

Capital Area School for the Arts Charter School
Meeting of Board of Trustees
May 9, 2016
5:30 P.M.

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, May 9, 2016 at 5:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board members in attendance: Elizabeth Mullaugh, David Skerpon, Sean Galloway, David Herman, Frank Fleishman, Connie Kindler, Christine Pavlakovich, Audrey Sanders, Caryn Watson, and Glenn Zehner

Board members not in attendance: Perrise Hatcher

Others/public in attendance: Sue Hill

1. Call to Order - Mrs. Mullaugh called the meeting to order at 5:35 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 - April 11, 2016 - The April board meeting minutes will be deferred for approval until the June 13, 2016 meeting.
5. Principal/CEO Report
 - 5.1. Enrollment Update - Our current enrollment is 182 students.
 - 5.2. Other Issues
 - 5.2.1. Final Exams - Mr. Wendling has initiated a final exams schedule for the week of June 6, 2016. The last day of school is June 10, 2016.
 - 5.2.2. Faculty Updates – Letters of resignation were received from Ann Stewart, Creative Writing Instructor and Lisa Weitzman, Theatre Teacher effective at the end of the current school year.

A motion was made by Glenn Zehner and seconded by Frank Fleishman to accept the resignations of Ann Stewart and Lisa Weitzman effective at the end of the current school year. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.
 - 5.2.3. Permission to Enroll – A request for permission to enroll in six college credits from Diana Cole, Science Teacher was received for board approval (a copy is attached). The employee must obtain a grade of B or above in order to be reimbursed. Reimbursement will not exceed nine credits per employee per year.

A motion was made by Glenn Zehner and seconded by David Skerpon to approve Diana Cole's request to enroll in six reimbursable college credit courses. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

6. Board Chair Report

6.1. Conflict of Interest Policy and Annual Affirmation – All board members have filled out and returned the Conflict of Interest Policy and Annual Affirmation and Statement of Financial Interests forms.

6.2. Board Meeting Change - Ms. Mullaugh recommended changing the meeting time for the 2016-2017 board meetings from 5:30 p.m. to 6:30 p.m. The board agreed to the new meeting time.

7. Treasurer's Report

7.1. Financial Statements – Mr. Galloway distributed and discussed the financial statements. Mr. Galloway will work with the accountants to focus on paying back the loan taken out during the budget impasse.

8. Budget Administration

8.1. Facility Update – David Herman stated CASA be expanding into part of the space vacated by the Hallmark store. The full buildout for the space will be two classrooms; four offices; and a common area. Mr. Herman stated the need for two doors due to safety regulations. One entrance door and another door would be an emergency exit only. Ms. Mullaugh spoke with Brad Jones from Harristown to discuss adding this new space to our current lease. The only new cost associated with the space, after the buildout, will be electric.

8.2. 2016-2017 Tentative Budget – Mr. Galloway presented and discussed the tentative budget. Health Insurance costs will increase. Insurance coverage was added for two employees who had previously opted out.

A motion was made by Audrey Sanders and seconded by Caryn Watson to approve the tentative budget presented. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

9. Other Fiscal Matters

9.1. PA Council on the Arts Facility Use Request – Mr. Herman stated that the PA Council on the Arts requested rental of the CASA facilities July 24, 2016 through and including Friday, July 29, 2016. A copy of the facility use agreement is attached.

A motion was made by Frank Fleishman and seconded by Audrey Sanders to approve the PA Council on the Arts facility use request for July 24, 2016 through July 29, 2016. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

10. Personnel Matters

10.1 Hiring of Creative Writing Teacher

A motion was made by Sean Galloway and seconded by Frank Fleishman to approve the

appointment of Kathryn Deane as the creative writing teacher for the 2016-2017 school year. Ms. Deane's salary is set at Step 1, B, \$40,839 annually. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

11. Committee Reports

- 11.1 Nominating Committee – The board is interested in recruiting another board member with a financial background. Mr. Galloway stated that he has been in contact with an interested candidate.

12. Policies, Programs and Governing Documents

- 12.1. Three (3) year Review of Board Policy # 249 (adopted June, 2013 – copy attached)

A motion was made by Glenn Zehner and seconded by Connie Kindler to approve Board Policy #249 as is, with no changes. 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. Spring Appeal – Audrey Sanders gave an update on CRAE happenings. A letter has been prepared and will be sent out within a few weeks after CASA Live!

13.1.2. EITC – We received approval for the 2015-2016 school year. We are currently working on next year's application.

13.1.3. CASALive! – Mrs. Sanders stated that ticket sales are going well and looks forward to a great show.

13.1.4. Grants – We currently have eight outstanding grants that have been applied for. The McCormick grant approval arrived last week.

13.1.5. Leadership Harrisburg Project – There have been no updates. There will be a presentation to the board after June 10, 2016.

- 13.2. 2016 Graduation - Graduation is June 9, 2016 at the State Museum. Please inform Mr. Wendling if you will be attending.

13.2.1. Speaker – Ms. Mullaugh stated she is working on obtaining a graduation speaker.

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, June 13, 2016 beginning at 5:30 p.m. at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

16. Adjourn Meeting – The meeting was adjourned at 6:20 p.m.

The schedule of regular meetings of the CASA Charter School Board of Trustees for the balance of the 2015-16 fiscal year is as follows.

Date	Day	Start Time	Meeting Location
June 13, 2016	Monday	5:30 p.m.	CASA Charter School