

Capital Area School for the Arts Charter School
Board of Trustees Meeting
October 16, 2017

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, October 16, 2017 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board members in attendance: Elizabeth Mullaugh, Frank Fleishman, Sean Galloway, Christopher Healy, David Herman, Dawn Mull, Christy Pavlakovich, Fina Salvo, Audrey Sanders, David Skerpon and Glenn Zehner

Board member not in attendance: Connie Kindler

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

1. Call to Order – Ms. Mullaugh called the meeting to order at 6:32 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 Audrey Sanders to approve the September 18, 2017 (with the clarification of Item 8.2 relating to receipt of grant proceeds for 17-18, rather than the agreement itself), September 9, 2013 and June 9, 2014 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. Financial Audit – Jon Bonawitz and Brian McAllister from Brown, Schultz, Sheridan and Fritz presented our independent auditors’ report. Mr. Bonawitz stated they review internal controls, cash receipts, disbursements, payroll, journal entries, etc. The auditors’ opinion is that we are adhering to GAP procedures. Mr. McAllister stated two letters are accompanied with the financial statements. The first letter states they are not aware of any uncorrected statements; all statements are corrected as noted. The second letter is regarding internal controls and states they are not aware of any material weaknesses or deficiencies within internal controls. One business suggestion made regarding the food service fund is the recommendation of investing in a system to track student purchases and ensure policies are developed and followed for this process.
- 5.2. Enrollment – Tim Wendling stated the current student enrollment is 200 students.
- 5.3. Keystone Exam Results – Mr. Wendling presented an update on the keystone exam results. We have had substantially dramatic increases.

- 5.4. Curriculum Maps – Curriculum maps for all classes offered were distributed by email.

A motion was made by Glenn Zehner and seconded by Frank Fleishman to approve the curriculum maps noted above. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

- 5.5. Approval Items

- 5.5.1. Fundraisers

A motion was made by David Herman and seconded by Audrey Sanders to approve three fundraisers (Butter Braids, R&K Subs, and Gertrude Hawk Chocolates). Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

- 5.5.2 Field Trips

A motion was made by Audrey Sanders and seconded by David Skerpon to approve field trips to the Whitaker Center for Surgery Live in Harrisburg (Mrs. Cole) and to the U.S. Army Heritage and Education Center in Carlisle (Mrs. Leonard). Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

- 5.5.2 Student Clubs

A motion was made by Dawn Mull and seconded by Frank Fleishman to approve a school newspaper and a French club. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

6. Board Chair Report

- 6.1. Resignation of Board Member – Ms. Mullaugh shared a letter of resignation from Caryn Watson. She recently moved to Virginia.
- 6.2. Revised Board Contact List – Ms. Mullaugh distributed a board contact list to update and return. A final copy will be distributed at the next board meeting.
- 6.3. Board Committees – Ms. Mullaugh noted that Chris Healy and Fina Salvo are not yet assigned a committee. Please let her know of your interest.
- 6.4. Charter Renewal Process – The final Charter Renewal Application (narrative portion) is attached for your review.

A motion was made by Christy Pavlakovich and seconded by David Herman to approve the final Charter Renewal Application for copying and forwarding to Harrisburg School District by the October 31, 2017 due date. 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 – Dawn Mull distributed copies of the financial statements.

8. Other Fiscal Matters

8.1. Musical Budget – We have a budget for the musical along with a proposed agreement with Open Stage.

8.2. Contract with Open Stage – Mr. Wendling presented an overview of the contract. There is a change in venue from the Whitaker Center to the Scottish Rite Cathedral. Tickets will be sold through Open Stage. They have worked out a budget that is as minimal as possible. There is a slight increase, but it reduces the overall cost to CASA. Chris Healy stated that Londonderry School moved their venue as well and had a 30% increase in participation.

A motion was made by David Skerpon and seconded by Fina Salvo to approve a contract for the musical with Open Stage. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

9. Budget Administration – The Finance Committee will discuss adjustments at the November and December meeting.

10. Personnel Matters – Tim Wendling introduced Amanda Rinehart, the successful candidate for the Assistant Principal position. Mrs. Rinehart gave an overview of her employment history. A copy of her resume was distributed.

10.1. Assistant Principal Position – Copies of the successful candidate’s resume was distributed.

10.1.1. Candidate Introduction – Tim Wendling introduced Amanda Rinehart, the successful candidate for the Assistant Principal position. Mrs. Rinehart gave an overview of her employment history.

10.1.2. EXECUTIVE SESSION – The board broke for an executive session at 7:30 p.m. The meeting was reconvened at 7:36 p.m.

10.1.3. Personnel Report

A motion was made by Sean Galloway and seconded by Christy Pavlakovich to approve the appointment of Amanda Rinehart as Assistant Principal at a salary of \$70,000. Mrs. Rinehart’s start date is contingent upon a release date from her current employer, but no later than December 18, 2017. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

11. Committee Reports

11.1. Curriculum Committee Report – Glenn Zehner noted at the committee meeting held in September, Rosemary Battista made a presentation discussing an increase in art elective credits for graduation. Mr. Herman stated he still encourages the committee to encourage the students to take three years of a foreign language. Dr. Zehner stated this was discussed. Top schools are looking for three foreign language years.

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

13. Information Items

13.1. CRAE Update – Sylvie St. Hilaire gave an update regarding recent activities. Donations are still coming in from the Sunset Soiree. Pending approval of the charter renewal, CRAE will hold a charter renewal celebration. David Skerpon and Kristin Scofield will chair the event. They are currently working on obtaining a venue for the celebration. December 11, 2017 is CRAE’s annual gathering for CRAE and CASA board members. This year’s gathering will be at Mrs. St. Hilaire’s house at 6:30 p.m.

13.1.1. Grants – Mrs. St. Hilaire informed the board of the grants that have been received. A handout was distributed.

13.1.2. Family and Annual Appeals – The annual appeal is in development. Two letters will be distributed. One letter will be targeted towards parents/guardians of CASA students and one towards the community. The letter will be discussed at CRAE’s next meeting. The annual appeal should be distributed by Thanksgiving.

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 20, 2017 beginning at 6:30 P.M. at CASA Charter School.

16. Adjourn Meeting – The meeting adjourned at 7:50 p.m.

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

<u>Date</u>	<u>Start Time</u>	<u>Meeting Location</u>
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
