

Capital Area School for the Arts Charter School
Board of Trustees Meeting
June 13, 2016
5:30 p.m.

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, June 13, 2016 at 5:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board members in attendance: Elizabeth Mullaugh, David Skerpon, Sean Galloway, David Herman, Connie Kindler, Christine Pavlakovich, Audrey Sanders, and Glenn Zehner

Board members not in attendance: Frank Fleishman, Perrise Hatcher, and Caryn Watson

Others/public in attendance: Timothy Wendling and Sue Hill

1. Call to Order – Ms. Mullaugh called the meeting to order at 5:30 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 - April 11, 2016 and May 9, 2016

A motion was made by Audrey Sanders and seconded by Christine Pavlakovich to approve the board minutes from the April 11, 2016 and May 9, 2016 meetings. 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 Registration Update – Mr. Wendling stated enrollment for the 2016-2017 school year is at 201 students. We have three students that indicated they will be withdrawing, but have not received any official notification to date.

5.2. Other Issues

5.2.1. Field Trip Request - Mr. Wendling discussed a possible field trip to Washington, DC through Education First (EF). EF plans the whole trip, i.e., flight, tour, lodging and meals. Ms. Kindler stated a concern regarding parental expense. Mrs. Leonard is requesting approval of the trip and then will survey students to see if we have enough interest to make it worthwhile.

A motion was made by Christine Pavlakovich and seconded by Sean Galloway to approve the field trip request to Washington, DC through Education First. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

6. Personnel Matters

- 6.1. Personnel Report - Mr. Wendling distributed copies of the personnel report (as of 6/13/16) for the board's review. Mrs. Pavlakovich noted that there are a few staff members who will need to start filling out timesheets. She will work with Mr. Wendling to get this finalized for the 2016-2017 school year.

A motion was made by David Skerpon and seconded by Audrey Sanders to move to executive session. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

7. Board Chair Report

- 7.1. Graduation - Ms. Mullaugh reported that graduation was a success. We graduated 51 out of 51 seniors.
- 7.2. Board Meeting dates and times for 2016-2017 - Discussion was held regarding moving the meetings from 5:30 p.m. to 6:30 p.m. Most meetings are scheduled on a Monday and two are scheduled on a Tuesday.

A motion was made by David Herman and seconded by Glenn Zehner to approve the board meeting dates for the 2016-2017 school year. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

8. Treasurer's Report

- 8.1. Financial Statements - Mr. Galloway circulated financial statements. Tuition payments from the school districts are being received. We are considering paying either a partial or full payment on the loan. Ms. Mullaugh noted we are still operating under the fact that we have to pay back by June 30, 2016. The outstanding amount is \$125,000. Direction from the board is needed. Is there a downside from paying it off other than have no cash on hand? We are paying off by paying what we have on our balances. The summer is our heaviest time for receivables. Mr. Skerpon stated his agreement with the desire to pay it down. Ms. Mullaugh asked that the board craft authority for the authorization of the existing executive committee to negotiate continuation/extension/loan modifications with results to be reported back at the July board meeting.

A motion was made by Christine Pavlakovich and seconded by Audrey Sanders to approve the executive committee authority to negotiate with Mid Penn Bank a loan modification with regards to loan repayment. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

9. Budget Administration

- 9.1. Facility Update – Lease Amendment - David Herman noted at the last board meeting discussion was held regarding leasing 2400 feet of space from Strawberry Square Development Corporation. The estimate came in significantly higher than expected. The plan now is to make that area the music suite with three practice rooms. Mr.

Wendling and Mrs. Baker will move into the existing practice rooms and Mrs. Hill and Mrs. Segarra will move in to the old music room. Mr. Herman stated there would be no renovation costs with this second move. This solves the immediate crowding issue. Mrs. Kindler asked what the timeline for the project was. Mr. Herman stated that we will ratify the price at the July board meeting and they will start no later than mid-August.

Amendment to the lease – We currently pay the CAIU for the arts area. The lease we are amending is the cafeteria with the addition to the new wing.

