

Capital Area School for the Arts Charter School
Meeting of Board of Trustees
December 12, 2016
6:30 PM

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a meeting on Monday, December 12, 2016 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA

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

Board members not in attendance: Frank Fleishman and Caryn Watson

Others/public in attendance: John Bonawitz, Jr. and Brian McAllister from Brown, Schultz, Sheridan and Fritz; Sylvie St. Hilaire (phone); Timothy Wendling and 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 – Board members in attendance are noted above.
3. Public Comment on Agenda Items – N/A
4. Approval of Minutes – November 14, 2016 (attached)

A motion was made by Glenn Zehner and seconded by Connie Kindler to approve the November 14, 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. Enrollment – Tim Wendling gave an update. As of today's date, enrollment is at 199 students.

We have an open house for prospective 2017-2018 students on January 5, 2017 from 6 – 7 p.m. The Theatre class held their fall play this past weekend. The venue, which was the theatre classroom, was perfect for this small play. Performances were full and the acting was very good. Our next event is the mid-year performance and art exhibit January 18 and 19, 2017.

5.2. Approval Items

5.2.1. Fundraiser Requests

Europe Trip/Medieval Times Trip – There are three fundraisers to approve.

- The first is a CASA Europe Trip Fundraiser. These funds will be

- used for bus transportation to Philadelphia.
- The second is an individual fundraiser for the Europe trip.
- The third one is for the 10th grade field trip to the medieval times.

A motion was made by David Herman and seconded by Audrey Sanders to approve the three fundraiser requests noted above. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

Mr. Wendling noted that there is also a fundraiser request for a trip to The U.S. Army Heritage and Education Center in Carlisle.

A motion was made by Audrey Sanders and seconded by Dawn Mull to approve the fundraiser above mentioned fundraising request. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

Prom Venue – Mr. Wendling requested board approval for this year’s prom to be held the Hilton at no cost to the school.

A motion was made by Audrey Sanders and seconded by Glenn Zehner to approve the prom venue to be held at the Hilton. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

6. Board Chair Report

- 6.1. Brown, Schultz, Sheridan and Fritz (BSSF) – Auditor’s Report – John Bonawitz and Brian McAllister of BSSF were in attendance. Mr. Bonawitz presented the audit of CASA’s financial statements for the year ended June 30, 2016.
- 6.2. Charter Renewal Process – Ms. Mullaugh discussed a few updates with regards to the charter renewal process. She will continue to distribute portions of the application to suitable board committees. She stated we will work towards having a draft by the Spring and apply for the charter renewal in October.

The Board needs to start looking at new space for academic classrooms. As part of our current charter, we are only contracted with Temple University for space through 2018. Mr. Herman suggested we look at maximizing space. The facilities committee suggested contracting with a designer to review our space needs. This will be discussed more at the next meeting. Ms. Mullaugh requested at least two proposals be brought in for review.

- 6.3. Nominating Committee – N/A

7. Treasurer's Report - Ms. Mullaugh stated significant changes have been made to the way expenses are being reported. There will be a few budget adjustments necessary in January or February.

8. Budget Administration – N/A

9. Other Fiscal Matters

- 9.1. Para-Educator – Ms. Mullaugh stated the possibility of needing a para-educator for the upcoming spring semester. There is a definite need for the 2017-2018 school year.

10. Personnel Matters

- 10.1. CEO/Principal Review Process – The Board as asked Mr. Wendling to complete his self-evaluation. Mrs. Pavlakovich stated there will be a review by early spring.

11. Committee Reports

- 11.1. Curriculum Committee Meeting Minutes – Dr. Zehner stated the committee has been working on the charter school renewal. He noted that the state is not supportive of charters and dual enrollment. Our solicitor's advice is not to offer dual enrollment. Many charter schools offer the program.

Dr. Zehner also noted the committee is looking in to a world building class in creative writing. Chelsea Audet, 9th and 10th grade English Teacher, is looking to strengthening student vocabulary. We are reviewing options, i.e., what can be provided, costs, etc.

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

13. Information Items

- 13.1. CRAE Ms. Mullaugh stated that we are in receipt of a \$5,000 donation from the Kunkle Foundation for CASA Live.

13.1.1. Annual Appeal – Mrs. St.Hilaire stated the annual appeal package was distributed in November. As of 12/5/16, we've received just under \$5,000.

13.1.2. EITC – Mid Penn Bank contributed \$3,000 for EITC.

13.1.3. Grants – CRAE has contracted with Debbie Fuller Winston. She recently toured the school and was extremely impressed. She will be doing grant research throughout the month of December.

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, January 9, 2017 beginning at 6:30 p.m. at CASA Charter School.

16. Adjourn Meeting – The meeting was adjourned at 7:55 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
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