

Capital Area School for the Arts Charter School
Meeting of Board of Trustees
March 27, 2017
6:30 P.M.

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a meeting on Monday, March 27, 2017 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

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

Board members not in attendance: David Herman.

Others/public in attendance: Sylvie St. Hilaire, Timothy Wendling, Sue Hill and Jason Goodman from PA Youth Congress

1. Call to Order - Elizabeth Mullaugh, Board President, called the meeting to order at 6:32 p.m. Ms. Mullaugh thanked the board for their cooperation for rescheduling the meeting due to inclement weather.
2. Roll Call/Additions to the Agenda/Announcements/Administrative - N/A.
3. Public Comment on Agenda Items - N/A.
4. Approval of Minutes - February 13, 2016

A motion was made by Frank Fleishman and seconded by David Skerpon to approve the February 13, 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 – Tim also gave an update on the musical. Numbers and Funds???
 - 5.1. Enrollment and Auditions – Our current enrollment is 199 students. Ms. Mullaugh inquired about class sizes and scheduling with 59 students in a grade level.
 - 5.2. Approval Items
 - 5.2.1. Fundraisers - Student Council is requesting permission to sell pies (donated by students/parents) on Pi day during school lunch periods. Mrs. Leonard has two fundraisers for the CASA Europe Trip, 2018. One is to set up a Go Fund Me Account and the second is for a Butter Braid pastry sale.

A motion was made by Caryn Watson and seconded by Glenn Zehner to approve the three fundraisers as presented. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

5.2.2. Calendar 2017-2018

A motion was made by Christine Pavlakovich and seconded by Frank Fleishman to approve the three fundraisers as presented. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

5.2.3. Course Selection Guide 2017-2018 – Mr. Wendling stated a few new electives have been added and noted that we are also looking at changing the art electives.

A motion was made by Connie Kindler and seconded by Audrey Sanders to approve the 2017-2018 Course Selection Guide as presented. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

5.2.4. IDEA Agreement for 2016-2017 - This is a revised agreement.

A motion was made by Caryn Watson and seconded by Frank Fleishman to approve the revised 2016-2017 IDEA agreement as presented. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

6. Board Chair Report – The Code of Ethics Forms are due May 1, 2017. Copies of the forms were handed out to each member present.

6.1. Charter Renewal Process – N/A.

6.2. Nominating Committee – David Skerpon stated two potential candidates were met with. Both were offered tours of the schools. We are requesting resumes and will bring to the board at the next meeting. We are still working on a replacement for board president.

7. Treasurer's Report

7.1 Financial Statements – Frank Fleishman noted that a finance committee meeting was held a few weeks ago. Sean Galloway will explain in more detail. A few budget adjustments are necessary and we are working on the draft budget for 2017-2018 school year. We also discussed the salary schedule that will be coming up later.

8. Budget Administration

- 8.1 Budget Adjustments – Sean Galloway noted that the finance committee is proposing a number of budget adjustments. Handouts were distributed for review.

A motion was made by Christine Pavlakovich and seconded by Glenn Zehner to approve the budget adjustments as presented. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

9. Other Fiscal Matters

- 9.1. Salary Schedule Update – The budget impact is significant in looking at the salary schedule update. We have not had major adjustments for the last three years. On the other side, we have clearly have benefitted from offering competitive salaries and our students have benefitted as well. We want to do a 50% increase for the 17-18 school year. The 2018-2019 school year it will go into full effect.

Mrs. Kindler stated she is all for the competitiveness of the salary schedule. Ms. Mullaugh stated we will table this for further review.

- 9.2. Tuition Reimbursement – A tuition reimbursement request was received from Chelsea Audet. The policy committee will work on new policy regarding repayment options for future requests.

A motion was made by Christine Pavlakovich and seconded by Glenn Zehner to approve the tuition reimbursement request for Chelsea Audet as presented. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

- 9.3. Facility Use Requests - We have two requests; PA Youth Congress and Barack Inc. The finance meeting instituted a policy charging \$200/day.

A motion was made by Christine Caryn Watson and seconded by Audrey Sanders to approve the facility use requests as presented. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

10. Personnel Matters – Mr. Wendling requested approval for an addition to the substitute teacher list.

A motion was made by Glenn Zehner and seconded by Frank Fleishman to add Joshua Krevsky to our substitute teacher list as an emergency certified day-to-day substitute. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

Mr. Wendling received a resignation letter from Chelsea Audet effective June 12, 2017.

A motion was made by Christine Pavlakovich and seconded by David Skerpon to accept the resignation of Chelsea Audet, effective June 12, 2017. 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 - The committee had a meeting on February 14, 2017. Meeting notes are attached. Rosemary Battista has been added to the committee. A topic for discussion and policy is in the works regarding students who fail their art.

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

13. Information Items

13.1. CRAE Update – Sylvie St.Hilaire noted that the CRAE Board has four new board members.

13.1.1. EITC – N/A

13.1.2. Grants - A committee meeting is scheduled for April 3, 2017.

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 Tuesday, April 18, 2017 beginning at 6:30 PM at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

16. Adjourn Meeting – Ms. Mullaugh adjourned the meeting at 7:25 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
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