

**Capital Area School for the Arts Charter School**  
**Meeting of Board of Trustees**  
**August 12, 2013 – 10:00 AM**  
**at CASA Charter School**  
**at 150 Strawberry Square, Harrisburg, PA**

## **Agenda**

- 1. Call to Order**
- 2. Roll Call/Additions to Agenda/Announcements**
  - 2.1 Roll Call
  - 2.2 Additions to the Agenda
  - 2.3 Announcements
- 3. Public Comment on Agenda Items**
- 4. Approval of Minutes**
  - 4.1 July 8, 2013
  - 4.2 July 15, 2013 (reconvened)
- 5. Administrative**
- 6. Reports and Presentations from Board Chair, Committees and Management**
  - 6.1 General Updates and Questions
  - 6.2 Revisitation of Contracted Student Policy
- 7. Treasurer's Report**
- 8. Budget Administration**
- 9. Other Fiscal Matters**
  - 9.1 The Reinvestment Fund (TRF) Bridge Loan Application
- 10. Personnel Matters**
  - 10.1 Hiring Update – Approval of Outstanding Employment Offers
- 11. Policies, Programs and Governing Documents**
  - 11.1 Second Reading of the Following Policies
    - 11.1.1 Hearing Officer – Policy #014
    - 11.1.2 Oath for Hearing Office – Policy #014-Attachment

- 11.1.3 Nondiscrimination in School and Classroom Practices – Policy #103
- 11.1.4 Complaint Form – Policy #103-Attachment
- 11.1.5 Nondiscrimination – Qualified Students with Disabilities – Policy #103.1
- 11.1.6 Special Education – Policy #113
- 11.1.7 Discipline of Students with Disabilities – Policy #113.1
- 11.1.8 Behavior Support – Policy #113.2
- 11.1.9 Screening and Evaluations for Students w/Disabilities – Policy #113.3
- 11.1.10 Confidentiality of Special Education Student Information – Policy #113.4
- 11.1.11 Gifted Education – Policy #114
- 11.1.12 Reporting Student Progress – Policy #212
- 11.1.13 Personnel Files – Policy #424
- 11.1.14 Budget Planning – Policy #602
- 11.1.15 School Calendar – Policy #803
- 11.1.16 Whistleblower – Policy #829
- 11.1.17 Record Retention and Destruction – Policy #830
- 11.1.18 Record Retention and Destruction Schedule – Policy #830-Attachment

11.2 Proposed Staff Handbook

11.3 Proposed Student Handbook

## 12. Principal's Report

12.1 Enrollment Update

## 13. Information Items

## 14. Public Comment on Non-Agenda Items

## 15. Next Board Meeting Date

The next meeting of the CASA Charter School Board of Trustees is scheduled for Monday, September 9, 2013 beginning at 10:00 a.m. at CASA Charter School, 150 Strawberry Square, Harrisburg.

## 16. Adjournment

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>
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

**Capital Area School for the Arts Charter School**  
Meeting of Board of Trustees  
September 9, 2013 – 10:00 AM  
at CASA Charter School  
at 150 Strawberry Square, Harrisburg, PA

## **Agenda**

- 1. Call to Order**
- 2. Roll Call/Additions to Agenda/Announcements**
  - 2.1 Roll Call
  - 2.2 Additions to the Agenda
  - 2.3 Announcements
- 3. Public Comment on Agenda Items**
- 4. Approval of Minutes**
  - 4.1 August 8, 2013 (Special Board Meeting)
  - 4.2 August 12, 2013
- 5. Administrative**
- 6. Principal's Report**
  - 6.1 Enrollment Update
  - 6.2 Report to Harrisburg SD
  - 6.3 Staff Policies
  - 6.4 General Updates and Questions
- 7. Reports and Presentations from Board Chair, Committees and Management**
- 8. Treasurer's Report**
- 9. Budget Administration**
- 10. Other Fiscal Matters**
  - 10.1 The Reinvestment Fund (TRF)
    - 10.1.1 Bridge Loan
    - 10.1.2 Grant Agreement

10.2 Approval of CRAE Funding Agreement

10.3 Approval of Lunch Contract

**11. Personnel Matters**

11.1 Hiring Update

11.1.1 Administrative Assistant

11.1.2 Special Education Teacher

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

12.1 There are no policies to be introduced or approved.

**13. Principal's Report**

13.1 Enrollment Update

**14. Information Items**

**15. Public Comment on Non-Agenda Items**

**16. Next Board Meeting Date**

The next meeting of the CASA Charter School Board of Trustees is scheduled for Monday, October 14, 2013 beginning at 10:00 a.m. at CASA Charter School, 150 Strawberry Square, Harrisburg.

