whitfield effective immediately at an annual salary of \$32,000; seconded by Dawn Gerrish; approved 3-0.

FINANCIAL REPORT:

- ◆ June, July and August payroll taxes were completed.
- ◆ June and July bank statements were reconciled with no problems to report.
- ◆ All districts were invoiced for August; the total was \$57,442.
- ◆ Second quarter reports and taxes were completed.
- ◆ Year-end journal entries were completed and paperwork for the audit was compiled.
- ◆ Motion made by Mark Ferrara to approve Joanna Faber as Board Secretary, James T. Gentile as Treasurer, and First National Bank as the Charter School's Bank Depository for the 2017-18 school year (if rates are favorable and funds available, the treasurer has discretion to move funds accordingly); seconded by Dawn Gerrish; approved 3-0.
- ◆ The Treasurer's Report as of September 14, 2017, was reviewed. Motion made by Dawn Gerrish to approve the report; seconded by Mark Ferrara; approved 3-0.

BILLS PRESENTED FOR PAYMENT:

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

HEARING OF VISITORS:

- ◆ None

OLD BUSINESS:

- ◆ None

NEW BUSINESS:

- ◆ Set the next Keystone Education Center Charter School Board Meeting for Thursday, November 9, 2017, at 8:30 a.m. at the Keystone Middle School, 60 Shenango Street, Greenville, PA.
- ◆ Mark Ferrara thanked the board for the willingness to have Connie Timashenka serve both Keystone Charter School and Greenville Area School District.

ADJOURNMENT:

- ◆ Motion made by Mark Ferrara to adjourn the meeting at 9:28 a.m.; seconded by Dawn Gerrish; approved 3-0.