

Capital Area School for the Arts Charter School

Meeting of Board of Trustees

August 12, 2013 – 10 A.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 12, 2013, at the CASA Charter School in Harrisburg, PA.

Board members in attendance were: Sean Galloway, Lois Lehrman Grass, Perrise Hatcher (phone), Elizabeth Mullaugh, Christie Pavlakovich, Audrey Sanders, David Skerpon, Caryn Watson, and Glenn Zehner.

Board members not in attendance: David Herman

Others/public in attendance were: Timothy Wendling, Principal of CASA; Brian Griffith, CAIU; and Joshua Pollak, Latsha Davis & McKenna, P.C.

1. Call to Order – At 10:01 a.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 – Nothing to report.

2.3 Announcements – Nothing to report.

3. Public Comments on Agenda Items

There were no public individuals present at the meeting and there were no public comments on the agenda.

4. Approval of Minutes

4.1 *July 8, 2013 – A motion was made by Ms. Sanders and seconded by Ms. Mullaugh to accept the minutes from the Board meeting on July 8, 2013 as presented. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

4.2 *July 15, 2013 – A motion was made by Mrs. Lehrman Grass and seconded by Ms. Pavlakovich to accept the minutes from the Board meeting on July 15, 2013 as presented. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

5. Administrative - There were no administrative items.

6. Reports and Presentations from Board Chair, Committees and Management

6.1 General Updates and Questions

Mr. Wendling noted that a fax machine and a shredder were needed. The new copier delivered at the end of August does have a working fax and two shredders were donated by Cheryl Giles-Rudawski and David Skerpon.

6.2 Revisitation of Contracted Student Policy

Elizabeth Mullaugh stated it is ok to go with 9th graders as contracted students with the goal to move towards full time.

IEP's and GIEP's were discussed. GIEP's do not apply to Charter Schools. A review of the charter application will answer this better.

Brian Griffith noted that two IEP students could be costly for CASA.

7. Treasurer's Report

There was nothing to report. Sean Galloway noted that he was still confident with the loan.

8. Budget Administration - There were no budget administration items to report.

9. Other Fiscal Matters

9.1 The Reinvestment Fund (TRF) Bridge Loan Application.

10. Personnel Matters

10.1 Hiring Update – Approval of Outstanding Employment Offers

Harrisburg School District will hold the recently hired Science Teacher for 60 days or until a replacement has been found. A substitute will be in place until Mr. Garafalo is able to start.

A motion was made by Mrs. Lehrman Grass and seconded by Ms. Pavlakovich to approve the outstanding employment offers. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

11. Policies, Programs and Governing Documents

11.1 Second Reading of the Following Policies

11.1.1 Hearing Officer – Policy #014

- 11.1.2 Oath for Hearing Officer – Policy #014-Attachment
- 11.1.3 Nondiscrimination in School & Classroom Practices – Policy #103
- 11.1.4 Complaint Form – Policy #103-Attachment
- 11.1.5 Nondiscrimination-Qualified Students w/Disabilities – Policy #103.1
- 11.1.6 Special Education – Policy #113
- 11.1.7 Discipline of Students w/Disabilities – Policy #113.1
- 11.1.8 Behavior Support – Policy #113.2
- 11.1.9 Screening and Evaluations for Students w/Disabilities – Policy #113.3
- 11.1.10 Confidentiality of Special Education Student Information – Policy #113.4
- 11.1.11 Gifted Education – Policy #114
- 11.1.12 Reporting Student Progress – Policy #212
- 11.1.13 Personnel Files – Policy #424
- 11.1.14 Budget Planning – Policy #602
- 11.1.15 School Calendar – Policy #803
- 11.1.16 Whistleblower – Policy #829
- 11.1.17 Record Retention and Destruction – Policy #830
- 11.1.18 Record Retention and Destruction Schedule – Policy #830-Attachment

A motion was made by Dr. Zehner and seconded by Ms. Sanders to approve the policies. Motion passed with all members present voting in the affirmative unless otherwise noted, the vote was approved unanimously.

11.2 Proposed Staff Handbook

Ms. Mullaugh stated that for the Code of Conduct, we need to specify offenses and add a few catch-all categories

Mr. Pollak stated the need of a description of the suspension/expulsion process.

A motion was made by Dr. Zehner and seconded by Ms. Sanders to approve the staff handbook. Motion passed with all members present voting in the affirmative unless otherwise noted, the vote was approved unanimously.

12. Principal's Report

- 12.1 Enrollment Update – Mr. Wendling stated there were currently 119 students fully registered; 8 pending; 10 ½-Day students; 1 contract back; 7 appointments scheduled for registration; and 10 auditions scheduled.

13. Information Items – Nothing to report.

14. Public Comment on Non-Agenda Items – Nothing to report.

15. Next Board Meeting Date – The next meeting of the CASA Charter School Board of Trustees is scheduled for Monday, September 9, 2013 beginning at 10:00 a.m. at CAA Charter School, 150 Strawberry Square, Harrisburg, PA.

16. Adjournment

A motion was made by Ms. Mullaugh and seconded by Ms. Pavlakovich that the meeting be adjourned. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

The meeting adjourned at 10:45 a.m.