

Capital Area School for the Arts Charter School
Meeting of Board of Trustees
November 14, 2016
6:30 PM

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a meeting on Monday, November 14, 2016 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board members in attendance: Elizabeth Mullaugh, David Herman, Frank Fleishman, Sean Galloway, Connie Kindler, Dawn Mull, Christine Pavlakovich (phone), and Glenn Zehner (phone)

Board members no in attendance: David Skerpon, Audrey Sanders, and Caryn Watson

Others/public in attendance: Liz Ruesswig, Sylvie St. Hilaire, Timothy Wending 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 – October 17, 2016 (attached) approval of minutes Frank/Connie

A motion was made by Frank Fleishman and seconded by Connie Kindler to approve the October 17, 2016 board meeting minutes. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

5. Principal/CEO Report

5.1. Spring Musical – Mr. Wendling introduced Liz Ruesswig as the producer/fundraiser chair of the spring musical. She is also a parent and active PTO member. Mrs. Ruesswig stated her excitement with regards to helping out with the musical. She never realized how costly a project it is. A mandatory meeting for cast and parents is scheduled for November 30, 2016 regarding fundraising opportunities and requirements. Assistance from the board was requested in obtaining advertisers. A handout was passed out. Capitol Blue Store in Enola will hold a fundraiser in January to help offset costs. More information will follow. Mr. Fleishman inquired about the possibility of media coverage. It is our expectation to fill all of the seats in the Whitaker Center for the musical.

5.2. Enrollment – Mr. Wendling stated that our current enrollment is 198. The application for the 2017-2018 school year is posted on our website.

5.3. Approval Items

5.3.1. APUSH Field Trip – Transportation costs will be reviewed of insurance concerns. The trip is not until March, 2017. We will bring up at the January/February, 2017 meeting.

5.3.2. Fall Play Fundraiser

5.3.3. Theatre Fundraiser

5.3.4. Europe Trip Fundraiser

A motion was made by Sean Galloway and seconded by David Herman to approve the following fundraisers: Fall Play Fundraiser, Theatre Fundraiser and Europe Trip Fundraiser. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

5.3.5. Project 7 Club – The proposed club is an after school Religious Christian Club for students who share a similar faith in God. A former club which falls under the same preface was approved a few years ago. Mr. Fleishman inquired about what would occur at this after school club. Mr. Wendling stated they will discuss different bible verses, etc.

A motion was made by Frank Fleishman and seconded by Sean Galloway to approve the Project 7 Club. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

6. Board Chair Report

6.1. Charter Renewal Process – Ms. Mullaugh noted the need for more space if we are going to renew our charter. She will pull the renewal packet apart and spend to different committees to start working on. If anyone wants to volunteer for specific parts, let her know. The nominating committee is looking for new board members effective July 1, 2017.

6.2. Nominating Committee – Ms. Mullaugh stated the nominating committee is looking for new board members effective July 1, 2017. Also, we need to also look at our current board and evaluate what sort of commitment they would like to provide. Any and all suggestions are welcome.

7. Treasurer's Report

7.1. Financial Statements – Mr. Fleishman noted that statements are not available for October, as our accountant was on vacation. We need everyone on the same page with as regards to expenditures and accounts they are coming from. A meeting will be held on December 1, 2016 regarding proper coding of expenditures. Mr. Fleishman will contact Diana Reed and Associates regarding the audit.

8. Budget Administration – N/A

9. Other Fiscal Matters

- 9.1. Tuition Reimbursement Requests – Chelsea Audet has applied for a six credit college tuition reimbursement. Ms. Audet is taking classes at Penn State Harrisburg for credits required for her Level II certification. The total amount requested for reimbursement is \$4,830.00.

A motion was made by Frank Fleishman and seconded by Connie Kindler to approve a tuition reimbursement request in the amount of \$4,830.00 for Chelsea Audet. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

- 9.2. Spring Musical Contracts – The contracts are the same terms that were approved last year.

A motion was made by David Herman and seconded by Glenn Zehner to approve Spring Musical Contracts for Stuart Landon, David Glasgow and Kelly Strange. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

10. Personnel Matters – N/A

11. Committee Reports

- 11.1. Policy Committee Meeting Minutes - Mrs. Kindler submitted meeting minutes. Revisions are currently being made as the result of our legal counsel's recommendations. We are creating new policy which will be brought to the board at a later date.

12. Policies, Programs and Governing Documents

- 12.1. Policies for Adoption – Appendix 1 to Policy #217 Graduation Requirements

A motion was made by Frank Fleishman and seconded by Glenn Zehner to approve and adopt Appendix 1 (Early Graduation) to Policy No. 217 – Graduation Requirements. 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 – Mrs. St. Hiliare stated she has been busy conducting tours of CASA with potential donors. Visiting our facility and seeing students in their element may entice donations. They will also be added to our fundraising list.

- 13.1.1 General – The annual appeal letter will be going out the week of November 21, 2016. The annual report brochure is in the works. Photos are needed. Please contact Mr. Wendling.

We have applied for sales tax exemption.

Also, for informational purposes, Mrs. St. Hilaire stated that Phyllis Mooney, Harrisburg Symphony, initiated a meeting and inquired about CASA's interest in collaborating with the symphony. They may want to assist with music in the musical, etc.

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, December 12, 2016 beginning at 6:30 p.m. at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

16. Adjourn Meeting – The meeting was adjourned at 7:08 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>
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