

Capital Area School for the Arts Charter School
Meeting of Board of Trustees
April 18, 2017
6:30 P.M.

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a meeting on Tuesday, April 18, 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, Christine Pavlakovich, Audrey Sanders, Caryn Watson and David Herman.

Board members not in attendance: Dawn Mull and Glenn Zehner.

Others/public in attendance: Sylvie St. Hilaire, Timothy Wendling and Vicki Chambers.

1. Call to Order - Elizabeth Mullaugh, Board President, called the meeting to order at 6:32 p.m.
2. Roll Call/Additions to the Agenda/Announcements/Administrative - N/A.
3. Public Comment on Agenda Items - N/A.
4. Approval of Minutes – March 27, 2017

A motion was made by David Herman and seconded by David Skerpon to approve the March 27, 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
 - 5.1. Enrollment and Auditions – Our current enrollment is 198. It is down one because a student returned to their home district. First round of auditions is done. 30 to 40 new applicants will go on the waitlist. A lottery was held for 2 of 4 positions. No parents showed up for the lottery.
 - 5.2. Approval Items
 - 5.2.1. Amendment to Employee Handbook –

A motion was made by Christine Pavlakovich and seconded by Frank Fleishman that language be added to the employee handbook and Permission to Enroll form stating that employees must remain employed by Capital Area School for the Arts Charter School for one year after completion of any

courses. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

5.2.2. Early Graduation Request – Mr. Wendling recommended that Evelin Stayner’s request for early graduation be approved.

A motion was made by Connie Kindler and seconded by David Skerpon to approve the early graduation request for Evelin Stayner. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

5.2.3. Permission to Enroll Request – Permission to Enroll forms were submitted by Kim Dickerson and Mick Corman.

A motion was made by Audrey Sanders and seconded by Christine Pavlakovich to approve the Permission to Enroll Requests of Kim Dickerson and Mick Corman pending additional language regarding length of employment being added to the form and the forms being resubmitted. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

5.2.4. Field Trip Request – Kim Dickerson submitted a request to attend a Spring Student Symposium with calculus and pre-calculus students at Messiah College on Friday, April 28, 2017.

A motion was made by Sean Galloway and seconded by Frank Fleishman to approve the field trip request to Messiah College on Friday, April 28, 2017.

6. Board Chair Report –

6.1. Charter Renewal Process – Ms. Mullaugh reported that the pieces are being put together. The Curriculum Committee is almost finished with their part.

6.2. Nominating Committee – David Skerpon reported that Elizabeth Mullaugh has agreed to be nominated as President for the next year and Sean Galloway will be nominated as Vice President. There are two potential new Board Members the Nominating Committee is hoping to propose, those being Christopher Healy and Fina Salvo.

7. Treasurer's Report

7.1 Financial Statements – Sean Galloway presented statements marked as drafts and explained that they have not been reviewed by the CPA’s at Diana Reed’s office.

8. Other Fiscal Matters

- 8.1. Salary Schedule Update - Ms. Mullaugh discussed the current salary schedule and proposed increase. Even with a full step up, we are still behind Harrisburg.

A motion was made by Christine Pavlakovich and seconded by Frank Fleishman to approve the salary schedule with the proviso of interim numbers being considered. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

- 8.2. Benefits Renewal – It was explained by Mr. Wendling that the renewal shows a 2.3% decrease per employee cost. The plan has been approved by Harrisburg for us to use. It was suggested by Mr. Skerpon that we look at other plans in the future and the Finance Committee could get quotes for 2018-2019.

- 8.3. Facility Use Request – N/A.

- 8.4. CAIU Agreement for Services – Mr. Wendling noted that it is the same standard agreement every year. Some rates have gone down, but some services have gone up, making it roughly the same.

A motion was made by Connie Kindler and seconded by Audrey Sanders to accept the CAIU Agreement for Services. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

- 8.5. Musical Update – Mr. Wendling reported that there was a great turnout for the musical. Liz Reusswig is putting together an income and expense report to be presented at the May Board Meeting.

9. Budget Administration

- 9.1 Preliminary Draft Budget 17-18 – Mr. Wendling mentioned having a French instructor fulltime instead of halftime and that a new para-educator would not be needed. PSERS increased from 30% to 32%. Donations are always needed. Mr. Galloway said there is a preliminary deficit of \$348,886, which is significantly down from the prior year. It was decided to peruse the budget over the next month and submit it to a vote at the May meeting.

10. Personnel Matters

- 10.1 CEO Evaluation – Tabled until next month's meeting.

11. Committee Reports

11.1. Curriculum Committee - It was discussed that the arts faculty have suggestions on how to deal with students who are failing their arts. David Herman suggested that the charter should be checked regarding the plausibility of their suggestions for the next renewal and to wait for the next charter.

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

13. Information Items

13.1. CRAE Update – Audrey Sanders reported that there are 9 items for auction and a need for more. Invitations for CASALive! have been mailed. This year they have \$22,000 in sponsorships compared to \$13,000 last year.

13.1.1 – New Members - Sylvie St. Hilaire noted that the CRAE Board has four new board members: Liz Reusswig, Bill Gregory, Margaret Hathaway and Donna Seltzer.

13.1.2. EITC – N/A

13.1.2. Grants – Sylvie St. Hilaire shared that they have resubmitted a grant application to the Stabler Foundation asking for \$15,000 per year for the next 3 years for the planned film and video equipment upgrades.

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, May 8, 2017 beginning at 6:30 PM at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

16. Adjourn Meeting – Ms. Mullaugh adjourned the meeting at 7:26 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
May 8, 2017	Monday	6:30 PM	CASA Charter School
June 12, 2017	Monday	6:30 PM	CASA Charter School