

Capital Area School for the Arts Charter School  
Board of Trustees Meeting  
August 20, 2018

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, August 20, 2018 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board Members in Attendance: Karen Degenhart, Frank Fleishman, Sean Galloway, Brian Griffith, David Herman, Connie Kindler, Dawn Mull, Christy Pavlakovich, Fina Salvo, Glenn Zehner and Dave Skerpon

Board members not in Attendance: Christopher Healy, Elizabeth Mullaugh and Audrey Sanders

Others/Public in Attendance: Tim Wendling, Sue Hill

1. Call to Order – Sean Galloway called the meeting to order at 6:32 p.m.

2. Roll Call/Additions to the Agenda/Administrative

2.1. Introductions – Mr. Galloway asked the board to all introduce themselves to our two new board members, Karen Degenhart and Brian Griffith.

3. Public Comment on Agenda Items – N/A

4. Approval of Minutes – June 18, 2018

*A motion was made by Christy Pavlakovich and seconded by David Herman to approve the board meeting minutes of June 18, 2018. Motion passed with all members present voting in the affirmative unless otherwise noted.*

5. Principal/CEO Report – Tim Wendling informed the board that current enrollment is 190.

5.1. Safe Schools Report for 2017-18 – Tim Wendling presented the board with an overview of the 2017-18 safe schools report. We had four safe school violations this past school year

5.2. Charter Annual Report for 2017-18 - Tim Wendling informed members of the board that the Charter Annual Report for school year 2017-18 has been submitted to the Pennsylvania Department of Education (PDE).

5.3. Differentiated Supervision Plan – Mr. Wendling stated that all teachers are currently being observed the same way. We are looking at ways to differentiate between veteran and new teachers.

*A motion was made by Glen Zehner and seconded by Connie Kindler to approve the differentiated supervision plan. Motion passed with all members present voting in the affirmative unless otherwise noted.*

## 5.4. Approval Items

### 5.4.1. Custodian Contract 2017-18

*A motion was made by Frank Fleishman and seconded by Glenn Zehner to approve the janitorial services agreement with Harrisburg Property Services for the 2017-2018 school year. Motion passed with all members present voting in the affirmative unless otherwise noted.*

### 5.4.2. Whitaker Center Contract – CASALive! 2019

*A motion was made by Christy Pavlakovich and seconded by Fina Salvo to approve a contract with Whitaker Center for CASALive! 2019. Motion passed with all members present voting in the affirmative unless otherwise noted.*

### 5.4.3. Musical Director and Title Approval – Tim Wendling stated the interviews for musical director went very well. He presented Calvin Weary for approval as musical director. Mr. Weary plans to run the play the same way as in the past. We will pay him a salary and he takes care of all expenses with the play. We are also requesting approval of Hair, Phantom of the Opera and Jesus Christ Superstar to be considered for as choices for the musical.

*A motion was made by Fina Salvo and seconded by Frank Fleishman to approve Calvin Weary as the musical director and to approve three possible titles to be considered for the 2019 school musical. Motion passed with all members present voting in the affirmative unless otherwise noted.*

### 5.4.4 Field Trip Request Revision – Mr. Wendling requested board approval for a change in venue for the next EF Educational Tour. Originally the travelers were planning a trip to Dublin/Wales, but after more consideration, they are requesting approval for a trip to Scotland/Ireland.

*A motion was made by Christy Pavlakovich and seconded by Dawn Mull to approve a field trip request to Scotland/Ireland. Motion passed with all members present voting in the affirmative unless otherwise noted.*

### 5.4.5. Permission to Enroll – Mr. Wendling requested board approval for Christine Baker, school counselor, to enroll in reimbursable college credit courses. Mrs. Baker would like to take a safe schools course.

*A motion was made by Glenn Zehner and seconded by Frank Fleishman to approve Christine Baker's permission to enroll in reimbursable college credit courses. Motion passed with all members present voting in the affirmative unless otherwise noted.*

### 5.4.6. New Club – Mr. Wendling requested permission for students to form an activism club. With the recent gun violence issues in schools, students have requested starting a club to assist each other with discussions about current social issues. The club will be contingent upon finding an advisor.

