

Capital Area School for the Arts Charter School

Meeting of Board of Trustees

January 13, 2014 – 10 A.M.

Held at CASA Charter School

150 Strawberry Square, Harrisburg, PA

Minutes

The CASA Charter School Board of Trustees held a Board meeting on January 13, 2014, at the CASA Charter School in Harrisburg, PA.

Board members in attendance were: Sean Galloway, Lois Lehrman Grass, Perrise Hatcher, David Herman, Elizabeth Mullaugh, Audrey Sanders, David Skerpon, Caryn Watson and Glenn Zehner.

Board members not in attendance: Christine Pavlakovich

Others/public in attendance were: Timothy Wendling, Principal of CASA; Sue Hill, CASA; and Joshua Pollak, Latsha, Davis & McKenna, P.C.

1. **Call to Order** – At 10:00 a.m., Mr. Skerpon called the meeting to order.
2. **Roll Call/Additions to Agenda/Announcements**
 - 2.1 Roll Call – Board members in attendance are noted above
 - 2.2 Additions to Agenda – No additions
 - 2.3 Announcements – Nothing to report
3. **Public Comments on Agenda Items** - There were no public comments.
4. **Approval of Minutes**
 - 4.1 *A motion was made by Ms. Sanders and seconded by Ms. Mullaugh to accept the minutes from the Board meetings of August 8, 2013, September 9, 2013 and December 9, 2013. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*
5. **Administrative**

There were no administrative items.

6. Principal's Report

6.1 Enrollment Update – We will have only one contracted student for next school year. She is a current 11th grader who will be grandfathered in.

6.2 Other Items

A PTO has been formed and is off and running. They have created a Facebook page, website and are currently working on fundraising. Everything will be cleared through Mr. Wendling first. Mr. Wendling will update Mrs. Lehrman-Grass and CRAE.

School Calendar – The weather has been difficult with all the school closings and delays. We will most likely need to move the last day of school and add additional time for what we've already used. Mr. Wendling discussed concerns some had with using Dr. Martin Luther King, Jr. Day as a snow make-up day. This was previously on the approved calendar.

A motion was made by Mrs. Lehrman Grass and seconded by Ms. Mullaugh to close school on January 20, 2014 and not use this day as a snow make-up day. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

7. Board Chair's Report

There was nothing to report.

8. Treasurer's Report

Mr. Galloway gave the Treasurer's Report. He handed out a balance sheet. Our accountant has provided this information. We are starting to build up a cash balance by bringing CRAE monies over. We do have invoices coming in daily. The large expenses are the COALA instructional bill and equipment costs.

Ms. Mullaugh inquired about restating a budget. Mr. Galloway stated he does not foresee a need. He will discuss this with Diana M. Reed Associates, P.C., our accountant.

Dr. Zehner requested an end of January performance expenditure report.

9. Budget Administration

10. Other Fiscal Matters

10.1 Janitorial Contract

Mr. Pollak discussed the janitorial contract. The term of the agreement expires this year. He stated he never likes to see contract expire at the middle of a school year. He

wants to extend to 2015. It expires November 30, 2014. Mr. Wendling will have a new contract drawn up with the above-mentioned changes.

A motion was made by Ms. Mullaugh and seconded by Dr. Zehner to approve the janitorial contract as mentioned above. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

11. Personnel Matters

11.1 Staff Health Insurance Update

Mr. Skerpon stated that Ms. Pavlakovich could not be here today. She has quotes and will inform the board as soon as possible.

12. Committee Reports - The Curriculum Committee will meet January 22, 2014.

13. Policies, Programs and Governing Documents

14. Information Items

14.1 CRAE Update - Mrs. Lehrman-Grass gave an update with the happenings with CRAE. Letters have been distributed to former donors that made the CASA rehab possible. An open house should be scheduled for these donors – possibly in March.

15. Public Comment on Non-Agenda Items

16. Next Board Meeting Date

The next meeting of the CASA Charter School Board of Trustees is scheduled for Monday, February 10, 2014 beginning at 10:00 a.m. at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

17. Adjournment

A motion was made by Ms. Sanders and seconded by Ms. Mullaugh that the meeting be adjourned. Motion passed with all members present voting in the affirmative unless otherwise noted. The motion was approved unanimously.

The meeting adjourned at 10:57 a.m.