

Capital Area School for the Arts Charter School
Board of Trustees Meeting
June 17, 2019

Minutes

1. Call to Order – Sean Galloway called the meeting to order at 6:30 p.m.
2. Roll Call/Additions to the Agenda/Administrative – N/A
3. Executive Session – Act 44 Safety and Security – As required by the PA commission on Crime and Delinquency

A motion was made by Frank Fleishman and seconded by Audrey Sanders to go into executive session at 6:35 p.m.

A motion was made by Glenn Zehner and seconded by Christy Pavlakovich to exit the executive session and continue the regular board meeting at 6:40 p.m. Motion passed with all members present voting in the affirmative

4. Public Comment on Agenda Items – N/A
5. Approval of Minutes – May 13, 2019

A motion was made by David Herman and seconded by Christy Pavlakovich to approve the board meeting minutes of May 13, 2019. Motion passed with all members present voting in the affirmative.

6. Principal/CEO Report

- 6.1 Items for Approval – Field Trip Request

Erica Leonard is requesting approval for a field trip to Washington, DC on March 20-22, 2020. The trip will be run by Student Educational Tours, LLC.

A motion was made by Audrey Sanders and seconded by Frank Fleishman to approve the Washington, DC field trip on March 20-22, 2020. Motion passed with all members present voting in the affirmative.

7. Board President's Report

Board meeting dates for 2019-2020 – Mr. Galloway distributed the tentative board meeting dates to the board for review and approval.

A motion was made by Elizabeth Mullaugh and seconded by Connie Kindler to approve the board meeting dates for 2019-2020. Motion passed with all members present voting in the affirmative.

8. Treasurer's Report

Financial Statements for May/Line of Credit Update – Dawn Mull distributed copies of the financial statements. She noted our Line of Credit is at a \$0 balance.

9. Other Fiscal Matters

Solicitor Engagement – Our current law firm of Latsha Davis and McKenna has separated and will become two different firms effective July 1, 2019: Latsha Davis and Marshall, P.C., and McKenna Snyder LLC. Board approval is requested to hire McKenna Snyder LLC to serve as our legal counsel.

A motion was made by Dawn Mull and seconded by Frank Fleishman to approve McKenna Snyder LLC as our school solicitor. Motion passed with all members present voting in the affirmative.

10. Budget Administration

10.1 Approval of 2019-20 Budget

A motion was made by Christy Pavlakovich and seconded by Elizabeth Mullaugh to approve the Budget for 2019-2020 school year. Motion passed with all members present voting in the affirmative.

11. Personnel Matters

11.1 New Hire – Dance Teacher

A motion was made by Elizabeth Mullaugh and seconded by Glenn Zehner to approve Victoria Sexsmith as the dance teacher effective August 20, 2019 at an annual salary of \$43,248. As a condition of employment, Ms. Sexsmith will obtain required teaching certification. Motion passed with all members present voting in the affirmative.

11.2 Tuition Reimbursement – Tuition reimbursement requests from Timothy Wendling and Mick Corman were submitted for payment. Board approval is required.

A motion was made by Christy Pavlakovich and seconded by Glenn Zehner to approve tuition reimbursement requests from Timothy Wendling and Mick Corman. Motion passed with all members present voting in the affirmative.

11.3 Permission to Enroll – A Permission to Enroll request was received from Mick Corman and is being submitted for board approval.

A motion was made by Connie Kindler and seconded by Audrey Sanders to approve a Permission to Enroll request from Mick Corman. Motion passed with all members present voting in the affirmative.

11.4 Revised Employee Handbook – Mr. Wendling noted two updates to the Employee Handbook. All employees are considered “at-will” employees and the hours of employment have changed to 7:30 a.m. to 3:30 p.m.

A motion was made by Christy Pavlakovich and seconded by Frank Fleishman to approve the 2019-2020 Employee Handbook. Motion passed with all members present voting in the affirmative.

11.5 Personnel Report

A motion was made by Elizabeth Mullaugh and seconded by Frank Fleishman to approve the 2019-2020 Personnel Report. Motion passed with all members present voting in the affirmative.

12. Committee Reports

12.1 Nominating Committee Report – Elizabeth Mullaugh and Sean Galloway discussed the nominations for board trustees and officers. We can have up to 15 members. Nominations are as follows:

- Board of Trustees for new three (3) year term ending 6/30/22: Dawn Mull
- Officers (to serve one year until 6/30/20):
 - President: Fina Salvo
 - Vice President: Elizabeth Mullaugh
 - Secretary: Brian Griffith
 - Treasurer: Dawn Mull (with special motion to waive two term limit)

A motion was made by Frank Fleishman and seconded by Chris Healy to approve the nominations for Board of Trustees and Officers as notated above and also waive the two term limit as treasurer for Dawn Mull. Motion passed with all members present voting in the affirmative.

12.2 Curriculum and PD Committee – Glenn Zehner distributed meeting notes from the May 28, 2019 meeting.

13. Policies, Programs, and Governing Documents

13.1 Student Handbook and Graduation Requirements

A motion was made by Glenn Zehner and seconded by Elizabeth Mullaugh to approve the 2019-2020 Student Handbook and Graduation Requirements. Motion passed with all members present voting in the affirmative.

14. Information Items

14.1 CRAE Report – N/A

15. Public Comment on Non-Agenda Items – N/A

16. Next Board Meeting Date

The next meeting of the CASA Charter School Board of Trustees is scheduled for Monday, August 19, 2019 beginning at 6:30 p.m. at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

17. Adjourn Meeting – The meeting adjourned at 7:10 p.m.

The schedule of regular meetings of the CASA Charter School Board of Trustees for the 2019-2020 fiscal year appears below. All meetings start at 6:30 p.m. on the dates listed, at CASA Charter School, 150 Strawberry Square, Harrisburg, PA, unless otherwise indicated.

Monday, August 19, 2019
Monday, September 16, 2019
Tuesday, October 15, 2019
Monday, November 18, 2019
Monday, December 16, 2019
Tuesday, January 21, 2020
Tuesday, February 18, 2020
Monday, March 16, 2020
Monday, April 20, 2020
Monday, May 18, 2020
Monday, June 22, 2020