

## **Capital Area School for the Arts Charter School**

Meeting of Board of Trustees

August 11, 2014 – 5:30 P.M.

Held at CASA Charter School

150 Strawberry Square, Harrisburg, PA

### **Minutes**

The CASA Charter School Board of Trustees held a Board meeting on August 11, 2014 at the CASA Charter School in Harrisburg, PA.

Board members in attendance were: Sean Galloway, Lois Lehrman-Grass, Perrise Hatcher, Elizabeth Mullaugh, Christine Pavlakovich (phone), David Skerpon, Caryn Watson, Glen Zehner, and Vicki Chambers

Others/public in attendance were: Timothy Wendling, Principal of CASA; Sue Hill, CASA; Peter Wilson, Latsha, Davis & McKenna, P.C.

1. Call to Order - At 5:30 p.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 Agenda – No additions.
  - 2.3 Announcements – Mr. Skerpon introduced Mrs. Victoria Chambers as the newest Board member.
3. Public Comments on Agenda Items – There were no public comments.
4. Approval of Minutes
5. Administrative
6. Principal's Report
  - 6.1 Enrollment Update – As of today's date, we have 178 students enrolled.
  - 6.2 Staff Update

A nurse (LPN) from ABEL Personnel has been retained for the 2014-2015 school year. She will be paid \$30/hour, 4 hours per day, 185 days at a yearly salary of \$22,080. We will also contract with the CAIU for a nurse supervisor for 15 days for a total cost of \$7,000.

We have hired an additional cafeteria aide. One aide is returning from last school year.

- 6.3 CASA New Teacher Induction Manual – Peter Wilson suggested approval of the New Teacher Induction Manual subject to review by the solicitor.

*A motion was made by Glen Zehner and seconded by Perrise Hatcher to approve the New Teacher Induction Manual contingent upon review by the school solicitor. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

- 6.4 Charter School Comprehensive Plan – We need two local business representatives and two community members to be appointed by the board to assist with the comprehensive plan. Caryn Watson suggested Jane Hess, Communities and Schools. Lois Lehrman Grass suggested using someone from our donor wall. David Skerpon suggested Mike Greenwald. Mrs. Lehrman Grass has an upcoming meeting with him and will discuss suggestions.

- 6.5 Other Items - Our new English teacher is currently in the process of getting AP certified. Twenty-two students have signed up for the course.

Mr. Wendling stated that he would like approval to purchase a membership to the National Honor Society. The cost would be \$125 annually.

*A motion was made by Lois Lehrman Grass and seconded by Elizabeth Mullaugh to approve the purchase of a membership to the National Honor Society for the 2014-2015 school year. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

## 7. Board Chair's Report

### 7.1 Committee Assignments 2014-2015

Mr. Skerpon noted that Audrey Sanders is currently the Chair of CRAE. She will no longer be the chair of the Curriculum Committee. Dr. Zehner will now Chair the Curriculum Committee. Perrise Hatcher will Chair the Policy Committee. This will be brought back for approval at September's meeting.

## 8. Treasurer's Report

### 8.1 Report

Sean Galloway handed out the report. The last page is an estimation of what our budget will look like on an accrual basis – not cash basis. Adjusting for all the capital improvements, we are looking at a preliminary surplus of \$60,000. This number can change until the audit is complete. Diana Reed and Associates monitors daily.

### 8.2 EITC

Lois Lehrman Grass inquired about the EITC letters for CRAE. David Skerpon stated that 11 letters have been received to date.

### 8.3 Transfer of Funds

Sean Galloway suggested a transfer of \$100,000 from CRAE. The cash flow has been slow over the summer and this will assist in getting through until tuition payments start coming in again. Mrs. Mullaugh stated that at some point we will have a surplus.

