

**Capital Area School for the Arts Charter School**  
Meeting of Board of Trustees  
July 8, 2013 – 10:00 AM  
Held at CASA Charter School  
at 150 Strawberry Square, Harrisburg, PA

## **Minutes**

The CASA Charter School Board of Trustees held a Board meeting on Monday, July 8, 2013, at the CASA Charter School in Harrisburg, PA.

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

Board members not in attendance: None

Others/public in attendance were: Cheryl Giles Rudawski and Cindy Mortzfeldt of the Capital Area Intermediate Unit and Joshua Pollak of Latsha Davis & McKenna, P.C.

**1. Call to Order** – At 10:01 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 Terms of Office –

Board members discussed term limits and provided input regarding the advantages and disadvantages. The Board members reached a consensus that all members are eligible for two (2) terms in addition to the original appointment except those members who initially serve a three (3) year term.

2.2.1 The following Board members will serve a one-year term  
(July 1, 2013 – June 30, 2014)

- Sean Galloway
- David Herman
- Audrey Sanders
- Glenn Zehner

2.2.2 The following Board members will serve a two-year term  
(July 1, 2013 – June 30, 2015)

- Lois Lehrman Grass
- Elizabeth Mullaugh
- David Skerpon

2.2.3 The following Board members will serve a three-year term  
(July 1, 2013 – June 30, 2016)

- Perrise Hatcher
- Christine Pavlakovich
- Caryn Watson

2.3 Additions to the Agenda

2.4 Announcements

### **3. Public Comment on Agenda Items**

There were no public individuals present at the meeting and there were no public comments on the agenda.

### **4. Approval of Minutes**

4.1 June 10, 2013

*A motion was made by Ms. Sanders and seconded by Ms. Hatcher to accept the minutes from the Board meeting on June 10, 2013 as presented. 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. Reports and Presentations from Board Chair, Committees and Management**

6.1 Marketing – Update on initiatives to attract Harrisburg students to CASA Charter School

Caryn Watson reported that several activities are planned to reach out to students who reside in the Harrisburg School District. Contacts will be made to several organizations, such as local churches, parks and recreation, Big Brothers/Big Sisters, and the City of Harrisburg. There will be posters available for distribution throughout the city. There is a plan to work with the Senators Baseball Team for the CASA Charter School students to sing the National Anthem. A video commercial and radio commercial will be created and the content will be tailored to Harrisburg City students. Mrs. Grass indicated that she would reach out to the director of the Hamilton Health Center. The director is willing to send an email blast to her contacts.

The poster is being revised. Board members recommended that the grade levels and the telephone number be added.

It was also recommended that the radio commercial should emphasize academics. The school's full name, Capital Area School for the Arts Charter School, should be used in the commercial, not CASA Charter School.

**6.2 Facilities Update**

Construction for the build-out will begin this week. Pyramid Construction Services, Inc. was awarded the contract with the lowest bid. Mr. Herman will be meeting with the construction group this afternoon to clarify the project. He will also meet with Mr. Wendling, principal, to review the project.

This phase of the project will make space usable for the creative writing class, a multi-purpose room, and a lunch room.

Furniture orders will be placed through vendors on COSTARS, Pennsylvania's cooperative purchasing program. Lunch tables and kitchen equipment will need to be ordered in the near future.

Ms. Mullaugh has the Food Service contract information and will forward it to Mr. Wendling. Mr. Herman will follow up with the Harrisburg School District food service director.

**6.3 Conflict of Interest Policy**

Mr. Skerpon shared with the Board members that the Conflict of Interest policy was on today's agenda for approval. He requested that each Board member review the contents of the policy.

**6.4 Statement of Financial Interests Forms**

The Statements of Financial Interests, completed to date, were given to Mr. Herman. The statements must be maintained at the school office and be available for review by the Auditor General's office and the authorizing school district.

**7. Treasurer's Report**

There was no Treasurer's Report.

