

Capital Area School for the Arts Charter School

Meeting of Board of Trustees

August 8, 2016

6:30 P.M.

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, August 8, 2016 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

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

Board members not in attendance: Christine Pavlakovich.

Others/public in attendance: Timothy Wendling and Sue Hill.

1. Call to Order – Mrs. Mullaugh called the meeting to order at 6:30 p.m.
2. Roll Call/Additions to the Agenda/Announcements/Administrative – Board members in attendance are noted above.
3. Public Comment on Agenda Items – N/A
4. Approval of Minutes – July 11, 2016

A motion was made by David Skerpon and seconded by Audrey Sanders to approve the July 11, 2016 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. Registration Update – Mr. Wendling stated enrollment for the 2016-2017 school year is currently at 200 students.
 - 5.2. Compliance Project – Mr. Wendling informed the board that a letter was received from Dr. Sybil Knight-Burney, Superintendent of Harrisburg School District, advising us of action needed in regards to maintenance of our website publishing board policies, meeting dates and a listing of board members. All information has been put on the website and will be kept up to date as necessary.
 - 5.3. Annual Report – Mr. Wendling stated that the standard charter school annual report was sent to the Pennsylvania Department of Education (PDE) before the deadline. A copy was also shared with Harrisburg School District superintendent, Dr. Sybil Knight-Burney.
 - 5.4. Safe Schools ACS and LEA Profile – Mr. Wendling noted that we had eleven reportable incidents during the 2014-2015 school year. There were five reportable incidents for the 2015-2016 school year. All reports have been finalized and forwarded via PIMS (PA Information Management System) to PDE.
 - 5.5. Fall Play - "Art" by Yasmina Reza – Mr. Wendling gave an update on the fall play. The play is an extra-curricular activity. The play won a Tony award and is rated PG-13. There will be double casts – one with all male and one with all female actors/actresses. There will be two nights of performances with talk backs after each show.

6. Personnel Matters

- 6.1. 2016-2017 Personnel Report – Mr. Wendling circulated copies of the personnel report. The only change is the addition of the Film/Video teacher, Mick Corman, who is recommended as a full time hire with an annual salary of \$46,521. Mr. Corman is eager to start and will be a great addition to the program/staff. He plans to take the curriculum map and work it in with what the students’ needs are. He also plans take classes to become a certified teacher.

Ms. Mullaugh stated that in the current charter, we stated we prefer 100% certified teaching staff. There are items in the current charter that are very impracticable. We will work on this when the new charter is written.

A motion was made by David Herman and seconded by Glen Zehner to approve the appointment of Mick Corman as the Film/Video instructor at an annual salary of \$45,521. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

7. Board Chair Report

- 7.1. Board Member Resignation - Ms. Mullaugh announced that Perrise Hatcher has resigned her position with the board effective immediately. Mrs. Hatcher stated she had many commitments that made it hard to fulfill her service to the board. She wishes all the best for the future of CASA Charter School.

A motion was made by Glen Zehner and seconded by Audrey Sanders to accept the resignation of Perrise Hatcher from the CASA Board of Trustees. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

- 7.2. Committee Assignments – Ms. Mullaugh circulated suggested committee assignments. Dawn Mull was asked to become a member of the financial committee. David Herman will also stay on that committee. Frank Fleishman is the new chair of our finance committee. David Skerpon suggested reorganizing the community relations committee into a communications committee focusing on marketing. A conduit to the CRAE board. Audrey Sanders was asked to become a member of this committee. Glen Zehner will chair the board policy committee. Each chair is responsible for their individual meeting schedules.

Ms. Mullaugh stated she is working on attaining Shilo Fernandez, an actor working at the Rattlestick Playwrights Theater in New York, as a guest/master class artist.

