

Capital Area School for the Arts Charter School

Meeting of Board of Trustees

December 9, 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 December 9, 2013, at the CASA Charter School in Harrisburg, PA.

Board members in attendance were: Sean Galloway, Lois Lehrman Grass, Perrise Hatcher, David Herman, Elizabeth Mullaugh, Christine Pavlakovich (phone), Audrey Sanders, and David Skerpon.

Board members not in attendance: Caryn Watson, Glenn Zehner

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

1. Call to Order – At 10:02 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 – No additions

2.3 Announcements – Nothing to report

3. Public Comments on Agenda Items - There were no public comments.

4. Approval of Minutes

4.1 *A motion was made by Ms. Mullaugh and seconded by Ms. Sanders to accept the minutes from the Board meeting on November 11, 2013. 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. Principal's Report

- 6.1 Enrollment Update – Mr. Wendling stated that current enrollment is at 135 full-time students and 11 half-time students. One 18 year old student has withdrawn from school effective December 4, 2013. This student plans on taking the GED and enrolling in the marines.
- 6.2 Staff Update – Mr. Wendling noted that the new cafeteria aide has started working effective November 18, 2013.

7. Board Chair's Report

- 7.1 Mr. Skerpon noted that the November 14, 2013 Public Open House was a great success. We have received several requests for auditions for the 2014-2015 school year and continue to give personal tours almost daily.
- 7.2 Community Outreach Committee/Student Recruitment – Ms. Hatcher and Mr. Skerpon stated the need to reach out to the Harrisburg population. Mr. Skerpon has reached out to some of the local private schools and gave them our audition dates. Mr. Skerpon mentioned that Ms. Watson wants a few of our students to visit local schools as advertisement.

It was also noted that the Creative Writing students could write a piece about their CASA Charter School experience. A list of the schools on the current advertising list will be forwarded to the board.

Our current marketing materials are outdated and should be updated as soon as possible.

8. Treasurer's Report

Mr. Galloway noted that Harrisburg School District's tuition payment for July/August/September has been received.

Mr. Galloway stated that we are still not connected to the PSERS network, but we are withholding the PSERS contributions. We are currently waiting for paperwork from PSERS to get this set up.

9. Budget Administration

10. Other Fiscal Matters

11. Personnel Matters

- 11.1 Staff Health Insurance Update–Mr. Pollak stated that the information from Harrisburg School District's Solicitor confirms that we were ineligible for the exact coverage. The district believes that the most similar to their coverage would be the PPO Blue Plan. The

concern is that previous correspondence stated that there were several plans similar to their plans; they did not provide one particular plan which was most practical.

Ms. Pavlakovich stated that the coverage is similar. The difference is the amount of co-pay per employee and what portion the employee pays – all more than what was budgeted. She inquired about sending the employees out to the exchange. Mr. Pollak stated that we could not send to the exchange. Contribution levels have not been an issue. If we go with a plan like this, we would have to make an adjustment in contribution levels. We risk losing teachers if the cost is too high.

Ms. Pavlakovich stated that the quotes received were good for 60 days. They are in the process of re-quoting for a 1/1 and a 2/1 effective date. Mr. Skerpon stated that realistically, we are looking at a 2/1 state date.

Mr. Herman inquired about COBRA and if we could just continue to pay this through the end of this current school year. Ms. Pavlakovich reiterated that COBRA is what they have had for the past several months. This may make our employees feel like we are not coming through for them. She stated that she will speak with the employees, as a group, and explain the situation. Mr. Wendling stated that the employees are getting a bit anxious about their coverage. They are concerned about the amount they would be contributing. A date was set up for Ms. Pavlakovich to speak with the employees before the holiday break.

12. Committee Reports - The Curriculum Committee will meet directly following this board meeting.

13. Policies, Programs and Governing Documents

13.1 Second Reading of the Following Policies

- 13.1.1 Policy #220-Student Expression
- 13.1.2 Policy #225-Relations with Law Enforcement
- 13.1.3 Policy #227-Controlled Substances
- 13.1.4 Policy #229-Student Fundraising
- 13.1.5 Policy #230-Public Performances
- 13.1.6 Policy #231-Social Events
- 13.1.7 Policy #234-Pregnant and Married Students
- 13.1.8 Policy #237-Electronic Communications
- 13.1.9 Policy #250-Student Recruitment
- 13.1.10 Policy #251-Homeless Students

A motion was made by Ms. Mullaugh and seconded by Ms. Sanders to approve the above-noted policies. Motion passed with all members present voting in the affirmative unless otherwise noted. The motion was approved unanimously.

14. Information Items

14.1 CRAE Update - Mrs. Lehrman-Grass gave an update with the happenings with CRAE. We have not heard anything from the Wells Foundation to date. The piano has been moved from the creative writing classroom to the front of the cafeteria. It will be tuned after the holidays.

Mrs. Lehrman-Grass noted that this is the fifth year of our original CASA campaign. She inquired as to who needs reminders and how the process will work for the 501-3-C. Mr. Galloway stated that the one for CASA will take more time. The CRAE 501-3-C has been one year. Year-end tax forms need to be sent out.

Mrs. Lehrman-Grass stated that donors should be invited to an open house – this is a way to reinvigorate them. A CRAE development committee member is working on this. A meeting as a group has not been scheduled, but each member is individually working.

Mr. Galloway informed the board of a recent call from a local bank with a member wanting to make a contribution to CASA Charter School. He is working with the bank in regards to making this happen.

15. Public Comment on Non-Agenda Items

16. Next Board Meeting Date

The next meeting of the CASA Charter School Board of Trustees is scheduled for Monday, January 13, 2014 beginning at 10:00 a.m. at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

17. Adjournment

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

The meeting adjourned at 10:55 a.m.