**8. Budget Administration**

There were no budget administration items.

**9. Other Fiscal Matters**

**9.1 Finance Committee**

Mr. Galloway shared that the Bridge Loan was currently in the underwriting stage. The budget submitted for the loan did not include fundraising dollars. Initially, there were some concerns about cash flow. The finance committee worked with TRF to move the timing of expenditures to affect cash flow. For example, a recommendation was made to prepay the lease/rent costs. It is a one year loan of \$195,000. The funds will be received over two months, possibly July and August. Repayment will begin sometime between October and January with the last payment in May 2014. Interest is payable throughout the timeframe of the loan. Mr. Galloway will work out the repayment structure with TRF.

The original budget submitted with the Charter School application has been revised to reflect more closely the actual expected expenditures. Cheryl Giles Rudawski, Mr. Galloway, and Mr. Wendling will meet to review the proposed budget. The Finance Committee will review to finalize the proposed budget.

The goal for fundraising this year is approximately \$150,000.

Cheryl Giles Rudawski reported that the student activity fund currently has a balance of \$6,975. Also, there is \$29,913 in the Champions for Children Fund which includes the \$9,000 donation by Mid Penn Bank.

Mr. Galloway will work with PNC Bank to obtain a credit card for the Principal. Credit card activity and limits can be controlled in real time.

#### 9.2 The Reinvestment Fund (TRF) Grant Application

Mr. Herman reported that CASA Charter School received the grant from The Reinvestment Fund. In order to execute the grant, the signed charter is needed.

#### 9.3 Copier Lease

The Finance Committee will review the details once a copy of the lease agreement is received. Ms. Mullaugh shared a brief overview of the expected content of the lease agreement. She recommended that the 60 month lease agreement be considered as this timeframe provides the least expensive option overall. The acceptance of the lease agreement will be considered at a subsequent meeting since the details of the copier lease were not available for review.

#### 9.4 Security System Agreement

The previous security system agreement for the space was included in the CAIU agreement. That contract expired on 6/30/2013. However, the security system continues to be active until a new agreement between the CASA Charter School and Stanley Security Solutions is approved.

The 60-month contract includes 200 access cards/fobs and card readers at a cost of \$249.00 per month. Costs will increase by 3% after 36 months.

*A motion was made by Ms. Mullaugh and seconded by Ms. Sanders to ratify the 60-month contract beginning July 1, 2013 between Stanley Security Solutions and CASA Charter School. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

#### 9.5 Purchase of Dance Floor Materials

Cheryl Giles Rudawski reported that there appeared to be some warping of the dance floor. After closer inspection, it was determined that some of the joints had pulled apart. The boards will need to be re-aligned.

The black Marley also needs to be replaced. Since auditions continue through the summer, it is important to replace the dance floor materials as soon as

possible. She shared the product details that need to be purchased. The costs will be covered through a donation.

*A motion was made by Ms. Mullaugh and seconded by Mrs. Grass to approve the purchase of the dance floor materials. The expense will be covered by funds available from the Capital Region Arts and Education. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

9.6 Authorization to work with Counsel to complete and submit Application for Recognition of Exemption to the IRS

There was a question about the user fee to file the Form 1023. Mr. Pollak explained that this item needs authorization to get the application filed. It is necessary to complete this process for purposes of our charter. He was not in the position to quantify the amount; however, this is something that needs to be completed.

*A motion was made by Mrs. Grass and seconded by Mr. Herman to authorize Counsel to complete and submit Form 1023, the Application for Recognition of Exemption to the IRS. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

**10. Personnel Item**

10.1 Employment of Additional Staff Members – Positions and Timeline

Mrs. Pavlakovich reported that the principal, administrative assistant to the principal, and the part time guidance counselor positions have been filled. Interviews were held for the teacher positions. At this time, teachers for English, Social Studies, and Science have accepted positions. Interviews for a math teacher have been completed and an offer was made to an applicant. Mrs. Pavlakovich is waiting to hear back from the applicant. The teachers have certifications in multiple areas.

