

## Capital Area School for the Arts Charter School

Meeting of Board of Trustees

September 12, 2016

6:30 P.M.

### Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, September 12, 2016 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board members in attendance: Elizabeth Mullaugh, David Herman, David Skerpon, Frank Fleishman, Sean Galloway, Connie Kindler, Dawn Mull, Audrey Sanders, Christine Pavlakovich, and Glenn Zehner.

Board members not in attendance: Caryn Watson

Others/public in attendance: Sylvie St. Hilaire, Timothy Wendling

1. Call to Order – Mrs. Mullaugh called the meeting to order at 6:33 p.m.
2. Roll Call/Additions to the Agenda/Announcements/Administrative – Board members in attendance are noted above.
3. Public Comment on Agenda Items – N/A
4. Approval of Minutes – August 8, 2016

*A motion was made by David Herman and seconded by Frank Fleischman to approve the August 8, 2016 Board meeting minutes. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

#### 5. Principal/CEO Report

- 5.1. Registration Update – Mr. Wendling stated enrollment for the 2016-2017 school year is currently at 196 students. He believes based on the waiting list and students requesting auditions, we will increase our enrollment to 200 students.
- 5.2. Mr. Wendling shared that Sweet Charity has been selected as the spring musical. The budget for the musical will be presented at the October board meeting.

*A motion was made by Audrey Sanders and seconded by Christine Pavlakovich to approve Sweet Charity as the 2017 spring musical. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

- 5.3. Three Field Trips were presented for approval by Mr. Wendling . 1) An all school field trip to Philadelphia in November, 2016; 2) A field trip to NYC for junior and seniors on May 31, 2017; and 3) A WWII tour of Europe for the summer of 2018. All trips are student funded.

*A motion was made by Frank Fleishman and seconded by Connie Kindler to approve the three field trips presented. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

6. Board Chair Report

- 6.1. Board Contact List - Ms. Mullaugh reminded everyone that contact sheets need to be completed and if anyone needs another one to please request from her.
- 6.2. Line of Credit - Ms. Mullaugh shared that she has signed the Amendment to the Line of Credit as presented to the board by Mid Penn Bank.
- 6.3. Charter School Renewal Timeline - Ms. Mullaugh shared with the board the recommended time line for the Charter Renewal Process. She asked if anyone had any recommended changes or suggestions. All agreed the process outlined appeared to be appropriate.
- 6.4. Website - Ms. Mullaugh reported that our solicitor shared a letter concerning School website new requirements to be in compliance with recent ADA regulation. Mr. Wendling has reached out to the company that manages our website and was told that they are working to make sure we are in compliance.

7. Treasurer's Report – Updated financials were not available and will be presented at our October meeting.

8. Budget Administration

- 8.1. Facility Update - A grant of \$85,000.00 was received from the Alexander Grass Foundation.

9. Other Fiscal Matters

- 9.1. Liability Insurance
- 9.2. IDEA Agreement for 2016-2017 - IDEA Agreement for 2016-2017 was presented by Ms. Mullaugh. We received \$16,289.00. A motion was requested to offset the budget of the Special Education teacher for the amount awarded.

*A motion was made by David Herman and seconded by Frank Fleishman to approve an offset of the budget of the Special Education teacher for the amount awarded. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

- 9.3. Tuition Reimbursements – Tuition reimbursement requests from Diana Cole, science teacher and Kim Dickerson, math teacher were presented for review and approval.

*A motion was made by Audrey Sanders and seconded by Connie Kindler approving the tuition reimbursements presented. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

10. Personnel Matters

- 10.1. Substitute Teacher List - An updated substitute teacher listing was presented by Mr. Wendling.

*A motion was made by Christine Pavlakovich and seconded by Sean Galloway to approve the updated Substitute Teacher list. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

- 10.2. September 2016 Personnel Report - Mr. Wendling stated that Diana Cole has taken additional college credits which moves her to a Masters +15 credits on the salary scale. Mr. Wendling recommends approving the salary increase due to the pay scale movement.

*A motion was made by Frank Fleishman and seconded by Audrey Sanders to approve a salary increase for Diana Cole to a Masters +15. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

- 10.3. Approval for Additional Substitute Teachers for Spring, 2017 – Mr. Wendling informed the board he will be advertising for substitute science and social studies teachers for the Spring of 2017. Mrs. Cole and Mrs. Leonard are both expecting and due in late March/early April.

11. Committee Reports - N/A

12. Policies, Programs and Governing Documents - N/A

13. Informational Items

13.1 CRAE Update – Sylvie St. Hilaire provided an update.

13.1.1. The Sunset Soiree scheduled for Wednesday, September 13, 2016 is expected to be a success. Attendance is significantly ahead of 2015.

13.1.2. New bylaws have been adopted by the CRAE Board.

13.1.3. A revised mission statement has also been revised by the CRAE Board.

13.1.4. Committees have been formed by the CRAE board. They are as follows: Executive Committee; Nomination Committee; Finance and Audit Committee; Grant Support Committee; Special Events Committee; Corporate Sponsorships Committee; and Private Donations Committee.

14. Public Comment on Non-Agenda Items - N/A

15. Next Board Meeting Date - The next meeting of the CASA Charter School Board of Trustees is scheduled for Monday, October 17, 2016 beginning at 6:30 p.m. at CASA Charter School.

16. Adjourn Meeting – The meeting was adjourned at 7:21 p.m.

The schedule of regular meetings of the CASA Charter School Board of Trustees for the remainder of the 2016-17 fiscal year is as follows:

<u>Date</u>	<u>Day</u>	<u>Start Time</u>	<u>Meeting Location</u>
October 17, 2016	Monday	6:30 PM	CASA Charter School
November 14, 2016	Monday	6:30 PM	CASA Charter School
December 12, 2016	Monday	6:30 PM	CASA Charter School
January, 9, 2017	Monday	6:30 PM	CASA Charter School
February 13, 2017	Monday	6:30 PM	CASA Charter School
March 14, 2017	Tuesday	6:30 PM	CASA Charter School
April 18, 2017	Tuesday	6:30 PM	CASA Charter School
May 8, 2017	Monday	6:30 PM	CASA Charter School
June 12, 2017	Monday	6:30 PM	CASA Charter School