

Capital Area School for the Arts Charter School
Meeting of Board of Trustees
August 10, 2015
5:30 p.m.

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on August 10, 2015 at 5:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board members in attendance: Elizabeth Mullaugh, Sean Galloway, Vicki Chambers (on phone), Perrise Hatcher, Connie Kindler, Christine Pavlakovich, Audrey Sanders, Caryn Watson (on phone) and Glenn Zehner.

Board members not in attendance: David Herman, David Skerpon and Frank Fleishman.

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

1. Call to Order - Ms. Mullaugh called the meeting to order at 5:30 p.m.
2. Roll Call/Additions to Agenda/Announcements
 - 2.1. Roll Call - Board members in attendance are noted above.
 - 2.2. Additions to the Agenda - None.
 - 2.3. Announcements - None.
3. Public Comment on Agenda Items - None.
4. Approval of Minutes - Ms. Mullaugh stated the following minutes were up for final approval.
 - 4.1. January 12, 2015
 - 4.2. February 9, 2015
 - 4.3. March 9, 2015
 - 4.4. April 13, 2015
 - 4.5. April 29, 2015 Special Meeting
 - 4.6. July 10, 2015 Phone Meeting
 - 4.7. July 13, 2015

A motion was made by Glenn Zehner and seconded by Audrey Sanders to approve the minutes noted above. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.
5. Administrative - None.
6. Principal's Report

6.1 Enrollment/Admission Update - As of this meeting's date, our enrollment is at 188 students. Most students are fully registered.

6.2 Other Issues

6.2.1. Charter School Annual Report - Mr. Wendling stated that the annual report was submitted to the PA Department of Education and the Harrisburg School District.

6.2.2. Safe Schools Report/MoU Update - Mr. Wendling noted that the Memorandum of Understanding (MoU) has been signed and forwarded to the PA Department of Education. The agreement is for a three year period.

6.2.3. Lunch Service Agreement - Copy Attached

A motion was made by Perrise Hatcher and seconded by Sean Galloway to approve and accept the lunch service agreement with Harrisburg School District. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

6.2.4. Out-of-State School Trips - Copy Attached - Mr. Wendling discussed two scheduled trips for students to Baltimore, MD and New York, NY. The students will be responsible for the cost of the trips.

A motion was made by Glenn Zehner and seconded by Audrey Sanders to approve two student field trips--one trip to Baltimore, MD and one trip to New York, NY at the students' expense. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

6.2.5. Safety and Emergency Plans - Mr. Wendling reported that the TMI Plan, Emergency Plan and EOP All Hazards Plan were all adjusted to meet our needs. After board approval we will forward to Dauphin County Emergency Management Agency.

A motion was made by Audrey Sanders and seconded by Christine Pavlakovich to approve the TMI Plan, Emergency Plan and EOP All Hazards Plan presented. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

7. Board Chair's Report - Ms. Mullaugh stated that an informal planning meeting was held on August 3, 2015. Those present discussed a framework for developing a strategic plan for CASA's charter renewal, and future space, curriculum and staff requirements. Mr. Wendling and Ms. Mullaugh are scheduled to meet with Temple University regarding availability of current classroom space and future accommodations. We will also meet with Harrisburg University and Strawberry Square to explore potential accommodations if needed during the current charter. Ms. Hatcher inquired why Temple would not be available during the last two years of the charter. Ms. Mullaugh stated that they were growing and in need of their space.

8. Treasurer's Report - Mr. Galloway met with Diana Reed and Associates regarding our cash

balance. Tuition payments are not coming in because of the budget impasse. Our annual financial audit is currently in process.

9. Budget Administration

9.1. Liability Insurance Renewal - Mr. Galloway stated that the renewal was sent out last week.

10. Other Fiscal Matters - Ms. Mullaugh stated that Mr. Wending forwarded an email from the PA Department of Education regarding our Rent Reimbursement Application. We may be eligible for reimbursement for a portion of our lease costs. No dollar amount is known yet.

11. Personnel Matters - Ms. Mullaugh advised board members that an evaluation for the CEO/Principal needs to be completed. Ms. Pavlakovich will work with the HR/Personnel Committee to complete the process. Any questions should be forwarded to Ms. Pavlakovich.

12. Committee Reports - Dr. Zehner noted that the curriculum committee is open to anyone interested. Ms. Mullaugh stated she will forward committee meeting dates to all board members.

13. Policies, Programs and Governing Documents

- 13.1.1. Policy #417 - Conduct - Disciplinary Procedures
- 13.1.2. Policy #439 - Uncompensated Leave
- 13.1.3. Policy #440 - Responsibility for Student Welfare
- 13.1.4. Policy #441 - Benefits for Part-Time Personnel
- 13.1.5. Policy #442 - Jury Duty
- 13.1.6. Policy #448 - Unlawful Harassment
- 13.1.7. Policy #451 - Drug and Substance Abuse
- 13.1.8. Policy #819 - Suicide Awareness – Prevention and Response
- 13.1.9. Policy #916 - School Volunteers (w/Clearances Chart)

A motion was made by Perrise Hatcher and seconded by Christine Pavlakovich to approve the above noted policies as presented for their second reading. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

14. Informational Items -

14.1 CRAE Update – Mrs. Sanders gave an update. Members are currently working on more fundraising opportunities. Personal invitations have been sent out for the event at Sylvie St. Hilaire’s home on Wednesday, September 16, 2015 from 6 – 8 p.m. This will be an enjoyable fundraiser and the St. Hilaire’s underwriting all the expenses. Tickets are being sold at \$150.00. Mrs. Sanders stated that she is in contact with Mr. Wendling regarding showcasing CASA students at the event.

14.2 Revenue Anticipation Loan - Mr. Galloway discussed the idea of a revenue anticipation loan. School districts must pay their tuition, but they are on hold due to the budget impasse. Ms. Mullaugh stated that this is for our information and will be further

investigated by the finance committee.

A motion was made by Audrey Sanders and seconded by Perrise Hatcher to authorize the finance committee to review the possibility of a loan with several banks, the possibilities of a revenue anticipation loan. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

15. Public Comment on Non-Agenda Items - None.

16. Next Board Meeting Date - The next meeting of the CASA Charter School Board of Trustees is scheduled for Tuesday, September 15, 2015 beginning at 5:30 p.m. at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

17. Adjourn Meeting - The meeting was unanimously adjourned at 5:45 p.m.

The schedule of regular meetings of the CASA Charter School Board of Trustees for the remainder of the 2015-16 school year is as follows:

Date	Day	Start Time	Meeting Location
September 15, 2015	Tuesday	5:30 PM	CASA Charter School
October 13, 2015	Tuesday	5:30 PM	CASA Charter School
November 9, 2015	Monday	5:30 PM	CASA Charter School
December 14, 2015	Monday	5:30 PM	CASA Charter School
January 11, 2016	Monday	5:30 PM	CASA Charter School
February 8, 2016	Monday	5:30 PM	CASA Charter School
March 14, 2016	Monday	5:30 PM	CASA Charter School
April 11, 2016	Monday	5:30 PM	CASA Charter School
May 9, 2016	Monday	5:30 PM	CASA Charter School
June 13, 2016	Monday	5:30 PM	CASA Charter School