Mrs. Pavlakovich shared that informal offer letters have been sent to three of the four persons who have accepted a position. She will follow up with a more formal letter.

Mr. Pollak recommended that once the individuals are officially approved by the Board, the Board should send an offer letter which includes salary and benefits information. The individual should sign the letter and return it as an official acceptance of the position.

**11. Policies, Programs and Governing Documents**

11.1 Amended and Restated Articles of Incorporation

The Articles of Incorporation needed additional language to include information for a charitable organization. The IRS needs to see this language.

*A motion was made by Dr. Zehner and seconded by Ms. Watson to approve the amended Articles of Incorporation. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

11.2 Amended and Restated Bylaws

Mr. Pollak provided an overview of the recommended changes to the bylaws and explanations of the contents of the bylaws. He will provide the Board members with an updated copy which incorporates the changes. It was noted during this overview that the Board Secretary and Board Treasurer need to be bonded. Ms. Mullaugh will contact a bonding agency.

*A motion was made by Ms. Mullaugh and seconded by Mr. Herman to adopt the proposed Amended and Restated Bylaws as revised. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

11.3 Charter between Harrisburg School District and CASA Charter School

Mr. Pollak reported that there has been progress in resolving the outstanding issues since the previous Board meeting. He shared that there have been two very minimal changes to the charter document since it was distributed to the members on July 4, 2013.

*A motion was made by Ms. Mullaugh and seconded by Ms. Sanders that the charter be approved and executed by the Board President and the Board Secretary. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

11.4 Second Reading of the following policies

- 11.4.1 Name and Classification – Policy #001
- 11.4.2 Authority and Powers – Policy #002
- 11.4.3 Functions – Policy #003
- 11.4.4 Membership – Policy #004
- 11.4.5 Organization – Policy #005
- 11.4.6 Meetings – Policy #006
- 11.4.7 Distribution – Policy #007
- 11.4.8 Organizational Chart – Policy #008
- 11.4.9 Board Governance Standards/Code of Conduct – Policy #011
- 11.4.10 Philosophy of Education – Policy #101
- 11.4.11 Public Participation in Board Meetings – Policy #903

*A motion was made by Dr. Zehner and seconded by Ms. Pavlakovich to approve the Policies 11.4.1 – 11.4.11 as written. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

**11.5 First Reading of the following policies**

**11.5.1 Conflict of Interest – Policy #013**

*A motion was made by Dr. Zehner and seconded by Ms. Sanders to approve the Conflict of Interest Policy #013 for the purpose of moving forward with the 1023 application to the IRS. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

**11.5.2 Hearing Officer – Policy #014**

**11.5.3 Oath for Hearing Office – Policy #014-Attachment**

**11.5.4 Nondiscrimination in School and Classroom Practices – Policy #103**

**11.5.5 Complaint Form – Policy #103-Attachment**

**11.5.6 Nondiscrimination – Qualified Students with Disabilities – Policy #103.1**

**11.5.7 Special Education – Policy #113**

**11.5.8 Discipline of Students with Disabilities – Policy #113.1**

**11.5.9 Behavior Support – Policy #113.2**

**11.5.10 Screening and Evaluations for Students w/Disabilities – Policy #113.3**

**11.5.11 Confidentiality of Special Education Student Information – Policy #113.4**

**11.5.12 Gifted Education – Policy #114**

**11.5.13 Reporting Student Progress – Policy #212**

**11.5.14 Personnel Files – Policy #424**

**11.5.15 Budget Planning – Policy #602**

**11.5.16 School Calendar – Policy #803**

**11.5.17 Whistleblower – Policy #829**

**11.5.18 Record Retention and Destruction – Policy #830**

**11.5.19 Record Retention and Destruction Schedule – Policy #830-Attachment**

**12. Information items**

**12.1 Student Enrollment Update – Audrey Sanders**

Ms. Sanders provided an overview of the enrollment data. This information is continually changing as students audition and register to attend CASA Charter School.

