

Capital Area School for the Arts Charter School
Board of Trustees Meeting
February 20, 2018

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Tuesday, February 20, 2018 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

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

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

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 – The minutes of the January and February 2018 board meetings will be approved at the March meeting.
5. Principal/CEO Report
 - 5.1. Enrollment – Mr. Wendling stated that current enrollment is 198 students. The first round of auditions for the 2018-2019 school year starts on Saturday, February 24, 2018.
 - 5.2. Approval Items
 - 5.2.1. Fundraiser – A butter braid fundraiser is being presented for approval. The profits will fund bus transportation to Philadelphia for the CASA 2018 Europe Trip.

A motion was made by Glenn Zehner and seconded by Christine Pavlakovich to approve the butter braid fundraiser. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.
 - 5.2.2. 2018-2019 Calendar

A motion was made by David Skerpon and seconded by Audrey Sanders to approve the calendar for the 2018-2019 school year. Motion passed with all

members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

- 5.2.3. MoU with Harrisburg University – Mr. Wendling stated this would not be dual enrollment, but enrichment classes. They would get a Harrisburg University credit – not counted towards CASA’s 25 credits for high school graduation. The board voted to end dual enrollment. HACC is providing a great opportunity and students will continue to do this on their own time.

Ms. Mullaugh asked if this should be a recommendation from the curriculum committee. This memorandum, drafted by HU, is more complex than anticipated. Mr. Wendling met with the curriculum committee and they are reviewing the Agreement. Glenn Zehner stated the committee is not at a point to make any type of recommendations. The committee will come back to the board at a later time with more information.

- 5.2.4. Keystone Charter Membership – Tim Wendling discussed membership with the Keystone Charter School Alliance. They provide guidance to charter schools. David Herman asked if other charter schools in the area are members. Glenn Zehner stated he feels it would be beneficial to become a member. Mr. Wendling stated it could a good resource before calling our solicitor. Mr. Herman recommended joining for one year on a trial basis. This does not have to be approved at this meeting, it can be included in next year’s budget. Mr. Wendling will check out membership information and what other charter schools are members.

- 5.2.5 General Update – Mr. Wendling discussed safety within the school. An intruder drill was actually done on the day of the recent school shooting. He is working on an active shooter drill with staff. He stated on our end, we are about as secure as we can be, but we are an open campus. An informational letter will be sent home to students/parents. Another, more intense drill is scheduled for Monday, February 25, 2018.

Mr. Wendling updated the board on two upcoming events. A school walkout protesting school violence is scheduled for March 14, 2018. The second walkout, commemorating the Columbine shootings, is scheduled for April 20, 2018. This is a much larger walkout with students meeting at the Capitol. We want to support the students, but we also need to make sure our children are not targets. We will support, but not endorse either walkout.

6. Board President Report

- 6.1. Charter Renewal Process/Update - Tim Wendling gave an update on the meeting called Harrisburg School District’s request regarding the charter. Seven administrators from Harrisburg School District, our school solicitor, Ms. Mullaugh and Mr. Wendling were in attendance. They were pleased with our charter

application. They will be recommending approval of the charter. Ms. Mullaugh stated a special board meeting may be called if we get information from Harrisburg School District regarding the approval of the charter, so we can act accordingly.

- 6.2. Board and Officer Positions for 2018-2019 – Ms. Mullaugh stated we need board members nominated for next school year’s board and officer positions.
- 6.3. Statements of Financial Disclosure – Ms. Mullaugh reminded board members that Statements of Financial Disclosure are due no later than May 1, 2018.

7. Treasurer's Report

- 7.1. Financial Statements – Dawn Mull distributed financial statements (copy attached). She gave an overview of the statements.
- 7.2. Line of Credit – Mrs. Mull stated that the line of credit balance is paid down to \$45,880.00. She anticipates it to be paid off next month.

8. Other Fiscal Matters – N/A

9. Budget Administration

- 9.1. Status of Budget Development – Tim Wendling submitted a first draft of the budget for next school year. An official first draft will be brought to the board meeting in March. In conjunction with the budget, discussion was held regarding bidding out accounting and audit services. The finance committee is not in favor of bidding out for these services. Brown, Shultz, Sheridan, and Fritz (BSSF) has a good relationship with charter schools. Auditors have requirements about changing up every five years, but in education audits, this is not general practice. BSSF is very familiar with the process and is beneficial to us because of this knowledge.

Ms. Mullaugh noted we are open to bidding out accounting services. Right now we have come to a good place with our current accounting service. Chris Healy stated that bidding out would be fiscally responsible. We are not required to bid out or go with the lowest bidder. This is just being fiscally responsible. The finance committee will discuss this at a later meeting.

10. Personnel Matters – N/A

11. Committee Reports

- 11.1. Curriculum and Professional Development (1/29/2018) - The arts staff proposed curriculum in the arts that would be offered to students and see what interests there would be, i.e., comedy improve, tv production, advanced video, etc, The new proposed new courses will be included in the draft course selection book for next school year. This will be submitted for board approval next month. New graduation requirements are also being added. Glen Zehner

discussed the addition of six mandatory volunteer hours being required from the teaching staff.

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

13. Information Items

13.1. CRAE Update – CASA Live! is scheduled for Thursday, May 24, 2018. Because of the celebration in September, we will not be mailing out 2,000 invitations this year. A smaller list will be made focusing on corporate sponsorship. A smaller, silent auction with potentially five items is also in the works. The celebration soiree will be more about ticket sales. The CASA Live! reception will also be a much smaller event than in the past. The goal is to raise more money from corporate sponsors. David Herman discussed going back to general admission. David Skerpon asked if CRAE should take responsibility for the naming and recognition of CASA classrooms. Tim Wendling will send an updated list of the current room names.

13.1.1. Grants – N/A

13.1.2. Annual Appeal – N/A

13.1.3. EITC – N/A

13.1.4. 2018 Event - Dave Skerpon stated his excitement about the celebration soiree. Committee chairs in place and we are at a good advantage now. The first committee chair meeting is scheduled for February 21, 2018. It is going to be a great event.

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, March 19, 2018 beginning at 6:30 PM at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

16. Adjourn Meeting – The meeting was adjourned at 7:27 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>Day/Date</u>	<u>Start Time</u>	<u>Meeting Location</u>
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