

Capital Area School for the Arts Charter School
Board of Trustees Meeting
September 18, 2017
6:30 PM

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, September 18, 2017 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board members in attendance: Elizabeth Mullaugh, Sean Galloway (phone), David Herman, Connie Kindler, Dawn Mull, Fina Salvo, and Glenn Zehner

Others/public in attendance: Sylvie St. Hilaire, Timothy Wendling and Sue Hill

Board members not in attendance: Frank Fleishman, Christopher Healy, Christy Pavlakovich, Audrey Sanders and David Skerpon

1. Call to Order - Ms. Mullaugh called the meeting to order at 6:32 p.m.
2. Roll Call/Additions to the Agenda/Announcements/Administrative – N/A
3. Public Comment on Agenda Items – N/A
4. Approval of Minutes

A motion was made by Connie Kindler and seconded by Dawn Mull to approve the August 21, 2017 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. Enrollment/Registration/Auditions – Tim Wendling stated our current enrollment to date is 200 students coming from 31 different school districts.

5.2. Approval Items – As an informational item for board review, Tim Wendling distributed a fundraising letter from Liz Ruesswig for marketing the fall play.

5.2.1. Field Trips – Two field trips were presented for approval. On October 27, 2017 the entire student body will be travelling to Fort McHenry and Baltimore Maryland. On May 30, 2018 the 11th and 12th grade students will travel to New York City.

A motion was made by Connie Kindler and seconded by Glenn Zehner to approve the above mentioned field trips. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

6. Board Chair Report

6.1. Board Contact List – The attached board member list distributed for attendees to review and update if necessary.

6.2. Charter Renewal Process

6.2.1. Charter Renewal Letter to Harrisburg School

A motion was made by Connie Kindler and seconded by Fina Salvo to approve the charter renewal letter and forward to Harrisburg School District. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

6.2.2. Draft Charter Renewal Application - Tim Wendling shared copies of the draft application. He stated there are a few items to be added. Connie Kindler emailed suggestions/comments to Mr. Wendling. Glenn Zehner stated the application well written. Ms. Kindler agreed. Our solicitor has been in contact with Mr. Wendling regarding the draft application. We will begin to pull together all the attachments. Once we have a full packet assembled, we will send to a printer to get 12 copies made.

6.2.3. Procedure for Final Charter Renewal Application - We are erring on the side of completeness. We are providing everything the district is asking for. There was a question regarding a certificate of occupancy. David Herman looked into this and stated it may be a misworded question.

7. Treasurer's Report

7.1. Financial Statements – Dawn Mull distributed copies of the financial report. Mr. Herman asked if the creative writing furniture may have been coded incorrectly. Mrs. Mull noted it will be adjusted after the auditors finish our accrual.

7.2. Cash Flow – Mrs. Mull noted the amount of money in accounts receivable. It has to be related to the state's budget crisis. Ms. Mullaugh stated we will have to dip into the line of credit if tuition payments do not start coming in. Mr. Herman suggested contacting the districts. The higher poverty districts are most affected by this.

8. Other Fiscal Matters

8.1. SAP Contract 2017-2018 - Keystone Service Systems, Inc. is Student Assistance Program (SAP) provider. We currently pay \$40/hour for their services. We have been with this provider over a year.

A motion was made by David Herman and seconded by Fina Salvo to approve the SAP contract with Keystone Service Systems, Inc. for the 2017-2018 school year. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

8.2. IDEA Agreement for 2017-2018 – Mr. Wendling stated we are receiving considerably more than we have in the past. This money is used for supplant the special education teacher's salary. We projected \$16,000 and received over \$25,000.

8.3. Tuition Reimbursement

A motion was made by David Herman and seconded by Dawn Mull to approve a tuition reimbursement request for \$828.50 from Mick Corman for classes taken at HACC. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

8.4. State Museum Contract for 2017-2018 – The attached contract from the State Museum is for our fall play performance, mid-year performance, end of year performance and graduation combined.

A motion was made by Connie Kindler and seconded by David Herman to approve the attached contract with the State Museum. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

8.5. Facilities Usage Request – We have a facilities usage request from Open Stage. Mr. Wendling suggested we waive the fee because they allow us to use their space at no cost as needed.