**17. Adjournment**

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>
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

**Capital Area School for the Arts Charter School**  
Meeting of Board of Trustees  
October 14, 2013 – 10:00 AM  
at CASA Charter School  
at 150 Strawberry Square, Harrisburg, PA

## **Agenda**

- 1. Call to Order**
- 2. Roll Call/Additions to Agenda/Announcements**
  - 2.1. Roll Call
  - 2.2. Additions to the Agenda
  - 2.3. Announcements
- 3. Public Comment on Agenda Items**
- 4. Approval of Minutes**
  - 4.1. August 8, 2013 (Special Board Meeting)
  - 4.2. August 12, 2013
  - 4.3. September 9, 2013
- 5. Administrative**
- 6. Principal's Report**
  - 6.1. Enrollment Update
  - 6.2. Staff Update
  - 6.3. Other Items
- 7. Reports and Presentations from Board Chair, Committees and Management**
- 8. Treasurer's Report**
- 9. Budget Administration**
- 10. Other Fiscal Matters**
  - 10.1. The Reinvestment Fund (TRF) Grant
  - 10.2. School Psychologist Testing
  - 10.3. HSD Contracted Students Contract

## 11. Personnel Matters

### 11.1. Hiring Update

#### 11.1.1. Special Education Teacher

## 12. Policies, Programs and Governing Documents

### 12.1. First Reading of the Following Policies

- 12.1.1. Policy #203 – Communicable Diseases
- 12.1.2. Policy #203.1 – HIV Infection
- 12.1.3. Policy #207 – Confidential Communicati
- 12.1.4. Policy #208 – Withdrawal from School
- 12.1.5. Policy #209.1 - Pediculosis
- 12.1.6. Policy #213 – Assessment of Student P
- 12.1.7. Policy #215 – promotion and Retention
- 12.1.8. Policy #216.1 – Supplemental Discipline
- 12.1.9. Policy #217 – Graduation Requirements
- 12.1.10. Policy #218.2 – Terroristic Threats/Acts
- 12.1.11. Policy #221 – Dress and Grooming
- 12.1.12. Policy #222 – Tobacco Use
- 12.1.13. Policy #224 – Care of School Property
- 12.1.14. Policy #226 – Searches

## 13. Information Items

### 13.1. CRAE Update

### 13.2. Legislative Update

## 14. Public Comment on Non-Agenda Items

## 15. Next Board Meeting Date

The next meeting of the CASA Charter School Board of Trus November 11, 2013 beginning at 10:00 AM at CASA Charter Square, Harrisburg, PA.

## 16. Adjournment

The schedule of regular meetings of the CASA Charter School B 14 fiscal year is as follows.

Date	Day	Start Time
October 14, 2013	Monday	10:00 am
November 11, 2013	Monday	10:00 am
December 9, 2013	Monday	10:00 am
January 13, 2014	Monday	10:00 am
February 10, 2014	Monday	10:00 am
March 10, 2014	Monday	10:00 am
April 14, 2014	Monday	10:00 am
May 12, 2014	Monday	10:00 am
June 9, 2014	Monday	10:00 am

**Capital Area School for the Arts Charter School**  
Meeting of Board of Trustees  
November 11, 2013 – 10:00 AM  
at CASA Charter School  
at 150 Strawberry Square, Harrisburg, PA

## **Agenda**

- 1. Call to Order**
- 2. Roll Call/Additions to Agenda/Announcements**
  - 2.1. Roll Call
  - 2.2. Additions to the Agenda
  - 2.3. Announcements
- 3. Public Comment on Agenda Items**
- 4. Approval of Minutes**
  - 4.1. August 8, 2013 (Special Board Meeting)
  - 4.2. September 9, 2013
  - 4.3. October 14, 2013
- 5. Administrative**
- 6. Principal's Report**
  - 6.1. Enrollment Update
  - 6.2. Staff Update
  - 6.3. Graduation
    - 6.3.1. Caps and Gowns
    - 6.3.2. Speaker
  - 6.4. Other Items
- 7. Board Chair's Report**
  - 7.1. Plan for 2014-15 School Year
    - 7.1.1. Curriculum Committee
    - 7.1.2. Community Outreach Committee/Student Recruitment

