

Capital Area School for the Arts Charter School
Meeting of the Board of Trustees
March 18, 2019

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, March 18, 2019 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board members in attendance: Karen Degenhart, Frank Fleishman (on phone), Sean Galloway, Brian Griffith, Christopher Healy, David Herman, Connie Kindler, Dawn Mull, Elizabeth Mullaugh, Christy Pavlakovich, Fina Salvo, Audrey Sanders (on phone), and Glenn Zehner

Others/public in attendance: Tim Wendling and Sue Hill

Board members not in attendance: N/A

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. Public Comment on Agenda Items - N/A
4. Approval of Minutes – Minutes of February 19, 2019

A motion was made by Glenn Zehner and seconded by Brian Griffith to approve the board meeting minutes of February 19, 2019. Motion passed with all members present voting in the affirmative unless otherwise noted.

5. Principal/CEO Report

- 5.1. Seniors of the Month Recognition – “Seniors of the Month” are Caroline Chronister (Dance Student) and Elsie Anderson (Creative Writing Student). Due to other obligations, neither student was available to attend the meeting. Mr. Wendling read the student bios and will present their certificates at school.

- 5.2. Items for Approval

- 5.2.1. 2019-20 Course Selection Guide

There are two small additions to the Course Selection Guide. One addition is that Biology is a required Science. The second is that students cannot test out of any subject area. New graduation requirements are to take effect in 2022 and the curriculum committee will work on these new requirements.

A motion was made by Glenn Zehner and seconded by Brian Griffith to approve the Course Selection Guide with the removal of references to the Graduation/Keystone testing requirements. Motion passed with all members present voting in the affirmative unless otherwise noted.

- 5.2.2. French Club Field Trip Request

A motion was made by Christy Pavlakovich and seconded by Elizabeth Mullaugh to approve the French Club Field Trip Request for April 2, 2019. Motion passed with all members present voting in the affirmative unless otherwise noted.

5.2.3.GSA Field Trip Request

A motion was made by Elizabeth Mullaugh and seconded by Connie Kindler to approve the GSA Field Trip Request for March 29, 2019. Motion passed with all members present voting in the affirmative unless otherwise noted.

Tim Wendling noted that our current enrollment is at 186. He announced that the musical runs March 21, 22, and 23, 2019. Tickets are on sale through our website. He also noted that the musical contains mature scenes and language content.

6. Board President's Report

6.1. Statement of Financial Interests – Sean Galloway reminded board members to complete and submit their Statement of Financial Interests by May 1, 2019.

7. Treasurer's Report

7.1. Financial Statements - Dawn Mull distributed copies and discussed the financial statements.

7.2. Line of Credit Update – Mrs. Mull stated the line of credit is at a zero balance.

8. Other Fiscal Matters – N/A

9. Budget Administration – N/A

10. Personnel Matters

10.1. Tuition Reimbursement – Tim Wendling

10.2. Tuition Reimbursement – Kim Dickerson

10.3. Tuition Reimbursement – Katherine Deane

A motion was made by Fina Salvo and seconded by David Herman to approve tuition reimbursement requests from Tim Wendling, Kim Dickerson and Katherine Deane. Motion passed with all members present voting in the affirmative unless otherwise noted.

10.4. Permission to Enroll – Erica Leonard

A motion was made by Christy Pavlakovich and seconded by Fina Salvo to approve a Permission to Enroll in Reimbursable Credits from Erica Leonard. Motion passed with all members present voting in the affirmative unless otherwise noted.

10.5. Retirement Letter – Rosemary Battista

Mr. Wendling informed the Board that a retirement letter was received from Rosemary Battista, Dance Teacher, effective at the end of the current school year. Dr. Zehner discussed drafting a letter the board sends to retirees.

- 10.6. Permission to post for anticipated openings: lunch aide, dance teacher, and school nurse.

Mr. Wendling stated the need to hire a new cafeteria aide. He also informed the board that with the addition of a full-time nurse and the need to hire a new dance teacher for 2019-2020 school year, we should advertise now. If a candidate is chosen, they will have appropriate time to notify their current employer. Most teaching staff are on a contract and must give 60 days' notice.

A motion was made by Glenn Zehner and seconded by Christy Pavlakovich to advertise for a cafeteria aide, dance teacher and school nurse. Motion passed with all members present voting in the affirmative unless otherwise noted.

11. Committee Reports – N/A

12. Policies, Programs, and Governing Documents

- 12.1. Homebound Instruction Policy – First reading of policy.

13. Information Items

- 13.1.1. CRAE Report – Elizabeth Mullaugh gave the report in David Skerpon's absence. The CRAE Board met at the end of February.

EITC is currently wrapping up for this year. We did very well, with a balance of a little over \$200,000. The second installment of the five year Alexander Grass contribution should be in this or next month.

The board is discussing an event around CASA Live! It would not be the ticketed event done in previous years. CRAE board thought we should give our donors a break.

A committee is in place to gather information for the "Wall of Donors" in the main part of CASA.

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, April 15, 2019 beginning at 6:30 p.m. at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

16. Adjourn Meeting – The meeting adjourned at 6:51 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 PM on the dates listed, at CASA Charter School, 150 Strawberry Square, Harrisburg, PA, unless otherwise indicated.

<u>Day</u>	<u>Date</u>
Monday	April 15, 2019
Monday	May 13, 2019 (2 nd Monday)
Monday	June 17, 2019