A motion was made by Glenn Zehner and seconded by Connie Kindler to approve Open Stage's facility request and waive the fee. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

9. Budget Administration – N/A

10. Personnel Matters

10.1. Proposed Assistant Principal Position – Mr. Wendling stated the job description is generic as most are. Connie Kindler stated that Tim has done an exceptionally good job. He has all these managerial responsibilities: leader, business manager, human resources, curriculum, i.e., and ensuring that materials are secure for testing. He is dealing with attendance, discipline issues, day to day issues. He is working on the charter renewal, annual charter school application due to the state, and the comprehensive plan that is due next year. This is a lot for one person. I am supportive of this position. He has done a great job with all of this.

Glenn Zehner stated that he initially raised the questions. His only concern was the process. As a board, we need to be sensitive to this fact and follow a process.

Ms. Mullaugh stated if an assistant principal is hired, in a few months we should have a list of where the different tasks have landed.

David Herman noted that he would like to add a parent perspective. The arts first drew people to this school. That was enhanced by the academic performance. And believe it or not, people are talking about our NICHE' rating. We have to do a better job in servicing our juniors and seniors in their college preparation. This position would enable Mrs. Baker to have more time with the upperclassmen. There is potential with our arts students and they deserve more from our school counselor. By hiring this position, we will be moving forward. It should be our vision as a board to assist Tim and his staff to better prepare our students in moving forward in college/life decisions/choices. We are looking at post-secondary success. It definitely depends on some guidance.

10.1.1. Job Description and Staffing Comparisons – A job description and staff comparisons were distributed to board members for their information.

10.1.2. Tentative Approval of Position and Authority to Interview

A motion was made by Glenn Zehner and seconded by Connie Kindler to tentatively approve the position of an Assistant Principal and the authority to interview. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

11. Committee Reports – N/A

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

13. Information Items

13.1. CRAE Update

13.1.1. Grants – The Alexander Grass Foundation grant came in for \$5,000. This is the third installment of our three year grant. We received \$15,000 from the Pollak Foundation.

13.1.2. Sunset Soiree – Sylvie St. Hilaire gave an update on the soiree. It was a great success and provided more visibility to our students. Over \$37,000 net has raised and we are expecting more. Mrs. St. Hilaire wants to extend thanks to all the staff, students and Mr. Wendling. They are already thinking about the event to be hosted next year. It would be a kick off celebration of our charter renewal. Many ideas are being discussed. We would like to honor two individuals. We really need to plan now. We want to get more community members involved. Thoughts and ideas are welcome.

Mr. Wendling stated that it is usually hard for us to get kids to attend things like the soiree, and they loved it this year. They are jockeying for the possibility to go next year.

13.1.3. Family and Annual Appeals – Mrs. St. Hilaire noted that five donations have been received. Mr. Wendling will do a parent email blast. We intend to make a good effort to begin educating parents as to the school's needs. At the open house there was a table set up to pass along the annual report and donation envelopes. The committee will continue to brainstorm for new ideas.

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, October 16, 2017 beginning at 6:30 PM at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

16. Adjourn Meeting – The meeting was adjourned at 7:26 p.m.

The schedule of regular meetings of the CASA Charter School Board of Trustees for the 2017-18 fiscal year is as follows:

<u>Date/Day</u>	<u>Start Time</u>	<u>Meeting Location</u>
Monday, October 16, 2017	6:30 PM	CASA Charter School
Monday, November 20, 2017	6:30 PM	CASA Charter School
Monday, December 18, 2017	6:30 PM	CASA Charter School
Tuesday, January 16, 2018	6:30 PM	CASA Charter School
Tuesday, February 20, 2018	6:30 PM	CASA Charter School
Monday, March 19, 2018	6:30 PM	CASA Charter School
Monday, April 16, 2018	6:30 PM	CASA Charter School
Monday, May 14, 2018	6:30 PM	CASA Charter School
Monday, June 18, 2018	6:30 PM	CASA Charter School