7.2. Other Items

**8. Treasurer's Report**

**9. Budget Administration**

9.1. Revised FY 2014 Budget

**10. Other Fiscal Matters**

10.1. School Psychologist Contract

10.2. Student Activities Fund Account

**11. Personnel Matters**

11.1. Staff Health Insurance Update

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

12.1. Second Reading of the Following Policies

- 12.1.1. Policy #203 – Communicable Diseases and Immunization
- 12.1.2. Policy #203.1 – HIV Infection
- 12.1.3. Policy #207 – Confidential Communications of Students
- 12.1.4. Policy #208 – Withdrawal from School
- 12.1.5. Policy #209.1 – Pediculosis
- 12.1.6. Policy #213 – Assessment of Student Progress
- 12.1.7. Policy #215 – promotion and Retention
- 12.1.8. Policy #216.1 – Supplemental Discipline Records
- 12.1.9. Policy #217 – Graduation Requirements
- 12.1.10. Policy #218.2 – Terroristic Threats/Acts
- 12.1.11. Policy #221 – Dress and Grooming
- 12.1.12. Policy #222 – Tobacco Use
- 12.1.13. Policy #224 – Care of School Property
- 12.1.14. Policy #226 – Searches

12.2. First Reading of the Following Policies

- 12.2.1. Policy #220 – Student Expression
- 12.2.2. Policy #225 – Relations with Law Enforcement
- 12.2.3. Policy #227 – Controlled Substances
- 12.2.4. Policy #229 – Student Fundraising
- 12.2.5. Policy #230 – Public Performances
- 12.2.6. Policy #231 – Social Events
- 12.2.7. Policy #234 – Pregnant and Married Students
- 12.2.8. Policy #237 – Electronic Communications
- 12.2.9. Policy #250 – Student Recruitment
- 12.2.10. Policy #251 – Homeless Students

**13. Information Items**

**14. Public Comment on Non-Agenda Items**

### 15. Next Board Meeting Date

The next meeting of the CASA Charter School Board of Trustees is scheduled for Monday, December 9, 2013 beginning at 10:00 AM at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

### 16. Adjournment

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

Date	Day	Start Time	Meeting Location
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



**Capital Area School for the Arts Charter School**  
Meeting of Board of Trustees  
December 9, 2013 – 10:00 AM  
at CASA Charter School  
at 150 Strawberry Square, Harrisburg, PA

## **Agenda**

1. **Call to Order**
2. **Roll Call/Additions to Agenda/Announcements**
  - 2.1. Roll Call
  - 2.2. Additions to the Agenda
  - 2.3. Announcements
3. **Public Comment on Agenda Items**
4. **Approval of Minutes**
  - 4.1. August 8, 2013 (Special Board Meeting)
  - 4.2. September 9, 2013
  - 4.3. November 11, 2013
5. **Administrative**
6. **Principal's Report**
  - 6.1. Enrollment Update
  - 6.2. Staff Update
  - 6.3. Other Items
7. **Board Chair's Report**
8. **Treasurer's Report**
9. **Budget Administration**
10. **Other Fiscal Matters**
11. **Personnel Matters**
  - 11.1. Staff Health Insurance Update

## **12. Committee Reports**

12.1. Curriculum Committee

12.2. Community Outreach Committee

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

13.1. Second Reading of the Following Policies

- 13.1.1. Policy #220 – Student Expression
- 13.1.2. Policy #225 – Relations with Law Enforcement
- 13.1.3. Policy #227 – Controlled Substances
- 13.1.4. Policy #229 – Student Fundraising
- 13.1.5. Policy #230 – Public Performances
- 13.1.6. Policy #231 – Social Events
- 13.1.7. Policy #234 – Pregnant and Married Students
- 13.1.8. Policy #237 – Electronic Communications
- 13.1.9. Policy #250 – Student Recruitment
- 13.1.10. Policy #251 – Homeless Students

