

Capital Area School for the Arts Charter School  
Meeting of Board of Trustees  
February 13, 2017  
6:30 P.M.

**Minutes**

The Capital Area School for the Arts Charter School Board of Trustees held a meeting on Monday, February 13, 2017 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board members in attendance: Elizabeth Mullaugh; David Herman, Frank Fleishman, Sean Galloway, Connie Kindler, Dawn Mull, Christine Pavlakovich (phone), Audrey Sanders (phone), Caryn Watson, and Glenn Zehner.

Board members not in attendance: David Skerpon.

Others/public in attendance: Timothy Wendling and Sue Hill.

1. Call to Order – Elizabeth Mullaugh, Board President, 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 Connie Kindler to approve the January 9, 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 – Mr. Wendling stated current enrollment is at 199 students. We have received over 119 applications for the 2017-2018 school year. We are projecting about 55-57 openings. Auditions start at the end of this month.

5.2. Approval

5.2.1 Fundraiser Request

*A motion was made by Caryn Watson and seconded by Frank Fleishman to approve a Candy Gram fundraiser for Student Council to offset prom costs. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

5.2.2 Field Trip Request

*A motion was made by Frank Fleishman and seconded by Connie Kindler to approve a field trip on March 31, 2017 to Dickinson College for the Gay Straight Alliance Annual Summit. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

## 6. Board Chair Report

- 6.1 Charter Renewal Process – Ms. Mullaugh stated our auditors will work with us to get reports done in a timely manner. Ms. Kindler inquired about the time frame once the charter renewal is submitted. Mr. Wendling noted we should be informed of the status within 60 days (after the 10/31/17 submission).
- 6.2 Nominating Committee – Mr. Herman spoke in Mr. Skerpon’s absence. A meeting is scheduled with two potential candidates for February 24, 2017. Frank Fleishman will resign as Treasurer and Dawn Mull will be appointed Treasurer. Ms. Mullaugh will stay on as President for one more year. Ms. Kindler stated her support for Ms. Mullaugh, mentioning she has the background, knowledge, and organizational skills necessary for the job. We will re-elect a Vice-President effective 7/2018.

## 7. Treasurer's Report

- 7.1 Sean Galloway noted the finance committee met in early December. There were several expenses coded incorrectly. He met with staff to correct this. Mr. Galloway is working with Diana Reed to finalize the corrections. A written explanation of the moves will be available at next month’s meeting. The next finance committee meeting is scheduled for early March.

## 8. Budget Administration – N/A

## 9. Other Fiscal Matters

### 9.1. Form 990

*A motion was made by Glenn Zehner and seconded by Caryn Watson to approve the Form 990-Return of Organization Exempt from Income Tax. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

- 9.2. Salary Schedule Update – The salary schedule update is tabled until the March meeting.

## 10. Personnel Matters – N/A

## 11. Committee Reports – N/A

## 12. Policies, Programs and Governing Documents

### 12.1 Policies – Second Reading/Approval

- 12.1.1 Policy No. 631
- 12.1.2 Policy No. 631.1
- 12.1.3 Policy No. 823

*A motion was made by Glenn Zehner and seconded by Frank Fleishman to adopt Board Policies 631, 631.1 and 823. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

13. Information Items

13.1 CRAE Update

13.1.1 2017 CASA Live! – Will be held on May 25, 2017 at the Whitaker Center.

13.1.2 Grants – Ms. Mullaugh noted a technology upgrade grant has been completed.

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 Tuesday, March 14, 2017 beginning at 6:30 p.m. at CASA Charter School.

16. Adjourn Meeting – The meeting was adjourned at 7:21 p.m.

The schedule of regular meetings of the CASA Charter School Board of Trustees for the 2016-17 fiscal year is as follows.

<b>Date</b>	<b>Day</b>	<b>Start Time</b>	<b>Meeting Location</b>
March 14, 2017	Tuesday	6:30 PM	CASA Charter School
April 18, 2017	Tuesday	6:30 PM	CASA Charter School
May 8, 2017	Monday	6:30 PM	CASA Charter School
June 12, 2017	Monday	6:30 PM	CASA Charter School