

Capital Area School for the Arts Charter School
Meeting of Board of Trustees
November 11, 2013 – 10 A.M.
Held at CASA Charter School
150 Strawberry Square, Harrisburg, PA

Minutes

The CASA Charter School Board of Trustees held a Board meeting on November 11, 2013, at the CASA Charter School in Harrisburg, PA.

Board members in attendance were: Sean Galloway, Lois Lehrman Grass, Perrise Hatcher, David Herman, Elizabeth Mullaugh, Christine Pavlakovich, Audrey Sanders, Caryn Watson, and Glenn Zehner.

Board members not in attendance: David Skerpon

Others/public in attendance were: Timothy Wendling, Principal of CASA; Sue Hill, CASA; and Pete Wilson, Latsha Davis & McKenna, P.C. (phone conference)

1. **Call to Order** – At 10:00 a.m., Ms. Mullaugh called the meeting to order.
2. **Roll Call/Additions to Agenda/Announcements**
 - 2.1 Roll Call – Board members in attendance are noted above.
 - 2.2 Additions to Agenda – Attached
 - 2.3 Announcements – Nothing to report.
3. **Executive Session** called at 10:06 a.m. – Regular meeting resumed at 10:15 a.m.
4. **Public Comments on Agenda Items** - There were no public comments on the agenda.
5. **Approval of Minutes**
 - 5.1 *A motion was made by Mrs. Lehrman Grass and seconded by Ms. Pavlakovich to accept the minutes from the Board meeting on October 14, 2013. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*
6. **Administrative**

There were no administrative items.

7. Principal's Report

- 7.1 Enrollment Update – Mr. Wendling stated that current enrollment is at 135 full-time students and 11 half-time students.
- 7.2 Other Items
 - 7.2.1 A copy of the first quarter report card was shared with the board. Report cards were sent home with students on November 12, 2013.
 - 7.2.2 Mr. Wendling discussed a concern regarding an 18 year old student with a continued absence pattern. Mr. Wilson stated that we are following the proper steps and should continue to document the situation should further action become necessary.
 - 7.2.3 Mrs. Baker, CASA Charter School guidance counselor, organized and held an open house for area school districts. Six counselors showed up. The open house went well, but she noted that some counselors didn't know of our existence.
 - 7.2.4 A current senior student modeled the graduation cap and gown for the board. We have a well-known artist for graduation and other ideas are always welcomed. The band "Live," from York, is also an option. Ms. Lehrman-Grass noted their performance at the Governor's Awards for the Arts. She also noted that it would be good to have someone nationally acclaimed speak at graduation.

8. Reports and Presentations from Board Chair, Committees and Management

- 8.1 Plan for 2014-15 School Year

Ms. Mullaugh noted that Mr. Wendling has raised issues with the current efficacy of online course and growth of population over the upcoming years.
- 8.1.1 Curriculum Committee - Ms. Mullaugh noted that a course curriculum committee be formed to review the curriculum. Dr. Zehner, Ms. Mullaugh and Ms. Sanders noted their interest in being on the committee. A faculty member should be invited to be on the committee.
- 8.1.2 Community Outreach Committee/Student Recruitment – Ms. Watson noted the need to continually advertise. Not much has been done since last year. We need to reach out to middle school students. Mrs. Lehrman-Grass noted the importance of reaching out to current 8th grade students – especially the schools that only go to the 8th grade.

9. Treasurer's Report

Mr. Galloway handed out a report. As of October 2, 2013 we were at 50% of our billing. We did speak with our billing and they are working with the PA Department of Education with regards to collection of these funds. The first bills sent out were large because they were for three months. It should ease a bit as we bill monthly. Dr. Zehner asked if we can charge a penalty for that. Mr. Wilson said it is highly unlikely, but will check into it.

10. Budget Administration

10.1 Mr. Galloway stated that a lot has happened since we approved our first budget. A proposed amended 2013 budget was handed out. One of the major changes was the reduced enrollment – we had originally counted on 160 students being enrolled. The second change was salaries. The three recently hired personnel and payroll were not anticipated.