## **14. Information Items**

14.1. CRAE Update

## **15. Public Comment on Non-Agenda Items**

## **16. Next Board Meeting Date**

The next meeting of the CASA Charter School Board of Trustees is scheduled for Monday, January 13, 2013 beginning at 10:00 AM at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

## **17. Adjournment**

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>
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

**Capital Area School for the Arts Charter School**  
Meeting of Board of Trustees  
January 13, 2014 – 10:00 AM  
at CASA Charter School  
at 150 Strawberry Square, Harrisburg, PA

## **Agenda**

- 1. Call to Order**
- 2. Roll Call/Additions to Agenda/Announcements**
  - 2.1. Roll Call
  - 2.2. Additions to the Agenda
  - 2.3. Announcements
- 3. Public Comment on Agenda Items**
- 4. Approval of Minutes**
  - 4.1. August 8, 2013 (Special Board Meeting)
  - 4.2. September 9, 2013
  - 4.3. December 9, 2013
- 5. Administrative**
- 6. Principal's Report**
  - 6.1. Enrollment Update
  - 6.2. Staff Update
  - 6.3. Other Items
- 7. Board Chair's Report**
- 8. Treasurer's Report**
- 9. Budget Administration**
- 10. Other Fiscal Matters**
  - 10.1. Janitorial Contract
- 11. Personnel Matters**
  - 11.1. Staff Health Insurance Update

**12. Committee Reports**

12.1. Curriculum Committee

12.2. Community Outreach Committee

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

13.1. No policies for approval

**14. Information Items**

14.1. CRAE Update

**15. Public Comment on Non-Agenda Items**

**16. Next Board Meeting Date**

The next meeting of the CASA Charter School Board of Trustees is scheduled for Monday, February 10, 2014 beginning at 10:00 AM at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

**17. Adjournment**

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

Date	Day	Start Time	Meeting Location
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

**Capital Area School for the Arts Charter School**  
Meeting of Board of Trustees  
February 10, 2014 – 10:00 AM  
at CASA Charter School  
at 150 Strawberry Square, Harrisburg, PA

## **Agenda**

- 1. Call to Order**
- 2. Roll Call/Additions to Agenda/Announcements**
  - 2.1. Roll Call
  - 2.2. Additions to the Agenda
  - 2.3. Announcements
- 3. Public Comment on Agenda Items**
- 4. Approval of Minutes**
  - 4.1. August 8, 2013 (Special Board Meeting)
  - 4.2. September 9, 2013
  - 4.3. January 13, 2014
- 5. Administrative**
- 6. Principal's Report**
  - 6.1. Enrollment Update
  - 6.2. Staff Update
  - 6.3. Other Items
- 7. Board Chair's Report**
- 8. Treasurer's Report**
- 9. Budget Administration**
- 10. Other Fiscal Matters**
  - 10.1. Schoolwires Contract
- 11. Personnel Matters**
  - 11.1. Staff Health Insurance Update

## **12. Committee Reports**

12.1. Curriculum Committee

12.2. Community Outreach Committee

12.2.1. Student recruitment for 2014-15

## **13. 2014-15 Academic Year Planning**

13.1. Budgeting Priorities

13.1.1. Faculty

13.1.2. Space requirements

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

14.1. First Reading of the Following Policies

- 14.1.1. Policy #602 -Fiscal Objectives
- 14.1.2. Policy #603 – Budget Preparation
- 14.1.3. Policy #607 – Subsidy Income
- 14.1.4. Policy #608 – Bank Accounts
- 14.1.5. Policy #610 – Purchases Subject to Bid
- 14.1.6. Policy #611 – Purchases Budgeted
- 14.1.7. Policy #612 – Purchases Not Budgeted
- 14.1.8. Policy #613 – Cooperative Purchasing
- 14.1.9. Policy #614 – Payroll Authorization
- 14.1.10. Policy #615 – Payroll Deductions
- 14.1.11. Policy #616 – Payment of Claims
- 14.1.12. Policy #618 – Activity Accounts
- 14.1.13. Policy #619 – School Audit
- 14.1.14. Policy #620 – Fund Balance
- 14.1.15. Policy #622 – GASB Statement 34
- 14.1.16. Policy #625 – Procurement Cards

