

Capital Area School for the Arts Charter School  
Board of Trustees Meeting  
August 21, 2017  
6:30 PM

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, August 21, 2017 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board members in attendance: Elizabeth Mullaugh, David Herman, Frank Fleishman, Sean Galloway, Connie Kindler (phone), Dawn Mull, Christine Pavlakovich, Glenn Zehner, Fina Salvo and Christopher Healy

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

Board members not in attendance: David Skerpon, Audrey Sanders and Caryn Watson

1. Call to Order – Ms. Mullaugh called the meeting to order at 6:30 p.m.
2. Roll Call/Additions to the Agenda/Announcements/Administrative – N/A
3. Public Comment on Agenda Items – N/A
4. Approval of Minutes

*A motion was made by Christy Pavlakovich and seconded by Frank Fleishman to approve the June 12, 2017 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 Tim Wendling stated doors are opening on the first day of school with 198 fully registered students. We have a waiting list to fill the two extra slots and auditions will be held for new applications recently received.
  - 5.2 There was discussion about the Niche.com rating. This is reputable data and very interesting. Niche' is based out of Pittsburgh – 20 researchers – put out rankings every year. Through data from PDE and rating systems from surveys completed. CASA Charter School is listed in the top 25% arts high schools in the nation.
  - 5.3 Approval Items
    - 5.3.1. Mr. Wendling noted the staff handbook had a few minor revisions. The tuition reimbursement repayment requirement and the updated clearance law were added.

*A motion was made by Glenn Zehner and seconded by Christy Pavlakovich to approve the 2017-2018 staff handbook. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

- 5.3.2. Mr. Wendling stated the Memorandum of Understanding (MOU) with the Harrisburg Police Department is required to be completed every two years.

*A motion was made by Frank Fleishman and seconded by Glenn Zehner to approve MOU with the Harrisburg Police Department. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

- 5.3.3. The 2016 Charter School Annual Report is attached. This is a snapshot of the school required to be completed and forwarded to the PA Department of Education (PDE) annually.

*A motion was made by Christy Pavlakovich and seconded by David Herman to approve 2016 Charter School Annual Report. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

- 5.3.4. An Early Graduation Request was received after the deadline. The Board recently approved a new policy on early graduation. The student and family requesting early graduation were not aware of the new policy and deadline. Mr. Wendling requested approval for the request because of these extenuating circumstances.

*A motion was made by Glenn Zehner and seconded by Sean Galloway to approve above-mentioned early graduation request. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

- 5.3.5. Mr. Wendling discussed the reporting process for the Safe Schools Report. A copy is attached. It was submitted by the July 31, 2017 deadline.

*A motion was made by Frank Fleishman and seconded by Christy Pavlakovich to approve the 2016-2017 Safe Schools Report. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

## 6. Board Chair Report

- 6.1. The board meeting schedule was circulated and discussed. Ms. Mullaugh noted there are a few days that were moved from a Monday to a Tuesday because of holidays.

6.2. Ms. Mullaugh stated the charter renewal is due to Harrisburg School District on October 31, 2017. The application was revised by Harrisburg School District in June and Mr. Wendling distributed the updated version to members in July. There are several large parts that can be completed by board committees. We are required to submit a written letter by this date showing our intent apply for renewal. At one point we shared the old version of the application if anyone is interested. If you get an email to assist, please look kindly at the request.

7. Treasurer's Report

7.1. Financial Statements – Dawn Mull handed out the financial statements. The June statements are preliminary because the auditors have not finished their accruals. The July statement is also attached for your information.

8. Other Fiscal Matters – Ms. Mullaugh stated for informational purposes that the board's treasurer and secretary are bonded. Bonds have been paid for and issued. These bonds give them signature authority over accounts with PNC and Mid Penn Bank.

8.1. Finance Committee Meeting Report – The committee is working to get together dates soon.

8.2. Temple Facilities Use Agreement 2017-2018

*A motion was made by Sean Galloway and seconded by Frank Fleishman to approve the 2017-2018 Facilities Use Agreement with Temple University. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

8.3. CASALive! 2018 Whitaker Contract

*A motion was made by David Herman and seconded by Dawn Mull to approve the 2018 Contract with Whitaker Center for CASA Live! Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

8.4. Janitorial Services Agreement 2017-2018

*A motion was made by Christy Pavlakovich and seconded by Sean Galloway to approve the 2017-2018 Janitorial Services Agreement. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

8.5. Tuition Reimbursement

*A motion was made by Christy Pavlakovich and seconded by Glenn Zehner to approve the attached tuition reimbursement request from Kim Dickerson. Motion*

*passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

- 8.6. Lease Reimbursement Application - Ms. Mullaugh stated that there is a program through PDE that reimburses us for some of our lease costs. We must apply to PDE to be able to apply for the reimbursement.

*A motion was made by David Herman and seconded by Frank Fleishman to approve the application for permission to PDE to apply for lease reimbursement. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

- 8.7. Approval/Ratification of Audit by Brown/Shultz - Our auditors have worked with CASA Charter Schools for years and have worked with other charter and public schools. Their specialty is school accounting. We have an engagement letter that allows them to do the audit.

*A motion was made by David Herman and seconded by Sean Galloway to approve/ratify the engagement letter with Brown/Shultz. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

- 8.8. New officers – N/A

- 8.9. Permission to Enroll in Reimbursable Credits

*A motion was made by Christy Pavlakovich and seconded by Glenn Zehner to approve a request from Mick Corman to enroll in reimbursable credits. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

- 8.10. Musical – Open Stage submitted a proposal to produce the musical to the finance committee. Mr. Wendling requested permission to purchase the rights to “Little Shop of Horrors.” Mr. Herman questioned the use of the proposed venue. Mr. Wendling stated they would use the venue and seating is comparable. It was requested that the contract go back to the Finance Committee for more discussion.

