

**Capital Area School for the Arts Charter School**  
**Meeting of Board of Trustees**  
**September 15, 2015**  
**5:30 p.m.**

**MINUTES**

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on September 15, 2015 at 5:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board members in attendance: Elizabeth Mullaugh, Davie Herman, David Skerpon, Sean Galloway, Vicki Chambers (phone), Frank Fleishman, Connie Kindler, Christine Pavlakovich (phone), Audrey Sanders, Caryn Watson (phone) and Glen Zehner.

Board members not in attendance: Perrise Hatcher.

Others/public in attendance: Timothy Wendling (phone), Sue Hill and Leeann Rhoades.

1. Call to Order - Ms. Mullaugh called the meeting to order at 5:32 p.m.
2. Roll Call/Additions to the Agenda/Announcements/Administrative - None
3. Public Comment on Agenda Items – None
4. Approval of Minutes - Ms. Mullaugh presented the August 10, 2015 board meeting minutes for approval.

*A motion was made by David Herman and seconded by Audrey Sanders to approve board minutes from the august 10, 2015 meeting. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

5. Board Chair Report
  - 5.1 Principal Leave/Substitute – Ms. Mullaugh introduced Ms. Leeann Rhoades as the substitute principal during Mr. Wendling’s absence.
  - 5.2 Temple University Space – As a follow up to the last meeting, the board discussed classroom space for the current and next school year. Temple will give us more than enough time if we need to find additional space after that.
6. Principal/CEO Report
  - 6.1 Enrollment Update – As of today’s date, 183 students are enrolled and attending school. No auditions are scheduled to date. We may get a few students as the year goes on.

6.2 Other Issues

6.2.1 Friends Helping Friends Fundraiser

*A motion was made by David Skerpon and seconded by David Herman to approve the Boscov's' Friends Helping Friends Fundraiser. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

6.2.2 Approval of Substitute Principal

*A motion was made by Glenn Zehner and seconded by Frank Fleishman to approve Leeann Rhoades as a substitute principal at the rate of \$200/day plus parking reimbursement. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

6.2.3 Approval of Substitute Teachers for the 2015-2016 School Year

*A motion was made by Audrey Sanders and seconded by David Herman to approve the substitute teacher list at the rate of \$100/day plus parking reimbursement. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

6.2.4 Whitaker Center Internship/Mentorship - Mr. Wendling met with representatives from the Whitaker Center. They want to offer a senior in good academic standing an internship. This would be a great opportunity and we will explore. More information will follow.

7. Treasurer's Report - The monies we currently have are mainly from the Alexander Grass Foundation. Some school districts have paid tuition, but many have not because of the state budget impasse. There are other bills that are in need of payment. If we are late with the PSERS bill, an additional 6% will be charged. Mr. Skerpon inquired about the monies raised at the St.Hiliare event. Mr. Galloway stated that money is at CRAE. Some of that money is specific as to what can be spent. Mr. Galloway will be contacting banks regarding an anticipation loan.

8. Budget Administration

8.1 Approval of Tuition Reimbursement Request

*A motion was made by Glenn Zehner and seconded by Audrey Sanders to approve Chelsea Audet's tuition reimbursement request for \$4,704. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

9. Other Fiscal Matters

9.1 PDE Rent Reimbursement Application - Mr. Galloway stated that we were approved for \$26,000. Because of the state budget impasse, we do not know when the funds will be available.

10. Personnel Matters – None

11. Committee Reports

11.1 HE/Personnel – CEO Evaluation – Status Report - Ms. Mullaugh stated that Mrs. Pavlakovich forwarded information regarding Mr. Wendling’s evaluation. The committee will review and develop an evaluation form to be presented at an upcoming meeting.

11.2 Curriculum Committee - Dr. Zehner handed out information from the curriculum committee meeting. They are looking into projects for seniors who have not passed the keystones. Seniors would be assigned a project for graduation. Mr. Wendling is working on this.

Mr. Wendling is working on a plan that aligns the core subjects to the keystone tests (English, Algebra and Biology). Mr. Herman stated as a parent, he is impressed with the Algebra I module currently being taught. The teacher takes a benchmark test to identify how many concepts the student is proficient in and then sets up a plan for improvement until mastered. There is constant review. This is set up for about 10% of their grade. Mr. Herman stated he feels this was a wise investment. Mr. Wendling noted that this is the ALEKS program.

12. Policies, Programs and Governing Documents – None

13. Informational Items

13.1 CRAE Update

13.1.1 Grants

13.1.1.1 Wells Foundation – We were approved for approximately \$15,000.

13.1.1.2 Application to Children’s Home Foundation (\$7,500) - Ms. Mullaugh submitted on September 14, 2015.

13.1.1.3 Kunkel Foundation – Ms. Mullaugh is working on. It is due on October 1, 2015.

13.1.2 September 16, 2015 Soiree – Currently 113 RSVP’s have been received.

13.1.3 LHA Project – Mr. Galloway and Mrs. Sanders met with the leadership at Allenberry. The project is what we applied to Leadership Harrisburg. We are making a data base for mentoring alumni. The next meeting is scheduled for October 7, 2015.

14. Public Comment on Non-Agenda Items - Ms. Rhoades inquired about the formation of the board. Mrs. Sanders stated that when she was asked to serve, she couldn't say no. Lois Lehrman-Grass had the most influence on putting this board together. This board started out to put together a charter application. Mrs. Lehrman-Grass was very thoughtful about who she invited to the board. There is tremendous support with this board.
15. Next Board Meeting Date - The next meeting of the CASA Charter School Board of Trustees is scheduled for Tuesday, October 13, 2015 beginning at 5:30 p.m. at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.
16. Adjourn Meeting - The meeting was adjourned unanimously.

The schedule of regular meetings of the CASA Charter School Board of Trustees for the balance of the 2015-2016 fiscal year is as follows:

Date	Day	Start Time	Meeting Location
October 13, 2015	Tuesday	5:30 PM	CASA Charter School
November 9, 2015	Monday	5:30 PM	CASA Charter School
December 14, 2015	Monday	5:30 PM	CASA Charter School
January 11, 2016	Monday	5:30 PM	CASA Charter School
February 8, 2016	Monday	5:30 PM	CASA Charter School
March 14, 2016	Monday	5:30 PM	CASA Charter School
April 11, 2016	Monday	5:30 PM	CASA Charter School
May 9, 2016	Monday	5:30 PM	CASA Charter School
June 13, 2016	Monday	5:30 PM	CASA Charter School