## **15. Information Items**

15.1. CRAE Update

15.1.1. Underwriter for graduation ceremony at Museum

15.1.2. Presenter for award at CASA Closing Performance/Reception

## **16. Public Comment on Non-Agenda Items**

## **17. Next Board Meeting Date**

The next meeting of the CASA Charter School Board of Trustees is scheduled for Monday, March 10, 2014 beginning at 10:00 AM at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

## 18. Adjournment

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

Date	Day	Start Time	Meeting Location
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



**Capital Area School for the Arts Charter School**  
Meeting of Board of Trustees  
March 10, 2014 – 10:00 AM  
at CASA Charter School  
at 150 Strawberry Square, Harrisburg, PA

## **Agenda**

- 1. Call to Order**
- 2. Roll Call/Additions to Agenda/Announcements**
  - 2.1. Roll Call
  - 2.2. Additions to the Agenda
  - 2.3. Announcements
- 3. Public Comment on Agenda Items**
- 4. Approval of Minutes**
  - 4.1. February 10, 2014
- 5. Administrative**
- 6. Principal's Report**
  - 6.1. Enrollment Update
  - 6.2. Staff Update
  - 6.3. Other Items
- 7. Board Chair's Report**
  - 7.1. Nominating Committee
- 8. Treasurer's Report**
- 9. Budget Administration**
- 10. Other Fiscal Matters**
  - 10.1. Ratify Expenditure for Spanish Tutor
- 11. Personnel Matters**
  - 11.1. Staff Health Insurance Update
  - 11.2. Faculty Hiring 2014-15

## **12. Committee Reports**

12.1. Curriculum Committee

12.2. Community Outreach Committee

12.2.1. Student recruitment for 2014-15

## **13. 2014-15 Academic Year Planning**

13.1. Budgeting Priorities

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

14.1. Second Reading of the Following Policies

- 14.1.1. Policy #602 -Fiscal Objectives
- 14.1.2. Policy #603 – Budget Preparation
- 14.1.3. Policy #607 – Subsidy Income
- 14.1.4. Policy #608 – Bank Accounts
- 14.1.5. Policy #610 – Purchases Subject to Bid
- 14.1.6. Policy #611 – Purchases Budgeted
- 14.1.7. Policy #612 – Purchases Not Budgeted
- 14.1.8. Policy #613 – Cooperative Purchasing
- 14.1.9. Policy #614 – Payroll Authorization
- 14.1.10. Policy #615 – Payroll Deductions
- 14.1.11. Policy #616 – Payment of Claims
- 14.1.12. Policy #618 – Activity Accounts
- 14.1.13. Policy #619 – School Audit
- 14.1.14. Policy #620 – Fund Balance
- 14.1.15. Policy #622 – GASB Statement 34
- 14.1.16. Policy #625 – Procurement Cards

14.2. Second Reading of the Following Policies

- 14.2.1. Policy #701 - Facilities Planning
- 14.2.2. Policy #702 - Gifts, Grants Donations
- 14.2.3. Policy #702.1 - Technology Gifts to the School
- 14.2.4. Policy #703 - Sanitary Management
- 14.2.5. Policy #704 - Maintenance
- 14.2.6. Policy #705 - Safety
- 14.2.7. Policy #706 - Property Records
- 14.2.8. Policy #707 - Use of School Facilities
- 14.2.9. Policy #708 - Lending of Equipment and Books
- 14.2.10. Policy #709 - Building and Grounds Security
- 14.2.11. Policy #710 - Use of Facilities by Staff
- 14.2.12. Policy #715 - Use of Fax Machines
- 14.2.13. Policy #716 - Integrated Pest Management
- 14.2.14. Policy #718 - Service Animals in School

## **15. Information Items**

15.1. CRAE Update

15.1.1. CASA Closing Performance/Reception

**16. Public Comment on Non-Agenda Items**

**17. Next Board Meeting Date**

The next meeting of the CASA Charter School Board of Trustees is scheduled for Monday, April 14, 2014 beginning at 10:00 AM at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

**18. Adjournment**

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

Date	Day	Start Time	Meeting Location
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