Mrs. Lehrman-Grass inquired about the food service. Mr. Galloway spoke about the difference in pricing.

Dr. Zehner asked how we can cut the deficit by the end of the current school year. Mr. Galloway noted that we are currently financially stable. Mr. Herman stated he understood the purpose of the \$200,000 was to keep us out of the red. Mr. Galloway noted that he is working on it and cash flow is a big factor. Tuition payments will help offset this. Mrs. Lehrman-Grass stated this could impact our 501-3C.

Ms. Mullaugh inquired to Mr. Wilson if we could make a motion to approve the budget. Mr. Wilson stated that budget approval could be voted upon because it had gone through the proper committees first.

A motion was made by Mr. Galloway and seconded by Ms. Sanders to approve the Revised Budget. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

11. Other Fiscal Matters

11.1 School Psychologist Contract

The School Psychologist contract was reviewed. It is a contract that does not obligate us to anything but a compensation rate.

A motion was made by Dr. Zehner and seconded by Ms. Watson to have the contract review by our school solicitor. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

11.2 Student Activities Fund Account – We have an account with Mid Penn Bank. Mr. Wendling has signing authority on this account.

A motion was made by Ms. Lehrman-Grass and seconded by Dr. Zehner to approve the Student Activities Fund Account with Mid Penn Bank. Motion passed with all members present voting in the affirmative unless otherwise noted. The motion was approved unanimously.

10.3 HSD Contracted Students Contract

A motion was made by Ms. Mullaugh and seconded by Mr. Galloway to approve the Harrisburg School District Contracted Students Contract. Motion passed with all members present voting in the affirmative unless otherwise noted. The motion was approved unanimously.

12. Personnel Matters

12.1.1 Staff Health Insurance Update – Mrs. Mullaugh received quotes from Highmark and Capital Blue Cross. They are the only ones that match Harrisburg’s plan. Highmark stated they cannot provide us with exactly what they give Harrisburg because of our small size. The school solicitor is working on alternatives. If we choose a provider that offers something other than what is exactly like Harrisburg’s plan, we will not be in compliance. The programs as provided to us currently are almost twice the amount budgeted.

13. Policies, Programs and Governing Documents

13.1 Second Reading of the Following Policies

- 13.1.1 Policy #203 - Communicable Diseases
- 13.1.2 Policy #203.1 - HIV Infection
- 13.1.3 Policy #207 - Confidential Communication
- 13.1.4 Policy #208 - Withdrawal from School
- 13.1.5 Policy #209.1 - Pediculosis
- 13.1.6 Policy #213 - Assessment of Student Placement
- 13.1.7 Policy #215 - Promotion and Retention
- 13.1.8 Policy #216.1 - Supplemental Discipline
- 13.1.9 Policy #217 - Graduation Requirements
- 13.1.10 Policy #218.2 - Terroristic Threats/Acts
- 13.1.11 Policy #221 - Dress and Grooming
- 13.1.12 Policy #222 - Tobacco Use
- 13.1.13 Policy #224 - Care of School Property
- 13.1.14 Policy #226 - Searches

A motion was made by Mr. Galloway and seconded by Mrs. Lehrman-Grass to approve the above-noted policies. Motion passed with all members present voting in the affirmative unless otherwise noted. The motion was approved unanimously.

14. Information Items

15. Public Comment on Non-Agenda Items

16. Next Board Meeting Date

The next meeting of the CASA Charter School Board of Trustees is scheduled for Monday, November 9, 2013 beginning at 10:00 a.m. at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

17. Adjournment

A motion was made by Ms. Sanders and seconded by Mr. Galloway that the meeting be adjourned. Motion passed with all members present voting in the affirmative unless otherwise noted. The motion was approved unanimously.

The meeting adjourned at 10:50 a.m.