

Capital Area School for the Arts Charter School
Meeting of Board of Trustees
May 8, 2017
6:30 P.M.

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a meeting on Monday, May 8, 2017 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board members in attendance: Elizabeth Mullaugh, David Skerpon, Frank Fleishman, Sean Galloway (via phone), Connie Kindler, Audrey Sanders, David Herman (via phone), Dawn Mull and Glenn Zehner.

Board members not in attendance: Christine Pavlakovich and Caryn Watson.

Others/public in attendance: Sylvie St. Hilaire, Timothy Wendling Vicki Chambers and Liz Reusswig.

1. Call to Order - Elizabeth Mullaugh, Board President, 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 – April 18 27, 2017

A motion was made by Glenn Zehner and seconded by Frank Fleishman to approve the April 18, 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. Enrollment and Auditions – Mr. Wendling reported that current enrollment is 198. Round 2 auditions for the waitlist are schedule for the first week of June. There are a few dozen yet to be auditioned. The Underclassmen end of year performance was a big success. CASALive! is coming along nicely. Film & Video students will be showing their projects at the Midtown Cinema. Graduation will be held June 8th at the State Museum.
 - 5.2. Approval Items
 - 5.2.1. N/A

6. Board Chair Report –

- 6.1. H.B. 97 Proposed legislation affecting charter schools – Ms. Mullaugh received a letter from the Solicitor. H.B. 97 is very focused on cyber learning. She has no idea where it is in the process but will probably not be addressed until there is a full agenda. For more information, Ms. Mullaugh will share the Solicitor’s letter. She made note that bullet 1 covers dual enrollment.
- 6.2. Charter Renewal Process – Update – Tabled until summer. Representative Mike Reese will sponsor.

7. Treasurer's Report

- 7.1 Financial Statements – Mr. Fleishman passed around a budget and made note that it is a draft and the accountant has not yet reviewed it. The numbers will be polished for the June meeting. Mr. Fleishman spoke with Lisa at the accountant’s office. As of 4/30 the balance is \$88,475. Payroll for 5/12 will be \$38,000. The checking account balance at Mid-Penn is \$31,338.

8. Other Fiscal Matters

- 8.1. Facility Request – Mr. Wendling presented a request from Open Stage to use CASA classrooms for their Play In A Day program on July 22. He suggested that any fee be waived because of assistance CASA has received from Open Stage in the past.

A motion was made by Frank Fleishman and seconded by David Herman to approve the request of Open Stage of Harrisburg to use the requested rooms on July 22, 2017 from 7 a.m. to 6 p.m., with fees waived. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

- 8.2. Musical Update – Ms. Reusswig reported that the musical went very well. The money made on the musical came up short \$13,500, but due to generous sponsors it broke even financially. Mr. Wendling stated he will provide final figures. Ms. Reusswig shared several ideas for events moving forward, i.e., a film festival at Midtown Cinema and juried art exhibit. She will draft something in the near future regarding a program with revolving inserts.

9. Budget Administration

- 9.1 Tentative Budget 2017-2018 – Budget deficit of \$380,000. Ms. St. Hilaire questioned if all private donations were expected to come from CRAE. She stated that CRAE hasn’t done a budget. Any tentative budget must be posted and made available to the public for a minimum of 30 days.

10. Personnel Matters

10.1 CEO Evaluation – EXECUTIVE SESSION – Moved to next meeting.

10.2 Resignation – Mr. Wendling suggested that the Board approve the resignation of cafeteria aide Elizabeth Gnazzo effective May 24, 2017, and that he be given permission to poste the opening.

A motion was made by Frank Fleishman and seconded by Glenn Zehner to accepted the resignation of Elizabeth Gnazzo effective May 24, 2017, and approve the posting of the open position. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

11. Committee Reports

Ms. Kindler stated that the committee has reviewed the policies for the first reading.

11.1. Nominating Committee - David Skerpon – Tabled until next meeting.

12. Policies, Programs and Governing Documents

12.1 Revocation of Policy #435 – Family and Medical Leave – Only applicable for companies with 50 or more employees.

12.2 First Reading of Policies

12.2.1. #013 – Conflict of Interest (revision) – Revoke and replace. Suggested by Solicitor to simplify policy.

12.2.2 #014 – Hearing Officer (revision) – Solicitor recommended revisions to remove Board Members’ names. Provides oath needed for _____.

12.2.3 #433 - Professional Development (revision) – Must stay for a year after receiving funds.

12.2.4 #626 – Federal Fiscal Compliance (revision) – Remove irrelevant portions.

12.2.5 #127.1 – Exemption From Assessment (new) – Students can be excluded for religious reasons.

12.2.6 #138 – ESL/Bilingual Students (new)

12.2.7 #831 – Student/Employee Immigration (new) – Recommended by Solicitor if a child is an immigrant, they must be accepted if they meet the criteria. All employees must have I-9 forms up to date.

A motion was made by Audrey Sanders and seconded by David Skerpon that the revisions be made as indicated. 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 – N/A

13.1.1 – CASALive! – Ms. Sanders indicated that everything is in good shape. So far there are around 100 attendees for the reception and 20 plus items for the silent auction. Discussion was held about the \$47 per person price charged by the Hilton and ways to lower the price, i.e., ala carte.

13.1.2. EITC – Ms. St. Hilaire will be meeting with M&T Bank and three executives on May 15 to discuss EITC and other donations to CASA. Another set of approximately 100 letters were sent out.

13.1.3. Grants – Waiting to hear from Coveter Foundation. They have a meeting in the beginning of June. Still waiting on a response from the Stabler Foundation.

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, June 12, 2017 beginning at 6:30 PM at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

16. Adjourn Meeting – Ms. Mullaugh adjourned the meeting at 7:46 p.m.

The schedule of regular meetings of the CASA Charter School Board of Trustees for the 2016-17 fiscal year is as follows.

<u>Date</u>	<u>Day</u>	<u>Start Time</u>	<u>Meeting Location</u>
June 12, 2017	Monday	6:30 PM	CASA Charter School