Enrollment needs to be at 160 full time students. The number of students reported to the Board should only include the charter school students.

Mr. Pollak shared that charter school students cannot be dually enrolled in another institution. It is possible to contract with a school district to provide something the district doesn't provide. He recommends that these students be considered contractual students and they will be accounted for separately.

Mr. Herman pointed out that there is a maximum enrollment number and the number is stated as a number per grade configuration. There is a possibility that the Board can seek an amendment to the Charter if the number of students per grade configuration does not match the proposed numbers in the charter school application.

Mr. Skerpon asked if more hours are needed for someone to be in the school office. Cheryl Giles Rudawski will talk with Mr. Boyer to see if he is interested in increasing his hours.

*A motion was made by Ms. Mullaugh and seconded by Mrs. Grass to authorize the Board's Executive Committee to employ a temporary Administrative Assistant to assist at \$18/hour not to exceed 40 hours/week on a contracted basis until August 9, 2013. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

Cheryl Giles Rudawski asked if she should proceed with setting up transportation. At this time the charter school does not have an AUN number and until the school knows who will be attending, the school districts cannot plan their bus routes.

### **13. Public Comment on non-Agenda items**

There were no public individuals present at the meeting and there were no public comments on non-agenda items.

### **14. Meeting Recess**

The meeting recessed at 12:15 p.m. and will reconvene on Monday, July 15, 2013 at 9:00 a.m. at the CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

**Capital Area School for the Arts Charter School**  
Meeting of Board of Trustees  
Reconvened meeting on July 15, 2013 at 9:00 AM  
at CASA Charter School  
at 150 Strawberry Square, Harrisburg, PA

## **Minutes**

Board members in attendance were: David Skerpon, Sean Galloway, Lois Lehrman Grass, Perrise Hatcher (participated by telephone), David Herman, Elizabeth Mullaugh, Audrey Sanders, Caryn Watson (arrived at 9:04 a.m.), and Glenn Zehner.

Board members not in attendance: Christine Pavlakovich

Others/public in attendance were: Cindy Mortzfeldt of the Capital Area Intermediate Unit, Timothy Wendling, Principal, and Peter Wilson of Latsha Davis & McKenna, P.C.

**1. Call to Order** - At 9:03 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 the Agenda

2.3 Announcements

**3. Public Comment on Agenda Items**

There were no public individuals present at the meeting and there were no public comments on the agenda.

**4. Administrative**

There were no administrative items.

**5. Treasurer's Report**

There was no Treasurer's Report

**6. Budget Administration**

6.1 2013-14 CASA Charter School Budget

Mr. Galloway shared that most of the costs in the budget are fixed as most of the expenditures are salaries and benefits. The Finance Committee is looking at

different scenarios based on lower student enrollment numbers. Since the school has hired faculty, quotes can now be obtained for health care coverage.

*A motion was made by Mr. Galloway and seconded by Ms. Mullaugh to approve the proposed 2013-14 CASA Charter School budget. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

## **7. Other Fiscal Matters**

### **7.1 The Reinvestment Fund (TRF) Grant Application**

Mr. Herman reports there are three outstanding items that need to be submitted in order for the grant to be awarded: (1) final grant budget, (2) submission of application for 501(3)c status to the IRS, and (3) signed charter. The TRF will execute the final grant agreement once these three items are submitted.

The draft grant agreement is available for review pending review by the Finance Committee. The solicitor has made some recommendations for minor language changes.

*A motion was made by Mr. Herman and seconded by Mrs. Grass to authorize Mr. Skerpon to sign the grant agreement after review by the Finance Committee and the solicitor. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

### **7.2 Bridge Loan**

The bridge loan details will be discussed at the August Board meeting.

