

Capital Area School for the Arts Charter School
Meeting of Board of Trustees
July 11, 2016
6:30 PM

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, July 11, 2016 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board members in attendance: Elizabeth Mullaugh, Sean Galloway, David Herman, Frank Fleishman, Perrise Hatcher, Glenn Zehner, and Dawn Mull.

Board members not in attendance: David Skerpon, Connie Kindler, Christine Pavlakovich, Audrey Sanders and Caryn Watson.

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

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 – Board members in attendance are noted above.
3. Public Comment on Agenda Items - N/A
4. Approval of Minutes – June 13, 2016 – Mr. Galloway noted one correction. Under 9.1, revise the reference of the CAIU to Strawberry Square Development Corporation.

A motion was made by Frank Fleishman and seconded by David Herman to approve the June 13, 2016 board meeting minutes with the above-noted correction. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

5. Principal/CEO Report

5.1. Registration Update - Mr. Wendling stated enrollment for the 2016-2017 school year is at 201 students. Three students have that indicated they will be withdrawing, but we have not received any official notification to date.

5.2. Annual Report - Mr. Wendling stated that he will bring the report to the board at the August meeting.

5.3. Other Issues

5.3.1. Special Ed Services Agreement with CAIU

A motion was made by Glenn Zehner and seconded by Frank Fleishman to approve the Special Education Contract with the Capital Area Intermediate Unit (CAIU) for the 2016-2017 school year. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

5.3.2. Employee Handbook – Mr. Wendling noted that no updates were necessary to the employee handbook.

5.3.3. Student Handbook – Mr. Wendling noted that there were minor updates as recommended by Joshua Pollock, school solicitor.

A motion was made by Glenn Zehner and seconded by David Herman to approve the Employee and Student Handbook for the 2016-2017 school year. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

6. Personnel Matters – N/A

7. Board Chair Report

7.1. Committee Assignments – Ms. Mullaugh stated that committee assignments list will be circulated with the board for comment. We are proposing folding the compliance committee into the existing policy committee and have a curriculum/finance/community relations/and a human resources/personnel committee.

8. Treasurer's Report - Sean Galloway stated that Frank Fleishman is now the treasurer. Mr. Galloway will be working with Mr. Fleishman on a smooth transition. Mr. Galloway will give the report.

8.1. Financial Statements – Sean Galloway handed out copies of the financial statements. He suggested making a principal payment of \$30,000 to keep our line of credit loan up to date.

A motion was made by Sean Galloway and seconded by Perrise Hatcher to pay a \$30,000 principal payment on our line of credit. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

9. Budget Administration

9.1. Facility Update - David Herman stated construction in the new space has begun. The move relocating the administrative offices will happen within the next few weeks. The creative writing room may stay the same. There is enough room for the extra cafeteria tables needed. Tim Wendling noted the extra space will be used as a meeting room.

10. Other Fiscal Matters

10.1. Contract with Whitaker Center for 2017 Musical – Mr. Wendling noted the fee has increased slightly. There is a significant amount budgeted, but Mr. Galloway will inform the board if a budget amendment is necessary.

A motion was made by Sean Galloway and seconded by Frank Fleishman to approve the 2017 musical contract with the Whitaker Center. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

10.2. Contract with Whitaker Center for CASALive! 2017 - The performance is Thursday, May 25, 2017. There is a possibility we may do two nights.

A motion was made by Frank Fleishman and seconded by Glenn Zehner to approve the contract with Whitaker Center for CASALive! 2017. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

10.3. Temple University License Agreement 2016-2017

A motion was made by Frank Fleishman and seconded by Glenn Zehner to approve the Temple University Agreement for rental of seven classroom spaces. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

10.4. Reimbursement Request for Unused Sick Leave Upon Retirement

Per board policy, employees may be entitled to a reimbursement of unused sick leave upon retirement. Board policy stated that the amount would be determined by the board. Discussion was held by the finance committee and brought a suggested amount of 50% reimbursement at one-half of the daily substitute teacher rate of pay. Dr. Zehner recommended a policy update with the suggested information.

A motion was made by Frank Fleishman and seconded by Perrise Hatcher to reimburse Lisa Weitzman 50% of her unused sick leave upon retirement at one-half of the daily substitute teacher pay rate. Mrs. Weitzman's reimbursement will be \$3,700. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

10.5. Application to PDE for Rent Reimbursement – Mr. Galloway stated that last year we received about \$27,000. The procedure is different this year. PDE will do the calculation and let us know what the amount will be.

A motion was made by Sean Galloway and seconded by David Herman to approve the application to PDE for rent reimbursement. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

10.6. Resolutions for Account Signing Authority

A motion was made by David Herman and seconded by Dawn Mull to approve the resolution with Mid Penn Bank and PNC to remove Sean Galloway and add Frank Fleishman as an authorized signer. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

11. Committee Reports – N/A

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

13. Information Items

13.1 CRAE Update – Ms. Mullaugh gave an update on CRAE activities. Mrs. Sylvie St. Hilaire is now the CRAE Board President.

13.1.1 Spring Appeal – The spring appeal brought in a small amount of money.

13.1.2 EITC – EITC for 2016-2017 is pending. The application for last year is approved. We are in the middle of two cycles. The CRAE board will be identifying businesses that we have contact with for more outreach.

13.1.3 CASALive! – CASALive! did well this year. We netted about \$28,000. Ticketing went smoothly and we will continue to work with EventBrite for our ticketing purposes. Next year we need to work on sponsorships to add to our bottom line.

13.1.4 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, August 8, 2016 beginning at 6:30 p.m. at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

16. Adjourn Meeting - The meeting was adjourned at 7:02 p.m.

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

<u>Date</u>	<u>Day</u>	<u>Start Time</u>	<u>Meeting Location</u>
August, 8, 2016	Monday	6:30 PM	CASA Charter School
September 12, 2016	Monday	6:30 PM	CASA Charter School
October 17, 2016	Monday	6:30 PM	CASA Charter School
November 14, 2016	Monday	6:30 PM	CASA Charter School
December 12, 2016	Monday	6:30 PM	CASA Charter School
January, 9, 2017	Monday	6:30 PM	CASA Charter School
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