A motion was made by Connie Kindler and seconded by Christine Pavlakovich to approve the lease amendment with the CAIU (attached). Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

- 9.2. Final Budget for year 2016-2017 – Mr. Galloway noted there were a few changes since last review. The theatre salary increased from \$45,000 to \$52,686. Payroll and PSERS increase along with that. We put in last year's lease reimbursement estimation. That number is currently offsetting lease expenses. That is reflected in the budget cycle. It can be broken out during the year and reclassified if necessary. It is currently in with rental/land/buildings. There is also an increase in the insurance premiums. Mr. Skerpon stated he felt it was extremely high and was very concerned. He stated that we need to make sure we are doing our due diligence for cost effectiveness for the board. We use Highmark because Harrisburg School District uses them and we were instructed we had to do the same. Ms. Mullaugh stated that we can rebid, but need to clear it through Harrisburg School District first. Mrs. Pavlakovich stated she would contact Harrisburg School District's business manager to discuss their thoughts on the matter. The main concern once raised from Harrisburg School District's teachers association was if our plan would be better than what was provided to their employees. Mrs. Pavlakovich said she will contact Harrisburg's business manager and discuss.

10. Other Fiscal Matters

- 10.1. State Museum Contract for 9th and 10th grade performances – May, 2017
A motion was made by Christine Pavlakovich and seconded by Glenn Zehner to approve a contract with the Pennsylvania State Museum for the 9th and 10th grade performances in May, 2017. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.
- 10.2. CAIU Comprehensive Tech Support Services Agreement 2016-2017
A motion was made by David Skerpon and seconded by David Herman to approve Comprehensive Tech Support Services Agreement with the CAIU for the 2016-2017 school year. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.
- 10.3. Engagement of BSSF for Audit Services
A motion was made by Glen Zehner and seconded by David Herman to approve and sign the engagement letter for services provided by Brown, Schultz, Sheridan and Fritz. 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 - Ms. Mullaugh stated she was happy to attend. Dr. Zehner stated that they were reviewing guidelines for a non-paid internship to align with Harrisburg's policies. The second one is early graduation. We need policy that guides the action of early graduation. We will review draft policies and get back to the committee. The committee would like to start reviewing at Visual Art and Film/Video curriculum.

11.2. Nominating Committee Report – Mr. Skerpon recommended adding one additional board member, Dawn Mull. Ms. Mull comes with a great deal of experience as was the interim controller with HACC. This was identified as an area of concern for our board with the departure of Mr. Galloway as Treasurer. Mr. Galloway will retire from the treasurer position and stay on as a voting member. Frank Fleishman will move into the treasurer position. All other board members have agreed to return.

11.2.1. Election of Officers - *A motion was made by David Skerpon and seconded by Christine Pavlakovich to approve Dawn Mull to the Board of Trustees along with all returning members as noted above. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

11.2.2. Election of Board Members - *A motion was made by Audrey Sanders and seconded by Glenn Zehner to approve the following officers to the board: Elizabeth Mullaugh as President; David Herman as Vice President; Frank Fleishman as Treasurer; and David Skerpon as Secretary. 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. Policies for Adoption and Revision - *A motion was made by Glenn Zehner and seconded by Audrey Sanders to approve the following list of board policies and procedures. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

Policy No. 000 – Board Procedures – Adopted 6/13/16

Policy No. 313 – Evaluation of Employees (all employees) – Revised 6/13/16

Policy No. 314 – Physical Examination (for all employees) – Revised 6/13/16

Policy No. 603 – Budget Preparation – Revised 6/13/16

Policy No. 604 – Budget Adoption – Adopted 6/13/16

Policy No. 616.1 – Electronic Signatures – Adopted 6/13/16

Policy No. 800 – Records Management – Adopted 6/13/16

Policy No. 801 – Public Records (with appendices) – Adopted 6/13/16

13. Information Items

13.1. CRAE Update

- 13.1.1. Spring Appeal – received over \$100,000
- 13.1.2. EITC – We were approved for music and creative writing. The first year, we did not get approved for music and writing. Now David S said they have renewed us for all the arts now. They have not gotten to our 16-17 application as of yet.
- 13.1.3. CASALive! We made net \$28,808.00 Audrey said she thought maybe the auction numbers were down.
- 13.1.4. Grants – McCormick \$10,000 and Stabler gave us \$5,000 and \$500 from the Citizens from the Arts
- 13.1.5. LHA Project – update - they presented their report. Tim has everything. We are pleased with what they did. We have just under 1,000 on the alumni list. It is still in the works.

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, July 11, 2016 beginning at 6:30 p.m. at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

16. Adjourn Meeting – The meeting was unanimously adjourned at 6:25 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
July 11, 2016	Monday	6:30 PM	CASA Charter School
August, 8, 2016	Monday	6:30 PM	CASA Charter School
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

Approved with revision per 7/11/16 board meeting.