### **7.3 Copier Lease**

Ms. Mullaugh provided an overview of the details in the copier lease agreement. She recommends the 60 month lease. There will be a monthly charge for the two machines. One machine is for higher quality printing, the other one is just Black/White.

*A motion was made by Ms. Mullaugh and seconded by Ms. Sanders to approve the copier lease agreement. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

## **8. Personnel Item**

### **8.1 Employment Offers**

An update on the employment offers was shared. The math applicant did not accept the position and the science teacher rescinded the offer. The math and science teacher pool of applicants was very small. These positions will be advertised again.

8.2 Hiring Update

The personnel report was shared with the Board members.

*A motion was made by Mr. Galloway and seconded by Dr. Zehner to approve the candidates offered the positions and their salaries. Motion passes with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

Mrs. Grass asked what would happen if a teacher for these positions cannot be found. Mr. Wendling indicated that a Long Term Substitute position could be offered to one of the other applicants and the positions would continue to be advertised.

Dr. Zehner suggested that the school should advertise for substitutes also. It was suggested that the option of a substitute teacher service agency be explored.

**9. Policies, Programs and Governing Documents**

9.1 Unlawful Harassment – Policy #348

*A motion was made by Dr. Zehner and seconded by Ms. Sanders to approve the Unlawful Harassment Policy #348. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

**10. Information items**

10.1 Enrollment Update

Ms. Sanders provided an enrollment update. She will send a summary of enrollment data to the Board members. Questions arose regarding the attendance of students to the CASA Charter School on a contractual basis. The understanding of the Board members was that 9<sup>th</sup> and 10<sup>th</sup> grade students would be full time only and that returning students in 11<sup>th</sup> and 12<sup>th</sup> grade could attend as contractual students. The consensus of the members was to “wait and see” about students attending on a contractual basis. The Board’s priority is to enroll full time charter students.

10.2 General Updates and Information

Mr. Skerpon shared that a Press Release was expected within the next few days and recommended that the media interview Mr. Wendling. The posters would be completed this week. He suggested that the posters be taken to parks and recreational areas. Mrs. Grass shared that the director of the Hamilton Health Center will send out information to her contacts.

Mr. Herman reported that construction began this morning on the additional space for the lunch room, multipurpose area and writing room.

Mr. Skerpon recommended that Board members attend the 1<sup>st</sup> day of school and save the date for a Thank You Reception sometime in Fall 2013.

**11. Public Comment on non-Agenda items**

There were no public individuals present at the meeting and there were no public comments on the agenda.

**12. Next Board Meeting Date**

The next meeting of the CASA Charter School Board of Trustees is scheduled for Monday, August 12, 2013 beginning at 10:00 a.m. at CASA Charter School, 150 Strawberry Square, Harrisburg.

**13. Adjournment**

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

The meeting adjourned at 9:36 a.m.

The schedule of regular meetings of the CASA Charter School Board of Trustees for the 2013-14 fiscal year is as follows.

<u>Date</u>	<u>Day</u>	<u>Start Time</u>	<u>Meeting Location</u>
August 12, 2013	Monday	10:00 am	CASA Charter School
September 9, 2013	Monday	10:00 am	CASA Charter School
October 14, 2013	Monday	10:00 am	CASA Charter School
November 11, 2013	Monday	10:00 am	CASA Charter School
December 9, 2013	Monday	10:00 am	CASA Charter School
January 13, 2014	Monday	10:00 am	CASA Charter School
February 10, 2014	Monday	10:00 am	CASA Charter School
March 10, 2014	Monday	10:00 am	CASA Charter School
April 14, 2014	Monday	10:00 am	CASA Charter School
May 12, 2014	Monday	10:00 am	CASA Charter School
June 9, 2014	Monday	10:00 am	CASA Charter School

Minutes prepared by Cindy Mortzfeldt

David Herman, Board Secretary