

Capital Area School for the Arts Charter School
Board of Trustees Meeting
November 20, 2017

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, November 20, 2017 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board Members in attendance: Frank Fleishman, Sean Galloway, Christopher Healy, David Herman, Connie Kindler, Dawn Mull, Elizabeth Mullaugh, Christy Pavlakovich (on phone), Fina Salvo, Audrey Sanders, David Skerpon, and Glenn Zehner

Others/public in attendance: Sylvie St. Hilaire, Timothy Wendling, Sue Hill and Yolonda Goodwin, Harrisburg School District

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 – N/A
3. Public Comment on Agenda Items – N/A
4. Approval of Minutes

A motion was made by Glenn Zehner and seconded by Audrey Sanders to approve the October 16, 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 – Tim Wendling stated current student enrollment is 199. An open house for prospective students was held last week. A second open house is being held in January, 2018.
6. Board Chair Report
 - 6.1. Revised Board Contact List – Ms. Mullaugh distributed an updated board contact list.
 - 6.2. Committees - Ms. Mullaugh distributed copies of the board committee list. A new committee, Marketing/PR/Community Outreach Committee, has been added. Fina Salvo and Chris Healy are two new members of the committee. Audrey Sanders is the chair.
 - 6.3. Charter Renewal Process – The charter application/renewal was submitted to Harrisburg School District on October 30, 2017. We have had several visits from the different representatives of the district. So far, the experience has been good and we were able to shed some light on the past four years.
 - 6.4. Board and Officer Positions for 2018-2019 – Dave Skerpon is the nominating committee chair. We are able to add one or two more positions to the board of trustees. If you have any suggestions, please forward Mr. Skerpon. We are looking for to bring strength and diversity to our board.

7. Treasurer's Report

- 7.1. Financial Statements –Dawn Mull distributed two different types of financial statements – accrual and cash. She asked which form the board preferred. The general consensus was a preference for accrual statements.

Mrs. Mull noted that the PA Department of Education revised account codes. We will have to recode/reassign several our account codes to be in compliance with the revised codes.

Chris Healy asked if the board had a process for bidding of professional services. There have been previous discussions on bidding for accounting services and/or audit services. We are not aware of any other accounting services available in the area.

8. Other Fiscal Matters

8.1. Supplemental Contracts

A motion was made by David Skerpon and seconded by Frank Fleishman to approve Supplemental Contracts for the Fall Play for Robert Campbell and Kimberly Dickerson at \$500 each. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

9. Budget Administration – N/A

10. Personnel Matters

10.1. Retirement

A motion was made by Glenn Zehner and seconded by Connie Kindler to accept the retirement of Renata Kagle, Visual Art Teacher, effective at the conclusion of the 2017-2018 school year. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

11. Committee Reports

- 11.1. Curriculum Committee – Glen Zehner stated that the comprehensive plan is due this school year. This plan highlights accomplishments and measures we will do to improve as a school. Mr. Wendling has ideas for professional development and work will start on the plan in the new year.
- 11.2. Volunteer Hours – We would like to require that each staff member contribute six hours of volunteer service to the school.
- 11.3. Integrated Arts (IA) – In an effort to assist the 9th and 10th grade students with IA, research will be done by the arts staff, i.e., what do other arts schools offer as in regards to electives. There is an interest in chorus. Staff will come back in January with suggested electives. Students will be polled to see if these electives are of interest to them. There is a concern about foreign language. We want to make sure that foreign language is reviewed as well. Curriculum will have to be written and reworked. We anticipate to have it ready for the 2019-2020 school year.

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

13. Information Items

13.1. CRAE Update – Sylvie St. Hilaire gave an update. The December 11, 2017 holiday gathering (for both boards) will be held at the school. We will invite past board members and will invite board members from the foundations that support us. We can give them a mini tour and see the school. The foundation invitations are going out tomorrow. Not anticipating a very large crowd. David Skerpon asked if it would make sense to share the names and our board members can give personal calls. You can invite a guest and we hope all can make it.

13.1.1. Grants – A grant was submitted for the amount of \$20,000 for sound system equipment for CASA performances. Presently we spend about \$12,000 for rental of the equipment each year. Ms. Mullaugh updated the board on the arts partnership grant (Arts for All), a grant requested for our master classes. Ms. Mullaugh received a call stating we were awarded the grant, but the amount was not discussed. The board will be updated once we receive more information.

13.1.2. Annual Appeal – The annual appeal was mailed this past weekend. Two separate mailings, one for parents/guardians and one for the community and benefactors. The charter renewal celebration is currently being worked on. It is in the beginning stages. Dr. Zehner and Lois Lehrman Grass have agreed to be the honorees. We are looking at different venues, Whitaker, Hilton, etc. The date has been reserved for Thursday, September 20, 2018. This will replace the sunset soiree. CASA students will be involved as well.

14. Public Comment on Non-Agenda Items – N/A

15. Next Board Meeting Date - Barring any charter renewal development, the December Board Meeting is cancelled. The next meeting of the CASA Charter School Board of Trustees is scheduled for Monday, January 16, 2018 beginning at 6:30 PM at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

16. Adjourn Meeting - The schedule of regular meetings of the CASA Charter School Board of Trustees for the 2017-18 fiscal year is as follows:

<u>Date</u>	<u>Day</u>	<u>Start</u>	<u>Time Meeting Location</u>
January 16, 2018	Tuesday	6:30 PM	CASA Charter School
February 20, 2018	Tuesday	6:30 PM	CASA Charter School
March 19, 2018	Monday	6:30 PM	CASA Charter School
April 16, 2018	Monday	6:30 PM	CASA Charter School
May 14, 2018	Monday	6:30 PM	CASA Charter School
June 18, 2018	Monday	6:30 PM	CASA Charter School