**Capital Area School for the Arts Charter School**  
Meeting of Board of Trustees  
May 12, 2014 – 10:00 AM  
at CASA Charter School  
at 150 Strawberry Square, Harrisburg, PA

## **Agenda**

1. **Call to Order**
2. **Roll Call/Additions to Agenda/Announcements**
  - 2.1. Roll Call
  - 2.2. Additions to the Agenda
  - 2.3. Announcements
3. **Public Comment on Agenda Items**
4. **Approval of Minutes**
  - 4.1. March 10, 2014
5. **Administrative**
6. **Principal's Report**
  - 6.1. Enrollment Update
  - 6.2. Staff Update
  - 6.3. Other Items
  - 6.4. Federal Funding
    - 6.4.1. Presentation by Cindy Morzfeldt Cindy Mortzfeldt <cmortzfe@caiu.org>, CAIU
7. **EXECUTIVE SESSION**
  - 7.1. Discussion of 2014-15 Employee Salaries
8. **Board Chair's Report**
  - 8.1. Nominating Committee
9. **Treasurer's Report**
  - 9.1. Motion to approve teacher salary scale

9.2. Motion to approve staff hiring and salary recommendations for 2014-15

**10. Budget Administration**

10.1. 2014-15 Budget Presentation

**11. Other Fiscal Matters**

11.1. 2014-15 CAIU Contract 2014-15

11.2. 2014-15 PA State Museum Rental Contract

**12. Personnel Matters**

12.1. Staff Health Insurance Update

**13. Committee Reports**

13.1. Curriculum Committee

13.2. Community Outreach Committee

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

14.1. Second Reading of the Following Policies

- 14.1.1. Policy #701 - Facilities Planning
- 14.1.2. Policy #702 - Gifts, Grants Donations
- 14.1.3. Policy #702.1 - Technology Gifts to the School
- 14.1.4. Policy #703 - Sanitary Management
- 14.1.5. Policy #704 - Maintenance
- 14.1.6. Policy #705 - Safety
- 14.1.7. Policy #706 - Property Records
- 14.1.8. Policy #707 - Use of School Facilities
- 14.1.9. Policy #708 - Lending of Equipment and Books
- 14.1.10. Policy #709 - Building and Grounds Security
- 14.1.11. Policy #710 - Use of Facilities by Staff
- 14.1.12. Policy #715 - Use of Fax Machines
- 14.1.13. Policy #716 - Integrated Pest Management
- 14.1.14. Policy #718 - Service Animals in School

14.2. First Reading of the Following Policies

- 14.2.1. Policy #203 - Communicable Diseases & Immunization
- 14.2.2. Policy #222 - Tobacco Use
- 14.2.3. Policy #251- Homeless Students
- 14.2.4. Policy #435 - Professional Employees - FMLA
- 14.2.5. Policy #535 - Support Employees - FMLA
- 14.2.6. Policy #535.1 - Support Employees - Childrearing Leave

**15. Information Items**

15.1. CRAE Update

15.1.1. CASA Closing Performance/Reception

**16. Public Comment on Non-Agenda Items**

**17. Next Board Meeting Date**

The next meeting of the CASA Charter School Board of Trustees is scheduled for Monday, June 9, 2014 beginning at 10:00 AM at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

**18. Adjournment**

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>
June 9, 2014	Monday	10:00 am	CASA Charter School



**Capital Area School for the Arts Charter School**  
Meeting of Board of Trustees  
June 9, 2014 – 10:00 AM  
at CASA Charter School  
at 150 Strawberry Square, Harrisburg, PA

## **Agenda**

- 1. Call to Order**
- 2. Roll Call/Additions to Agenda/Announcements**
  - 2.1. Roll Call
  - 2.2. Additions to the Agenda
  - 2.3. Announcements
- 3. Public Comment on Agenda Items**
- 4. Approval of Minutes**
  - 4.1. May 12, 2014
- 5. Administrative**
- 6. Annual Organization**
  - 6.1. Election of Trustees
  - 6.2. Election of 2014-15 Officers
  - 6.3. 2014-15 Board Meeting Schedule
- 7. Principal's Report**
  - 7.1. Enrollment Update
  - 7.2. Staff Update
  - 7.3. Other Items
- 8. Board Chair's Report**
- 9. Treasurer's Report**
- 10. Budget Administration**
  - 10.1. Tentative 2014-15 Budget
- 11. Other Fiscal Matters**