*A motion was made by Connie Kindler and seconded by Frank Fleishman to approve the request for an Activism Club contingent upon finding a club advisor. Motion passed with all members present voting in the affirmative unless otherwise noted.*

5.4.7. IDEA – Tim Wendling requested board approval to accept IDEA funds for the 2017-2018 school year.

*A motion was made by Fina Salvo and seconded by Christy Pavlakovich to approve acceptance of IDEA funds. Motion passed with all members present voting in the affirmative unless otherwise noted.*

## 6. Board President Report

- 6.1. Trustee Resignation - Dave Skerpon has resigned from the CASA Board . He is now the president of CRAE. The board thanked him for his dedication and service to CASA and look forward to working with him in his new capacity at CRAE.
- 6.2. Required Board Training 2018-19 Academic Year – There is a requirement for this academic year. For new board members there is a four hour training and a two hour training for long-standing members. The training will be made available in September and will be an online format. Connie Kindler informed the board that her organization may be an approved provider of this training.
- 6.3. Board Committees – Sean Galloway circulated last year’s board committee list. He requested members to review and consider a committee. He stated the finance committee would love to see new members added.

## 7. Treasurer’s Report

- 7.1. Financial Statements – Dawn Mull stated there was not much to report for July. We have received about \$4,000 in revenue and have roughly \$20,000 in expenses. We have requested \$100,000.00 from CRAE in August.
- 7.2. Line of Credit – Update – Mrs. Mull stated our line of credit is \$0.00.

## 8. Other Fiscal Matters

- 8.1. Tuition Reimbursements – Mr. Wendling requested tuition reimbursement for Kim Dickerson, Mick Corman and Katherine Deane. All three have taken previously approved educational credits.

*A motion was made by Frank Fleishman and seconded by David Herman to approve tuition reimbursement requests from Kim Dickerson, Mick Corman and Katherine Deane. Motion passed with all members present voting in the affirmative unless otherwise noted.*

- 8.2. PDE Lease Reimbursement Application

*A motion was made by David Herman and seconded by Fina Salvo to approve the PDE lease reimbursement application. Motion passed with all members present voting in the affirmative unless otherwise noted.*

9. Budget Administration – N/A

10. Personnel Matters

10.1. August Personnel Report – A copy of the August personnel report was circulated.

10.2. Substitute Teacher List (attached) 1/Connie 2/Frank

*A motion was made by Connie Kindler and seconded by Frank Fleishman to approve the substitute teacher list for the 2018-19 school year. Motion passed with all members present voting in the affirmative unless otherwise noted.*

10.3. Cafeteria Worker Resignation and Re-hire – Mr. Wendling stated that Kate Adams has resigned as the cafeteria aide. Interviews for a new cafeteria aide will take place on August 21, 2018. A candidate will be brought to the September meeting for approval.

*A motion was made by Christy Pavlakovich and seconded by Fina Salvo to accept a resignation from Kate Adams as a cafeteria aide. Motion passed with all members present voting in the affirmative unless otherwise noted.*

10.4. Executive Session

*A motion was made by David Herman, and seconded by Christy Pavlakovich to go into Executive Session at 7:20 p.m. Motion passed with all members present voting in the affirmative unless otherwise noted.*

*A motion was made by David Herman, and seconded by Christy Pavlakovich to return to regular board session at 7:35 p.m. Motion passed with all members present voting in the affirmative unless otherwise noted.*

11. Committee Reports

11.1. Curriculum Committee –David Herman stated that the internship program is up and running. He noted that Amanda Rhinehart has done a fine job with putting the program together.

11.1.1. Minutes of 6/18/18 Meeting – Copies of the curriculum committee minutes were distributed.

12. Policies, Programs, and Governing Documents – N/A

13. Information Items

13.1. CRAE Report

13.1.1. Grants – We received a \$500,000 grant to be distributed over the next five years.

13.1.2.Celebration Soiree, September 20, 2018 – David Skerpon stated the soiree celebrating the five year charter renewal is going extremely well. They have a goal to reach \$1 million. The invitations went out today and Mr. Wendling posted information on the website today. There will be a wall of sponsors being recognized.

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, September 17, 2018 beginning at 6:30 p.m. at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

16. Adjourn Meeting – The meeting was adjourned at 7:40 p.m.

The schedule of regular meetings of the CASA Charter School Board of Trustees for the 2018 – 2019 fiscal year appears below. All meetings are held at 6:30 p.m. on the dates listed, at CASA Charter School, 150 Strawberry Square, Harrisburg, PA, unless otherwise indicated.

Day	Date	Time
Monday	September 17, 2018	6:30 p.m.
Monday	October 15, 2018	6:30 p.m.
Monday	November 19, 2018	6:30 p.m.
Monday	December 17, 2018	6:30 p.m.
Tuesday	January 22, 2019	6:30 p.m.
Tuesday	February 19, 2019	6:30 p.m.
Monday	March 18, 2019	6:30 p.m.
Monday	April 15, 2019	6:30 p.m.
Monday (2 <sup>nd</sup> Monday)	May 13, 2019	6:30 p.m.
Monday	June 17, 2019	6:30 p.m.