*A motion was made by Sean Galloway and seconded by Elizabeth Mullaugh to request a transfer of \$100,000 from CRAE to CASA. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

## 9. Budget Administration

## 10. Other Fiscal Matters

### 10.1 Temple Facilities Use Agreement

*A motion was made by Elizabeth Mullaugh and seconded by Sean Galloway to approve the Facilities Use Agreement/Contract with Temple contingent upon review of the school solicitor. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

### 10.2 Creative Writing Teacher's Contract 2014-2014

Mr. Galloway stated we have a contract for approval with the Creative Writing Teacher for a flat fee of \$35,000 for the 2014-2015 school year. He noted that this is \$10,000 more than had been budgeted. A question arose regarding PSERS eligibility. Mr. Galloway will look into this.

*A motion was made by Glen Zehner and seconded by Sean Galloway to approve an independent contractor agreement with the creative writing teacher for a flat fee of \$35,000 for the 2014-2015 school year contingent upon review of the school solicitor. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

### 10.3 Auditors

*A motion was made by Sean Galloway and seconded by Elizabeth Mullaugh to approve an engagement letter with Brown, Shultz, Sheridan & Fritz for the state required end of year audit. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

### 10.4 Parking

Mr. Galloway stated that Tim Wendling researched employee parking. ParkMor can save us \$14,000. The request is for 15 spaces at ParkMor. Two remaining spots will remain in the current location for the administrative office staff.

*A motion was made by Sean Galloway and seconded by Caryn Watson to approve an agreement with ParkMor for 15 spaces and the Harrisburg Parking Authority for 2 spaces. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

11. Personnel Matters

11.1 Motion to approve staff hiring and salary recommendations for 2014-2015

*A motion was made by Lois Lehrman Grass and seconded by Perrise Hatcher to approve the staff hiring and salary recommendation for the 2014-2015 school year. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

12. Committee Reports

13. Policies, Programs and Governing Documents

13.1 CASA Student Handbook 2014-2015

*A motion was made by Lois Lehrman Grass and seconded by Victoria Chambers to approve the CASA Student Handbook for the 2014-2015 school year pending final review of the school solicitor. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

13.2 CASA Employee Handbook 2014-2015

*A motion was made by Glen Zehner and seconded by Caryn Watson to approve the CASA Employee Handbook for the 2014-2015 school year pending final review of the school solicitor. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

13.3 First Reading of Board Policies

The following policies were presented for a first reading:

- Policy #601-Fiscal Objectives
- Policy #603-Budget Preparation
- Policy #607-Subsidy Income
- Policy #608-Bank Accounts
- Policy #610-Purchases Subject to Bid
- Policy #611-Purchases Budgeted
- Policy #612-Purchases Not Budgeted
- Policy #613-Cooperative Purchasing
- Policy #614-Payroll Authorization
- Policy #615-Payroll Deductions
- Policy #616-Payment of Claims
- Policy #618-Activity Accounts

Policy #619-School Audit  
Policy #620-Fund Balance  
Policy #622-GASB Statement 34  
Policy #625-Procurement Cards

14. Informational Items

14.1 CRAE Update

Mrs. Lehrman-Grass and Mrs. Sanders met. It was decided that we will not apply for the Whitaker Center Grant because of the timeline. Mrs. Mullaugh has a meeting scheduled regarding grant writing opportunities. Mrs. Lehrman-Grass noted that they will apply to the traditional, local family financial grants.

14.2 Other

Vicki Chambers noted the PTO and their fundraising efforts for the year. Mr. Wendling noted the demand for a musical is very high with the students and parents. Mrs. Chambers notes a website entitled "Go Fund." She will look into setting something up for a fundraiser for a musical.

Mrs. Mullaugh asked for a cost proposal for a musical. Mr. Wendling stated he would put something together for the next board meeting.

16. Public Comment on Non-Agenda Items

Caryn Watson mentioned that her daughter was accepted as a 12<sup>th</sup>-grade music student at CASA!

17. Next Board Meeting Date

September 8, 2014 at 5:30 P.M.

18. Adjournment

*A motion was made by Elizabeth Mullaugh and seconded by Christine Pavlakovich to adjourn the meeting. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*