

Capital Area School for the Arts Charter School
Meeting of Board of Trustees
February 8, 2016
5:30 P.M.

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on February 8, 2016 at 5:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board members in attendance: Elizabeth Mullaugh, David Herman, David Skerpon, Sean Galloway, Frank Fleishman, Connie Kindler, Glen Zehner, Christine Pavlakovich (phone), and Audrey Sanders (phone)

Board members not in attendance: Perrise Hatcher and Caryn Watson

Others/public in attendance: Tim Wendling and Sue Hill

1. Call to Order – Ms. Mullaugh called the meeting to order at 5:31 p.m.
2. Roll Call/Additions to the Agenda/Announcements/Administrative – Board members in attendance are noted above.
3. Public Comment on Agenda Items – None.
4. Approval of Minutes – *A motion was made by David Herman and seconded by Glenn Zehner to approve the meeting minutes of January 11, 2016. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*
5. Board Chair Report – The Board discussed Richard Kaplan, from Lancaster, and a presentation regarding “Arts to the Core” scheduled for March’s board meeting.
 - 5.1. Bonding of Officers – pending
 - 5.2. Board Vacancy – There are a few board vacancies. David Skerpon will chair a committee to search for possible candidates.
6. Principal/CEO Report
 - 6.1. Enrollment Update – As of this meeting’s date, our enrollment is at 183 students. A public open house was held last week with a great turnout. The only advertising was on Facebook and student notification. Last year we had 93 applicants for audition for the current school year. As of today’s date, we have approximately 116 applicants for audition for the 2016-2017 school year.
 - 6.2. Other Issues
 - 6.2.1 IDEA Contract – *A motion was made by Frank Fleishman and seconded by Sean Galloway to approve the Sub grant Contract for IDEA with the Capital Area Intermediate Unit for the 2015-2016 school year. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

6.2.2 Approval of School Trip and Fundraising Requests - *A motion was made by Glen Zehner and seconded by Frank Fleishman to approve the attached fundraiser and field trip requests. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

7. Treasurer's Report

7.1. Financial Statements – Sean Galloway handed out financials to all board members.

8. Budget Administration

8.1. Line of Credit – *A motion was made by Frank Fleishman and seconded by Connie Kindler to give Sean Galloway, with the consent of the executive committee, approval to repay the line of credit up to the outstanding balance. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

8.2. 2016-2017 Budget Process - Tim Wendling is currently working on the budget. Sean Galloway will assist and process for final submission to PDE.

9. Other Fiscal Matters

9.1. Form 990 filing for fiscal year 2015 – *A motion was made by David Skerpon and seconded by Frank Fleishman to approve submission of the 990 to Brown and Schultz for electronic filing. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

9.2. Accounting Assistance/Services - *A motion was made by Glen Zehner and seconded by David Skerpon to approve an engagement letter for one year with Diana M. Reed, Assoc., PC for accounting services. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

10. Personnel Matters - *A motion was made by Sean Galloway and seconded by Connie Kindler to approve additions to the attached substitute teacher listing. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

11. Committee Reports

11.1. Curriculum committee meeting minutes were shared. Dr. Zehner updated the board of an opportunity for internships for our senior students with the Whitaker Center. They have offered two students internships for this current school year. The committee will make a policy for this in upcoming years.

Creative Writing – Mr. Wendling gave an update on the creative writing class. There is a need for two classes, one for 9th and 10th grade and one for 11th and 12th grade. The Board gave approval for Mr. Wendling to explore the possibility of a part-time instructor.

Mr. Wendling noted that there is a need for another cart of laptops. The cart would be used for electives and the arts teachers. He will get a quote from the CAIU.

11.2. Compliance Committee Update – Several students have inquired about early graduation. Dr. Zehner stated that the committee will review how other schools are handling this. He also stated he will speak with Mrs. Hatcher regarding policy for early graduation/students skipping grades.

12. Policies, Programs and Governing Documents – None.

13. Information Items

13.1. CRAE Update – Mrs. Sanders gave an update.

13.2. Online Ticketing-Square Space Website - Mr. Wendling stated the website has been setup for the musical. It is \$26/month, \$312 annually if paid up front, and 2.9% plus 30 cents comes off price of ticket as a fee which will come out of the musical budget.

A motion was made by Sean Galloway and seconded by David Skerpon to approve the use of Square Space for the musical ticket sales. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

13.3. LHA Project – Student lists will be distributed to teachers to review.

14. Public Comment on Non-Agenda Items

15. Next Board Meeting Date - The next meeting of the CASA Charter School Board of Trustees is scheduled for Monday, March 14, 2015 beginning at 5:30 PM at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

16. Adjourn Meeting

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
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