

**Capital Area School for the Arts Charter School**  
Meeting of Board of Trustees June 8, 2015 – 5:30 P.M.  
Reconvened June 12, 2014 – 8 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 Monday, June 8, 2015 at 5:30 p.m. at the school.

Board members in attendance were: Vicki Chambers, Sean Galloway, Lois Lehrman Grass, Elizabeth Mullaugh, Christine Pavlakovich, Audrey Sanders, David Skerpon, Caryn Watson, and Glenn Zehner.

Others/public in attendance were: Frank, Fleishman, Sue Hill, Connie Kindler and Timothy Wendling.

**1. Call to Order** – David Skerpon called the meeting to order at 5:34 p.m.

**2. Roll Call/Additions to Agenda/Announcements**

2.1. Roll Call

2.2. Additions to the Agenda

*A motion was made by Lois Lehrman Grass and seconded by Glenn Zehner to move the executive session for the June 8, 2015 meeting to the last item on the agenda. Motion passed with all members present voting in the affirmative unless otherwise noted.*

2.3. Announcements - None

**3. Public Comment on Agenda Items** - None

**4. Approval of Minutes** – Minutes listed below, including the minutes from the June 8, 2015 meeting, will be approved at the July board meeting.

January 12, 2015

February 9, 2015

March 9, 2015

April 13, 2015

April 29, 2015 Special Meeting

May 11, 2015

**5. Administrative**

## 6. Annual Organization

### 6.1. Election of trustees

*A motion was made by Lois Lehrman Grass and seconded by Audrey Sanders to approve the appointment of Connie Kindler and Frank Fleishman to the board as new trustees and to re-elect David Skerpon and Elizabeth Mullaugh to a new three-year term. Motion passed with all members present voting in the affirmative unless otherwise noted.*

### 6.2. Election of 2015-16 officers

*A motion was made by Lois Lehrman Grass and seconded by Audrey Sanders to approve Elizabeth Mullaugh as board president; David Herman as vice-president; Sean Galloway as treasurer and David Skerpon as secretary. Motion passed with all members present voting in the affirmative unless otherwise noted.*

6.3. 2015-16 Board meeting schedule – The schedule was reviewed by all members.

## 7. Principal's Report

7.1. 2015-16 Enrollment Update – Mr. Wendling stated the current student enrollment for the 2015-2016 school year is 185.

7.2. Upcoming events with other arts organizations – Mr. Wendling noted that the 11<sup>th</sup> and 12<sup>th</sup> Grade Film and Video students have a film showing at Midtown Cinema at 6:00 p.m. on June 9, 2015. All are invited to attend.

7.3. Harrisburg PD MoU – Mr. Wendling stated that we are still working on getting the Memorandum of Understanding (MoU) signed and approved with the Harrisburg Police Department. Mr. Pollack has sent another email to the chief as to its status. Ms. Mullaugh will follow up. Ms. Mullaugh gave an explanation of the MoU process for the new board members.

7.4. Theater Elective - Mr. Wendling requested a revision to the curriculum electives. Lisa Weitzman, Theatre Teacher, was planning to teach a Shakespeare elective. She recently received an email from Roundabout Theatre, regarding a new play, Prospect High. Mr. Wendling is requesting that we cancel the Shakespeare elective and replace it with the new play as part of the elective curriculum. There is a flat fee of \$125 per performance. A copy of the play will be emailed to members for review. The Board will take action when it reconvenes.

**8. Board Chair's Report** – Mr. Skerpon thanked Mr. Wendling for a great graduation and expressed gratitude to Mr. David Volkman for sponsoring it. Mrs. Lehrman Grass noted that the graduation speaker, Stuart Malina, had a great message. Art is a tough path to choose, but so inspiring! Mr. Wendling will make his speech available on the website effective June 9, 2015.

**9. Treasurer's Report** – Sean Galloway distributed handouts. He noted that we are current on our rent with the CAIU. We have an outstanding bill for CAOLA services. The balance sheet on the second page of the handout is the accrual for our PSERS share for contributions.

