

Capital Area School for the Arts Charter School  
Meeting of Board of Trustees  
January 11, 2016  
5:30 p.m.

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on December 14, 2015 at 5:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

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

Board members not in attendance: Sean Galloway, Audrey Sanders, Perrise Hatcher

Others/public in attendance: Timothy Wendling

1. Call to Order - Ms. Mullaugh called the meeting to order at 5:35 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 – *A motion was made by Christy Pavlakovich and seconded by Glenn Zehner to approve the minutes of the December 14, 2015 meeting. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*
5. Board Chair's Report
  - 5.1 Bonding of Officers-Pending
  - 5.2 Board Vacancy: Nomination committee led by David Skerpon, will be prepared to make a recommendation prior to the next fiscal year for an additional board member.
6. Principal's Report:
  - 6.1 Enrollment/Admission Update - As of this meeting's date, our enrollment is at 184 students.

## 6.2 Other Issues:

6.2.1 Mid-Year Performance at the State Museum will be held Wednesday, January 20, 2016 and Thursday, January 21, 2016. Mr. Wendling is sending the schedule via email to all board members. In addition, the CASA Visual Art students will be showing their work in the gallery at CASA on both evenings from 5:00-5:45p.m.

6.2.2 February 4, 2016 is the deadline for the final open house for 2016/2017 admissions. Applications are due by February 5, 2016.

6.2.3 Mr. Wendling reported that 5 applications were received to replace the part time Administrative Assistant position vacated by Mrs. Colon. Mr. Wendling recommended hiring Ms. Vicki Chambers to replace Mrs. Colon at the same hourly rate and hours.

*A motion was made by David Herman and seconded by Christy Pavlakovich to approve the hiring of Ms. Vicki Chambers to replace Mrs. Colon at the same hourly rate and hours. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

7. Treasurers Report: Mr. Galloway was not in attendance, but Ms. Mullaugh shared the Treasurers report.

## 8. Budget Administration

8.1 Line of Credit to Date used \$175,000 with \$0 bills outstanding

8.2 2016/2017 Budget Process to begin in February, Finance committee meeting is being scheduled in the near future to begin the process.

## 9. Other Fiscal Matters

9.1 Annual Financial Disclosure Statement Due by May 1, 2016. Ms. Mullaugh provided copy to all board members.

## 10. Committee Reports -

10.1. The Compliance committee met on December 14, 2015 and prioritized the polices to be reviewed and brought to the board in order of importance. The committee is meeting again on January 11, 2016.

## 11. Policies, Programs and Governing Documents: N/A

## 12. Informational Items -

12.1 CRAE Update

12.1.1. Annual Appeal. Nothing to Report

12.1.2 .Grants

12.1.1 Still awaiting a check for \$7,500 from the Children’s Home Foundation

12.1.3 LHA Update: Mr. Wendling is meeting with the LHA committee to review progress of the committee on Tuesday, January 12, 2016.

13. Public Comment on Non-Agenda Items – None

14. Personnel Matters

*A motion was made by Christy Pavlakovich and seconded by Frank Fleishman to move into Executive Session a discipline issue of a professional employee. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

14.1 EXECUTIVE SESSION

*A motion was made by David Herman and seconded by Glenn Zehner to move out of Executive Session. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

*A motion was made by Frank Fleishman and seconded by Caryn Watson to approve the recommendation of the Principal, Mr. Wendling, regarding a discipline issue of a professional employee. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

15. Next Board Meeting Date - The next meeting of the CASA Charter School Board of Trustees is scheduled for Monday, February 8, 2016 beginning at 5:30 p.m. at CASA Charter School, 150 Strawberry square, Harrisburg, PA.

16. Adjourn Meeting - The meeting was unanimously adjourned at 6:17 pm.

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
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