

Capital Area School for the Arts Charter School
Meeting of Board of Trustees
January 9, 2017
6:30 P.M.

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a meeting on Monday, January 9, 2017 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

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

Board members not in attendance: Elizabeth Mullaugh and Connie Kindler.

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

1. Call to Order – In the absence of Board President, Elizabeth Mullaugh, David Herman, Board Vice-President, called the meeting to order at 6:36 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 Christine Pavlakovich and seconded by Glenn Zehner to approve the December 12, 2016 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 – Mr. Wendling stated as of today's date enrollment is at 200 students.

5.2 Mid-Year Performances – Mr. Wendling distributed information regarding the upcoming mid-year performances.

5.3 Approval Items

5.3.1 MOU and Transportation Plan of Foster Care Students

A motion was made by Glen Zehner and seconded by Frank Fleishman to approve a Memorandum of Understanding (MOU) and Transportation Plan of Foster Care Students. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

5.3.2 Fundraisers

A motion was made by Sean Galloway and seconded by Caryn Watson to approve February 7, 2017 as a Chipotle Night fundraiser for the Europe Trip, 2018. Motion passed

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

Mr. Wendling mentioned that we have received a facilities usage request for May 20 and 21, 2017. This will be brought up at a future meeting once more information is received. Board policy and a request form will need to be developed.

6. Board Chair Report

6.1 Charter Renewal Process – N/A

6.2 Nominating Committee – David Skerpon suggested bringing on two new board members. We are looking for members with a human resources and treasury background.

7. Treasurer's Report

7.1 Cash Report - Sean Galloway gave an update on the financial statements.

8. Budget Administration – N/A

9. Other Fiscal Matters

9.1 Proposal from Diversified Design – David Herman stated the need to look at options for academic classroom space in the event Temple becomes unavailable. Eight classrooms would be needed. A proposal to explore workspace feasibility from Diversified Design is attached. We have worked with them before and they are familiar with what Strawberry Square has to offer. Mr. Herman stated the price was comparable. This is an unbudgeted item.

A motion was made by Frank Fleishman and seconded by David Skerpon to approve a proposal allowing Diversified Design to prepare a workspace study/design for classroom space in Strawberry Square. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

10. Personnel Matters – N/A

11. Committee Reports – N/A

12. Policies, Programs and Governing Documents

12.1 Policies for First Reading

12.1.1 Policy No. 014 - Hearing Officer – Table until next month – Solicitor just sent updates.

12.1.2 Policy No. 631 – Job related Expenses (will take the place of existing 331, 431 and 531)

12.1.3 Policy No. 631.1 –Travel Expense Reimbursement

12.1.4. Policy No 823 - Naloxone

13. Information Items

13.1 CRAE Update

13.1.1 Annual Appeal – The annual appeal brought in close to \$12,000.

13.1.2 EITC – We are close to receiving \$54,000.

13.1.3 Grants – N/A

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, February 13, 2017 beginning at 6:30 p.m. at CASA Charter School.

16. Adjourn Meeting – The meeting was adjourned at 7:01 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
February 13, 2017	Monday	6:30 PM	CASA Charter School
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