## **10. Budget Administration**

- 10.1. Approve employee roster and salary recommendations for 2015-16

*A motion to approve the employee roster and salary recommendations for the 2015-2016 school year was made by Glenn Zehner and seconded by Audrey Sanders. Motion passed with all members present voting in the affirmative unless otherwise noted.*

- 10.2. Approve Temple Facilities Use Agreement for 2015-16

*A motion to approve the Temple Facilities Use Agreement was made by Elizabeth Mullaugh and seconded by Glen Zehner. Motion passed with all members present voting in the affirmative unless otherwise noted.*

- 10.3. 2015-16 Budget – Sean Galloway spoke about the budget. Discussion ensued. The budget needs to be posted on the school’s website for thirty days. The Board will need to reconvene Friday, July 12, 2015 to approve the budget.

## **11. Other Fiscal Matters**

### **12. Personnel Matters**

- 12.1. 2015-16 Position Hiring

*A motion was made by Glenn Zehner and seconded by Audrey Sanders to approve the hiring of Rose Colon as a part-time administrative assistant and Stefanie Adlon as a part-time French teacher for the 2015-2016 school year. Motion passed with all members present voting in the affirmative unless otherwise noted.*

### **13. Committee Reports**

- 13.1. Curriculum Committee – None

- 13.2. Nominating Committee – A report from the nominating committee was accepted.

### **14. Policies, Programs and Governing Documents**

- 14.1. Revocation of Policy 114 - Gifted Education – As a charter school, we are not legally responsible to honor a Gifted Individualized Education Plan (GIEP).

*A motion was made by Elizabeth Mullaugh and seconded by Lois Lehrman Grass to revoke Policy No. 114-Gifted Education. Motion passed with all members present voting in the affirmative unless otherwise noted.*

### **15. Information Items**

- 15.1. CRAE Update – Audrey Sanders gave a financial update and noted that the recent dinner was a great success.

## **16. Public Comment on Non-Agenda Items – None**

## **17. EXECUTIVE SESSION**

The Board convened an executive session to discuss the following issues:

17.1. Student issue

17.2. Personnel issue

17.3. Discussion of 2015-16 employee salaries

## **18. Next Board Meeting Date**

The next meeting of the CASA Charter School Board of Trustees is scheduled for **Monday July 13, 2015** beginning at 5:30 PM at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

The Board meeting was recessed at 6:30 p.m. and will reconvene on Friday, June 12, 2015 at 8:00 a.m.

Ms. Mullaugh reconvened the Board meeting on Friday, June 12, 2015 at 8 a.m. Board members in attendance were: Vicki Chambers, Sean Galloway, Lois Lehrman Grass, Elizabeth Mullaugh, Christine Pavlakovich, Audrey Sanders, David Skerpon, Caryn Watson, and Glenn Zehner.

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

## **19. Budget Administration**

### **19.1. Final Discussion and Approval of Tentative 2014-15 Budget**

Mr. Galloway stated that the tentative budget had been posted on the school's website for the required 30 days without comment. He forwarded an email to all board members regarding the addition/revision for the school counselor from part time to full time. The monetary impact was an additional \$33,000.00.

*A motion was made by Glen Zehner and seconded by Perrise Hatcher to approve the budget with noted modifications. Motion passed with all members present voting in the affirmative unless otherwise noted.*

## **20. Theater Elective -** A copy of the play was emailed to Trustees for review. After much discussion a motion was made.

*A motion was made by Caryn Watson and seconded by Vicki Chambers to replace the Shakespeare elective with the Prospect High Play elective. Sean Galloway abstained; Glen Zehner voted no; motion was approved with the majority vote.*

## 20. Adjournment

A motion was made by Ms. Pavlakovich and seconded by Mr. Galloway 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 8:20 a.m.

The schedule of regular meetings of the CASA Charter School Board of Trustees for the 2015- 2016 fiscal year is as follows:

<u>Date</u>	<u>Day</u>	<u>Start Time</u>	<u>Meeting Location</u>
July 13, 2015	Monday	5:30 PM	CASA Charter School
August 10, 2015	Monday	5:30 PM	CASA Charter School
September 15, 2015	Tuesday	5:30 PM	CASA Charter School
October 13, 2015	Tuesday	5:30 PM	CASA Charter School
November 9, 2015	Monday	5:30 PM	CASA Charter School
December 14, 2015	Monday	5:30 PM	CASA Charter School
January 11, 2016	Monday	5:30 PM	CASA Charter School
February 8, 2016	Monday	5:30 PM	CASA Charter School
March 14, 2016	Monday	5:30 PM	CASA Charter School
April 11, 2016	Monday	5:30 PM	CASA Charter School
May 9, 2016	Monday	5:30 PM	CASA Charter School
June 13, 2016	Monday	5:30 PM	CASA Charter School