8. Treasurer's Report - A balance sheet for the month was distributed.

9. Budget Administration

- 9.1. Facility Update – David Herman stated facilities updates are going well. Board approval on the Pryamid bid is required and was previously written into the budget. Mr. Herman also noted that motions would be needed to ratify the SECCO contract and to authorize Tim Wendling to sign a purchase order for the purchase of student writing desks in the creative writing room. Four students will sit at each desk. We will receive co-stars pricing. Budget differences will be ratified at a later date.

A motion was made by Frank Fleishman and seconded by David Skerpon to approve the bid from Pryamid Construction for the facilities updates in the amount of \$18,900. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

A motion was made by Sean Galloway and seconded by Connie Kindler to ratify the SECCO contract for an additional cost of \$2,815 to reconfigure wiring in the new administrative office. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

A motion was made by Glen Zehner and seconded by Frank Fleishman authorizing Tim Wendling permission to sign a purchase order for no more than \$7,100 for the purchase of furniture for the creative writing classroom. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

10. Other Fiscal Matters

10.1. Extension of Line of Credit

A motion was made by Sean Galloway and seconded by David Herman to approve the request for an extension of line of credit. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

10.2. Liability Insurance – Ms. Mullaugh noted that the premiums have slightly increased. We are using the same company, Enders/Selective and will have all the same coverage. Ms. Mullaugh stated numbers will be shared with the board. We will move this motion for our next meeting.

10.3. Janitorial Services Agreement – Ms. Mullaugh noted that the janitorial services agreement includes our new space. The current charge is \$1,260.48 per month. The amount will increase to \$1,480.00 per month as of August 1, 2016.

A motion was made by David Skerpon and seconded by Frank Fleishman approving the janitorial services contract as noted. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

10.4. Lunch Contract – Ms. Mullaugh discussed the lunch contract with Harrisburg School District. The cost is \$2.85 per lunch.

A motion was made by Audrey Sanders and seconded by David Skerpon to approve the lunch contract with the Harrisburg School District. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

10.5. Receipt of IDEA Funds for 2015-2016 – Ms. Mullaugh stated that we have received funds for IDEA. These funds will be allocated to special education services.

10.6. Purchase of Projectors (non-budget item) – Ms. Mullaugh noted the need for projectors in each of the arts room. CRAE has raised about 98% of the cost of this purchase. The total fee is \$9,611.00.

11. Committee Reports

11.1. Curriculum Committee - Glen Zehner stated that the staff did a great job of compiling the curriculum maps for English, French, Biology, AP Language and AP Literature.

A motion was made by Glen Zehner and seconded by Connie Kindler to approve the curriculum maps for English, French, Biology, AP Language and AP Literature. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

12. Policies, Programs and Governing Documents

12.1. Federal Fiscal Compliance Policy with three (3) attachments

A motion was made by Frank Fleishman and seconded by Glen Zehner to approve the Federal Fiscal Compliance Policy as presented. 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 – Audrey Sanders gave an update. There are a few new board members. EITC letters are going out to past donors and to about 12 more potential donors. A meeting is scheduled for August 22, 2016. The Sunset Soiree is scheduled for Tuesday, September 13, 2016.

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 12, 2016 beginning at 6:30 p.m. at CASA Charter School.

16. Adjourn Meeting – The meeting was adjourned at 7:48 p.m.

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

Date	Day	Start Time	Meeting Location
September 12, 2016	Monday	6:30 PM	CASA Charter School
October 17, 2016	Monday	6:30 PM	CASA Charter School
November 14, 2016	Monday	6:30 PM	CASA Charter School
December 12, 2016	Monday	6:30 PM	CASA Charter School
January, 9, 2017	Monday	6:30 PM	CASA Charter School
February 13, 2017	Monday	6:30 PM	CASA Charter School
March 14, 2017	Tuesday	6:30 PM	CASA Charter School
April 18, 2017	Tuesday	6:30 PM	CASA Charter School
May 8, 2017	Monday	6:30 PM	CASA Charter School
June 12, 2017	Monday	6:30 PM	CASA Charter School