**12. Personnel Matters**

**13. Committee Reports**

13.1. Curriculum Committee

13.2. Community Outreach Committee

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

14.1. Second Reading of the Following Policies

14.1.1. Policy #203 - Communicable Diseases & Immunization

14.1.2. Policy #222 - Tobacco Use

14.1.3. Policy #251- Homeless Students

14.1.4. Policy #435 - Professional Employees - FMLA

14.1.5. Policy #535 – Support Employees - FMLA

14.1.6. Policy #535.1 - Support Employees - Childrearing Leave

**15. Information Items**

15.1. CRAE Update

15.1.1. CASA Closing Performance/Reception

**16. Public Comment on Non-Agenda Items**

**17. Next Board Meeting Date**

The next meeting of the CASA Charter School Board of Trustees is scheduled for Monday, July 14, 2014 at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

**18. Adjournment**

The schedule of regular meetings of the CASA Charter School Board of Trustees for the 2014-15 fiscal year is as follows.

Date	Day	Start Time	Meeting Location
July 14, 2014	Monday	5:30 PM	CASA Charter School
August 11, 2014	Monday	5:30 PM	CASA Charter School
September 8, 2014	Monday	5:30 PM	CASA Charter School
October 14, 2014	Tuesday	5:30 PM	CASA Charter School
November 10, 2014	Monday	5:30 PM	CASA Charter School
December 8, 2014	Monday	5:30 PM	CASA Charter School
January 12, 2015	Monday	5:30 PM	CASA Charter School
February 9, 2015	Monday	5:30 PM	CASA Charter School
March 9, 2015	Monday	5:30 PM	CASA Charter School
April 13, 2015	Monday	5:30 PM	CASA Charter School
May 11, 2015	Monday	5:30 PM	CASA Charter School
June 8, 2015	Monday	5:30 PM	CASA Charter School

**Capital Area School for the Arts Charter School**  
Meeting of Board of Trustees  
Reconvened June 20, 2014 – 10:00 AM  
at CASA Charter School  
at 150 Strawberry Square, Harrisburg, PA

## **Agenda**

- 1. Call to Order**
- 2. Roll Call/Additions to Agenda/Announcements**
  - 2.1. Roll Call
  - 2.2. Additions to the Agenda
  - 2.3. Announcements
- 3. Public Comment on Agenda Items**
- 4. Approval of Minutes**
  - 4.1. May 12, 2014
- 5. EXECUTIVE SESSION**
  - 5.1. Discussion of 2014-15 Creative Writing Instructor Contract
- 6. Budget Administration**
  - 6.1. Final Discussion and Approval of Tentative 2014-15 Budget
- 7. Policies, Programs and Governing Documents**
  - 7.1. Approval of the Following Policies
    - 7.1.1. Policy #435 - Professional Employees – Family and Medical Leaves
    - 7.1.2. Administrative Procedures to Accompany Policy #435
- 8. Public Comment on Non-Agenda Items**
- 9. Next Board Meeting Date**

The next meeting of the CASA Charter School Board of Trustees is scheduled for Monday, July 14, 2014 at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.
- 10. Adjournment**

The schedule of regular meetings of the CASA Charter School Board of Trustees for the 2014-15 fiscal year is as follows.

Date	Day	Start Time	Meeting Location
July 14, 2014	Monday	5:30 PM	CASA Charter School
August 11, 2014	Monday	5:30 PM	CASA Charter School
September 8, 2014	Monday	5:30 PM	CASA Charter School
October 14, 2014	Tuesday	5:30 PM	CASA Charter School
November 10, 2014	Monday	5:30 PM	CASA Charter School
December 8, 2014	Monday	5:30 PM	CASA Charter School
January 12, 2015	Monday	5:30 PM	CASA Charter School
February 9, 2015	Monday	5:30 PM	CASA Charter School
March 9, 2015	Monday	5:30 PM	CASA Charter School
April 13, 2015	Monday	5:30 PM	CASA Charter School
May 11, 2015	Monday	5:30 PM	CASA Charter School
June 8, 2015	Monday	5:30 PM	CASA Charter School