

Capital Area School for the Arts Charter School
Meeting of Board of Trustees
December 14, 2015
5:30 p.m.

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on December 14, 2015 at 5:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board members in attendance: Elizabeth Mullaugh, Sean Galloway, Connie Kindler, David Herman, Frank Fleishman, Glenn Zehner and David Skerpon

Board members not in attendance: Perrise Hatcher, Christine Pavlakovich, Audrey Sanders, Caryn Watson

Others/public in attendance: Timothy Wendling and Teri Guerrisi

1. Call to Order - Ms. Mullaugh called the meeting to order at 5:30 p.m.
2. Roll Call/Additions to Agenda/Announcements
 - 2.1. Roll Call - Board members in attendance are noted above.
 - 2.2. Additions to the Agenda - None.
 - 2.3. Announcements - None.
3. Public Comment on Agenda Items - None.
4. Approval of Minutes – *A motion was made by Frank Fleishman and seconded by Glenn Zehner to approve the minutes of the November 9, 2015 meeting. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*
5. Board Chair's Report - Ms. Mullaugh shared that new bank accounts are being set up at Mid Penn Bank, and the documentation is prepared and ready for the board treasurer and board secretary to sign.

In addition, Ms. Mullaugh shared that the bonding process for our board Secretary and Treasurer at the level of \$250,000.00 is in process and being completed.

6. Principal's Report

- 6.1 Enrollment/Admission Update - As of this meeting's date, our enrollment is at 185

students.

6.2 Other Issues

- 6.2.1. Mr. Wendling presented a request for the approval of the Permission to Enroll in Classes form.

A motion was made by Sean Galloway and seconded by Frank Fleishman to approve the Permission to enroll in Classes form. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

- 6.2.2. Mr. Wendling presented an agreement from Lifetouch Studios for School Portraits for 2016 and 2017 for approval

A motion was made by Glenn Zehner and seconded by David Herman to approve the agreement from Lifetouch Studios for school portraits. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

- 6.2.3. Mr. Wendling presented an agreement from PHEAA, a request for Authoritative Source Status for Ms. Christine Baker for approval

A motion was made by Glenn Zehner and seconded by Sean Galloway to approve the agreement from PHEAA for authoritative source status for Ms. Christine Baker. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

- 6.2.4. Mr. Wendling presented an updated Substitute Teacher List for approval

A motion was made by David Herman and seconded by Frank Fleishman 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.

7. Treasurer's Report - Mr. Galloway introduced Mr. John Bonawitz, Jr. and Mr. Brian McAllister, CPA's from Brown Schultz Sheridan & Fritz (BSSF) to report on Capital Area School for the Arts Charter School Financial Audi as of Year Ended June 30, 2015. Mr. John Bonawitz and Mr. McAllister reviewed the audit and answered questions asked by the board.

8. Budget Administration: Nothing to Report

9. Other Fiscal Matters

- 9.1. Spring Musical: The budget was reviewed by Mr. Wendling with the board and contracts with the Musical Director, Stage Manager, Choreographer, and Director of

Music provided and requested for approval

A motion was made by Sean Galloway and seconded by Connie Kindler to accept the budget and to sign the contracts as presented. The vote was approved unanimously.

10. Personnel Matters – None

11. Committee Reports -

11.1. The Compliance committee planned to meet jointly with the Policy Committee following the board meeting.

11.2. The Curriculum committee shared minutes from their meeting held at CASA Charter School on November 19, 2015.

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

13. Informational Items -

13.1 CRAE Update – In Ms. Sander’s absence, Ms. Mullaugh provided an update.

13.1.1 Teri Guerrisi, grant writer was in attendance and introduced herself and shared what she has been working on and provided updates. Terri is researching other opportunities such as Target, Inc for grant opportunities. Terri shared her card with each board member and encouraged the board to contact her with questions or ideas for additional grants.

13.1.1.2 An application for a grant of \$7500.00 was submitted to the Children’s Home Foundation and approved.

13.1.1.3. An application for a grant to support our Science Department was submitted to Verneir

13.1.1.4 An application for a grant of \$5000.00 was submitted to the Harrisburg Rotary.

13.1.1.5 An application for a grant of \$13,050.00 was submitted to the Academy of Motion Arts and Sciences.

14. Public Comment on Non-Agenda Items - None.

15. Next Board Meeting Date - The next meeting of the CASA Charter School Board of Trustees is scheduled for Monday, January 11, 2016 beginning at 5:30 p.m. at CASA Charter School, 150 Strawberry square, Harrisburg, PA.

16. Adjourn Meeting - The meeting was unanimously adjourned at 6:42 pm

The schedule of regular meetings of the CASA Charter School Board of Trustees for the remainder of the 2015-16 school year is as follows:

Date	Day	Start Time	Meeting Location
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