

Capital Area School for the Arts Charter School
Board of Trustees Meeting
October 15, 2018

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, October 15, 2018 at 6:30 PM at 150 Strawberry Square, Harrisburg, PA.

Board Members in Attendance: Karen Degenhart, Frank Fleishman, Sean Galloway, Brian Griffith, Christopher Healy, David Herman, Connie Kindler, Dawn Mull, Elizabeth Mullaugh, Fina Salvo, Glenn Zehner

Board Members not in Attendance: Christy Pavlakovich and Audrey Sanders

Others/Public in Attendance: Tim Wendling, Kristin Scofield (representing CRAE), Amanda Rhinehart, Rosie Gnazzo (student), and Lawrence Gnazzo (parent)

1. **Call to Order** – Sean Galloway called the meeting to order at 6:30 PM.

2. **Roll Call / Additions to the Agenda / Administrative**
Guests and members of the public were recognized

3. **Public Comment on the Agenda Items** – N/A

4. **Approval of Minutes**
Minutes from the September 17, 2018 board meeting were not available. These will be reviewed and approved at November board meeting.

5. **Principal / CEO Report**
 - 5.1. Seniors of the Month Recognition
 - 5.1.1. Rosie Gnazzo was introduced and recognized by Ms. Rhinehart. She was presented with a plaque in recognition of the honor.
 - 5.1.2. Devon Hilt was not able to attend the meeting.

5.2. CASA Video

Tim Wendling discussed the video that the CASA students helped to prepare for the charter school conference. CASA students worked on the video with students from PA Virtual Cyber Charter School. A link to the video can be found on CASA's homepage.

5.3. Updates

5.3.1. CASA's Fall Play, *The Crucible*, will take place on November 2, 3, and 4, 2018.

More information and registration details are available on the CASA website.

5.3.2. Open House will be held on November 15th from 6:30 – 7:30 PM.

5.3.3. A Dance Choreography showcase will be held at 6:30 PM on October 24th

5.4. Approval Items:

5.4.1. Update to Musical Contract

A motion was made by Glenn Zehner and seconded by Frank Fleishman to approve the updated musical contract. Motion passed with all members present voting in the affirmative.

5.4.2 Spring Musical License Agreement. Tim Wendling requested approval to move the spring musical to the Whitaker Center. The cost for the Whitaker Center will be the same as we would have paid to the state museum.

A motion was made by David Herman and seconded by Frank Fleishman to approve the agreement. Motion passed with all members present voting in the affirmative.

5.4.3 School Doctor. Tim Wendling shared with the group that CASA is required by law to have a Doctor of Record and requested that we approve Dr. Herman Lawson for that position. Dr. Lawson also serves this role for the Harrisburg School District.

A motion was made by Elizabeth Mullaugh and seconded by Connie Kindler to name Dr. Lawson as CASA Doctor of Record. Motion passed with all members present voting in the affirmative.

5.4.4 French Club Fundraiser. A request was made to hold an ongoing fundraiser in support of the French Club.

A motion was made by Elizabeth Mullaugh and seconded by Dawn Mull to Approve the request. Motion passed with all members present voting in the affirmative.

5.4.5 Fall Play Fundraiser. A request was made to host a party and movie on Oct. 26th in support of the fall play.

A motion was made by David Herman and seconded by Connie Kindler to approve the request. Motion passed with all members present voting in the affirmative.

6. Board President Report

6.1. PDE Required Board Training – Elizabeth Mullaugh

Elizabeth provided information about requirements for new board members and trustees. New members will need to complete a minimum of 4 hours of training. Content has been provided by PDE. Ongoing training will be required for each trustee in their 5th year and then every 4 years thereafter. Elizabeth, Brian and Karen will discuss how we want to complete this.

7. Treasurer's Report

7.1. Financial Statements – Dawn Mull shared the updated budget statement through the end of September.

7.2. Line of Credit – Dawn Mull reported that our line of credit is at \$90,000. We will pay this down once tuition payments are coming in.

8. Other Fiscal Matters

8.1. N/A

9. Budget Administration

9.1. Advertising Budget – Tim Wendling discussed the need for advertising in order to increase student enrollments, particularly for new incoming 9th graders. Fina suggested that we reconstitute the Advertising and PR committee. Audrey Sanders is the chair of that committee and Tim will contact her to discuss this.

A motion was made by Chris Healy and seconded by Karen Degenhart to approve an additional unbudgeted \$5000 for advertising. Motion passed with all members present voting in the affirmative.

10. Personnel Matters

10.1 School Nurse Update. A request was made for up to \$26,885 to hire an uncertified school nurse, Maureen O'Toole Goldman, who will continue to be supervised by the CAIU nurse. She will work 15 hours per week. Tim is encouraging the board to plan to budget for a full-time nurse in the future.

A motion was made by Glenn Zehner and seconded by Chris Healy to approve the Request. Motion passed with all members present voting in the affirmative.

10.2 Supplemental Contracts

10.2.1 Fall Play – Campbell

10.2.2 Fall Play – Dickerson

10.2.3 Student Council Advisor – Dickerson

10.2.4 Student Council Advisor – Ryder

A motion was made by Glenn Zehner and seconded by Chris Healy to approve items

10.2.1 through 10.2.4. Motion passed with all members present voting in the affirmative.

10.3 Tuition Reimbursement – Corman

A motion was made by Elizabeth Mullaugh and seconded by David Herman to approve.

Motion passed with all members present voting in the affirmative.

10.4 Permission to Enroll – Dean

A motion was made by Elizabeth Mullaugh and seconded by David Herman to approve.

Motion passed with all members present voting in the affirmative.

11. Committee Reports – Nothing to report this month

12. Policies, Programs, and Governing Documents

12.1. Policy No. 204 – Attendance - Truancy Policy

This policy has been revised due to current ESSA regulations and tracking related to chronic absenteeism. The revised policy gives CASA the ability to better monitor and enforce attendance.

A motion was made by Elizabeth Mullaugh and seconded by Frank Fleishman to approve the policy. Motion passed with all members present voting in the affirmative.

13. Information Items

13.1 CRAE Report. – Kristin Schofield provided an update on the following two items:

13.1.1. Grants – the grant committee will present two grants to TFEC for consideration this Thursday.

13.1.2. 9/20/2018 Celebration Soiree. Overall #s were nearly \$1.2 Million with minimal expenses. Nearly everything was underwritten and provided at no cost. Most of the revenue was contributed over a 5-year period.

Thank you to all who volunteered and contributed.

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

15. Next Board Meeting Date is Monday, November 19, 2018

Meeting adjourned at 7:21 PM