

## Capital Area School for the Arts Charter School

Meeting of Board of Trustees

October 17, 2016

6:30 P.M.

### Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a meeting on Monday, October 17, 2016 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

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

Board members not in attendance: Sean Galloway, Caryn Watson

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

1. Call to Order – Mrs. Mullaugh called the meeting to order at 6:32 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

*A motion was made by Frank Fleishman and seconded by Glenn Zehner to approve the September 12, 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. Enrollment - Mr. Wendling noted that the current enrollment is 200 students. Mr. Wendling discussed the Keystone Exam and School Performance Profile (SPP) scores.
  - 5.2. Approval Items
    - 5.2.1 Permission to Enroll – Mr. Wendling presented a permission to enroll request from Chelsea Audet. Ms. Audet is seeking permission to take 12 reimbursable college credits during the current school year.

*A motion was made by Glen Zehner and seconded by Audrey Sanders to approve Ms. Audet's Request for Permission to Enroll in 12 Reimbursable Credits for the 2016-2017 school year. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

### 5.2.2 NHS Fundraiser

*A motion was made by Christine Pavlakovich and seconded by Frank Fleishman to approve a sub sale fundraiser for the National Honor Society. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

### 5.2.3 Visual Art Audition Requirement

*A motion was made by Audrey Sanders and seconded by Connie Kindler to approve the addition of a pre-screening requirement for visual art auditions. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

## 6. Board Chair Report

- 6.1. Charter Renewal Process Update – Ms. Mullaugh stated that the finance committee met and started discussions regarding the charter school renewal process. At the December meeting the board will discuss breaking up the application and working at it piece by piece. The application is due 10/31/2017. We need as much information as possible and will work hard to complete this by the end of the summer, 2017.

*A motion was made by Frank Fleishman and seconded by David Herman to move to Executive Session. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

- 6.2. \*\*\*EXECUTIVE SESSION\*\*\*

*A motion was made by Christine Pavlakovich and seconded by Audrey Saunders to move to end the Executive Session. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

## 7. Treasurer's Report

- 7.1 Financial Statements – Frank Fleishman discussed the financial statements. He noted the fiscal audit for last year still needs to be finalized. There are a few questions requiring response. Once they are answered, our fiscal year report will be completed. Mr. Fleishman also noted that he and Ms. Mullaugh have been working diligently on improving a few of our reports. A profit/loss report for September, 2016 was disseminated.

## 8. Budget Administration

- 8.1. Facility Update - David Herman handed out a revised facilities update for the Summer, 2016. The budget should be ratified to include shadowing of the music room windows and modifications to the security system. New wireless access points were installed. Unexpectedly, our land network needed repair. Furniture for the creative writing class and school counselor must also be purchased.

*A motion was made by Christine Pavlakovich and seconded by Connie Kindler to ratify the budget as noted. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

9. Other Fiscal Matters

- 9.1. Liability Insurance – Ms. Mullaugh stated that our liability insurance through Selective was renewed. There are two separate parts. These will be listed on the budget adjusted items.
- 9.2. Keystone Human Services SAP Agreement for 2016-2017

*A motion was made by David Skerpon and seconded by Frank Fleishman to approve the Keystone Human Services SAP Agreement for 2016-2017. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

- 9.3. Budget for Spring Musical – Tim Wendling discussed expenses for the spring musical. The cost of the musical will be \$45,000. We are using Boom Creative Design and Costumes. This company will deliver, build the set, take down and remove the set.

Connie Kindler asked if we have our own sound system – we do not. The musical staff and students are working with the PTO to raise funds for the musical. Ms. Mullaugh inquired about ticket sales. Mr. Wendling stated we are raising the amount of the ticket price. Three nights of performances are scheduled, but possibly can do a Saturday matinée. Mrs. St. Hilaire discussed sponsorships. She will meet with representatives from the PTO to assist with fundraising opportunities. Mr. Wendling noted his concern with the cost of the musical. Mrs. St. Hilaire feels that we can raise the monies needed through corporate ads. Ms. Kindler asked if we could approve the musical budget as a sketch budget and anything above must have board approval. Mrs. Mullaugh also noted that next year’s musical numbers must come in considerably earlier.

*A motion was made by Connie Kindler and seconded by Frank Fleishman to approve the musical budget as a sketch budget while requesting expenses be reduced and approve the three salaries as noted. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

10. Personnel Matters - N/A

11. Committee Reports

11.1 Curriculum Committee – Members of the committee met.

11.1.1 Early Graduation Policy – Glenn Zehner stated the committee put together requirements/policies to enable students to request early graduation. This is the first reading of this board policy. Policy 217 – Graduation Requirements (Appendix) . The board will act next month.

11.1.2 Internship and Mentorship Guidelines – Dr. Zehner stated that Harrisburg School District wanted us to have this policy in place. Outlines what the students are required to do, i.e., training, accountability. This is not a policy, but a guideline.

*A motion was made by Glenn Zehner and seconded by Christine Pavlakovich to move to approve Internship and Mentorship Guidelines. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

12. Policies, Programs and Governing Documents

12.1 Policies for Adoption

12.1.1 #217 – Graduation Requirements Addition of Appendix (Early Graduation Policy) –  
First Reading

13. Informational Items

13.1 CRAE Update – Sylvie St.Hilaire gave an update. The CRAE Board meets every other month. Committees meet opposite of the board meetings.

13.1.1. General

13.1.2. EITC – David Skerpon and the committee have done a terrific job. Over 120 letters went out to various corporations. We are awaiting responses.

13.1.3. Grants – Ms. Mullaugh is chairing our new grant committee.

13.1.4. Sunset Soiree - The Sunset Soiree was a huge success. Thank you for supporting, and inviting friends. We exceeded goal of \$30,000.

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, November 14, 2016 beginning at 6:30 p.m. at CASA Charter School.

16. Adjourn Meeting – The meeting was adjourned at 7:48 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>
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