*A motion was made by Sean Galloway and seconded by Fina Salvo to approve permission to purchase the rights to “Little Shop of Horrors.” Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

- 8.11. Lunch contract with Harrisburg needs approval 1/Christy 2/Dawn

*A motion was made by Christy Pavlakovich and seconded by Dawn Mull to approve the lunch contract for the purchase of meals from Harrisburg School District.*

*Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

9. Budget Administration – N/A

10. Personnel Matters

10.1 CEO Evaluation – Ms. Mullaugh stated there was no need to break for an executive session. The evaluation will be completed on a calendar year schedule. Mr. Wendling was distinguished in every category. Mr. Wendling stated that he would like to do more community relations work, but being the Principal and CEO is extremely time consuming.

10.2. August Personnel Report – Mr. Wendling discussed the personnel report.

*A motion was made by Christy Pavlakovich and seconded by David Herman to accept the personnel report with the resignation of Lynda Hess-Moore. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

10.3. Proposed Staff Changes – Dawn Mull requested moving the part-time position to full time. A request for an assistant principal was discussed. Over the next two years we expect retirements and savings with bringing in new teachers. We have a donor who has pledged any overages needed for this position. This donation can be solidified in writing. The budget differential will be covered. Tim Wendling stated it is time to take our charter to the next level. We function as a school and a district. More time needs to be devoted to grant writing, looking for funding, networking, community outreach, etc. Sean Galloway noted that the finance committee did review the proposal. It allows our board to be more of a volunteer than working board. Ms. Mullaugh stated that Mr. Wendling is not able to leave the building. He's the only one that can discipline students – when he's off, we must bring in a substitute principal if one is available. Dr. Zehner inquired if we were looking at part-time or full-time. Benefits are in that calculation. Mrs. Pavlakovich asked if we would be able to recruit that position. David Herman stated the position should definitely be a full-time position. Mr. Wendling would remain the CEO/principal. The assistant principal would take over other duties, i.e., pupil services, discipline, etc. Dr. Zehner stated the need to thoroughly review the financial aspect of this decision. Mr. Herman stated the need for more assistance is factual. This position could take over the school counselor's CAOLA duties to free her up for more college counseling. Ms. Mullaugh stated the need for the board's interest in reviewing a job description before making decisions. Mr. Wendling stated he has a job description and will forward to the members. Connie Kindler noted she retired as a superintendent of a small school district. Small schools have all the same responsibilities as large schools; curriculum, professional development, annual reports, state reports, audits, etc., -- they just don't have the support as a larger district. Ms. Kindler stated her only concern would be sustaining this position over the years. Ms.

Mullaugh stated as a board we are authorizing the search for an Assistant Principal subject to approval of the job description.

*A motion was made by Glenn Zehner and seconded by Christy Pavlakovich to approve advertising for an assistant principal pending review of the job description. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

10.4. Substitute Teacher List for 2017-2018

*A motion was made by Glen Zehner and seconded by Frank Fleishman to approve the substitute teacher list for 2017-2018. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

11. Committee Reports – N/A

12. Policies, Programs and Governing Documents

12.1. Policy No. 203.3 - 2017 Immunization Policy Update

*A motion was made by Glenn Zehner and seconded by Sean Galloway to approve Policy No. 203.3. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

13. Information Items

13.1. CRAE Update – The 2016 Annual Report was circulated. Mrs. St. Hilaire noted they will be used in our fundraising efforts.

13.1.1. CASALive! - Mrs. St. Hilaire stated in 2016 we netted \$20,000; in 2017 we netted \$30,345. That does not include a \$5000 donation from Capital Blue Cross for EITC funds and ticket fees that went to CASA. Food costs were kept down and the attendance was doubled. A great job was done with sponsors and increased by \$3,000. The silent auction raised almost \$7,000. Donations from persons not attending in 2016 were \$250; in 2017 we received over \$1,000.

13.1.2. Grants – N/A

13.1.3. Sunset Soiree – Tuesday September 13, 2017 – Mrs. St. Hilaire reminded the board about the upcoming event. About 1,900 invitations were distributed. This is a great event to kick off the school year. We will invite 12-15 students from the different disciplines to perform and circulate with the audience. This is the last year she will be hosting the soiree. Mrs. St. Hilaire is looking for a different venue for next year.

Mrs. St. Hilaire also stated that two CRAE board members will be speaking to the freshman parents at open house and back to school nights. We want to engage the parents with an understanding of what CRAE does for the school and

educating the parents with the fact that we need that additional 25% for student costs.

October we will kick off CRAE's regular annual appeal.

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, September 18, 2017 beginning at 6:30 P.M. at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.
16. Adjourn Meeting - The meeting was adjourned at 7:55 p.m.

The schedule of regular meetings of the CASA Charter School Board of Trustees for the 2017-18 fiscal year is as follows:

<u>Date Day</u>	<u>Start Time</u>	<u>Meeting Location</u>
Monday, September 18, 2017	6:30 PM	CASA Charter School
Monday, October 16, 2017	6:30 PM	CASA Charter School
Monday, November 20, 2017	6:30 PM	CASA Charter School
Monday, December 18, 2017	6:30 PM	CASA Charter School
Tuesday, January 16, 2018	6:30 PM	CASA Charter School
Tuesday, February 20, 2018	6:30 PM	CASA Charter School
Monday, March 19, 2018	6:30 PM	CASA Charter School
Monday, April 16, 2018	6:30 PM	CASA Charter School
Monday, May 14, 2018	6:30 PM	CASA Charter School
Monday, June 18, 2018	6:30 PM	CASA Charter School