

**Capital Area School for the Arts Charter School
Meeting of the Board of Trustees
September 16, 2019**

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, September 16, 2019 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board members in attendance: Sean Galloway (on phone), Brian Griffith, Christopher Healy, David Herman, Dawn Mull, Elizabeth Mullaugh, Fina Salvo, Audrey Sanders (on phone), and Glenn Zehner

Others/public in attendance: David Skerpon, Tim Wendling and Sue Hill

Board members not in attendance: Karen Degenhart, Frank Fleishman, Connie Kindler

1. Call to Order – Fina Salvo called the meeting to order at 6:30 p.m.
2. Roll Call/Additions to the Agenda/Administrative – Ms. Salvo noted the addition of 8.5 Tuition Reimbursement to the agenda for approval.
3. Public Comment on Agenda Items – N/A
4. Approval of Minutes – Board Meeting Minutes for September 16, 2019

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

5. Principal/CEO Report
 - 5.1. Enrollment Update – Tim Wendling stated student enrollment is at 200 students coming from 29 different school districts. Of the current enrollment, 30 are identified as special education students.
 - 5.2. Items for Approval
 - 5.2.1. Field Trip Request – Surgery Live! At Whitaker Center – Mrs. Cole will take students interested in medical careers to this showing on December 12, 2019. Students will pay the \$25 fee to attend. CASA will pay for the chaperone.
 - 5.2.2. Field Trip Request – PA Renaissance Faire – The academic teachers will take 9th and 10th grade students on October 10, 2019. Students will pay the \$15 fee to attend. There is no fee for chaperones.

A motion was made by Brian Griffith and seconded by Elizabeth Mullaugh to approve field trips to the Whitaker Center on December 12, 2019 and the PA Renaissance Faire on October 10, 2019. Motion passed with all members present voting in the affirmative unless otherwise noted.

- 5.2.3. Fund-Raiser Request – The National Honor Society is requesting permission to raise money to support community service efforts and NHS induction costs.

A motion was made by Elizabeth Mullaugh and seconded by Glenn Zehner to approve a fundraiser request for the National Honor Society. Motion passed with all members present voting in the affirmative unless otherwise noted.

- 5.2.4. Facility Use Request – Open Stage has submitted a request to use our facility for rehearsals. In turn they will allow CASA to use Open Stage for the fall play next year free of charge. Mr. Wendling stated there are no conflicting dates with this request.

A motion was made by Elizabeth Mullaugh and seconded by Dawn Mull to approve a facility use request from Open Stage. Motion passed with all members present voting in the affirmative unless otherwise noted.

Tim Wendling noted his interest in requiring and obtaining clearances for all board members. He asked board members to consider this for discussion.

6. Board President's Report – Fina Salvo updated the board on establishing a facilities committee. Brian Griffith volunteered chair the committee. Elizabeth Mullaugh, Glenn Zehner, Karen Degenhart, and a few CRAE members expressed interest in being on the committee. David Herman has sent a few suggestions of people in the realty profession to consider. David Skerpon noted that Harrisburg University has expansion/building plans coming up and it may be worth speaking with them.

7. Treasurer's Report

- 7.1. Financial Statements – Dawn Mull distributed and reviewed financial statements. David Skerpon stated that a check will be forthcoming from CRAE. Audrey Sanders is currently the treasurer of CRAE. Requests from CASA for funds should be directed to Audrey Sanders and David Skerpon.

- 7.2. Line of Credit Update – Mrs. Mull stated the line of credit is still at \$0.

8. Other Fiscal Matters

- 8.1. IDEA Sub-Grant Contract – Mr. Wendling requested board approval to enter into a sub-grant contract agreement with the Capital Area Intermediate Unit to accept IDEA funds in the amount of \$25,161.78.

A motion was made by Elizabeth Mullaugh and seconded by Dawn Mull to accept IDEA funds for the 19-20 school year. Motion passed with one member abstaining and all other members present voting in the affirmative.

8.2. PDE Lease Reimbursement Application

A motion was made by Elizabeth Mullaugh and seconded by Glenn Zehner to request lease reimbursement from the PA Department of Education. Motion passed with all members present voting in the affirmative unless otherwise noted.

8.3. Keystone Human Services – Student Assistance Program Services

A motion was made by Brian Griffith and seconded by Christopher Healy to approve the Student Assistance Program Services Contract with Keystone Human Services for the 2019-2020 school year. Motion passed with all members present voting in the affirmative unless otherwise noted.

8.4. Annual Employer Group Agreement – UPMC Health Insurance

A motion was made by David Herman and seconded by Elizabeth Mullaugh to approve the annual Employer Group Agreement with UPMC. Motion passed with all members present voting in the affirmative unless otherwise noted.

8.5. Tuition Reimbursement Request – Erica Leonard (EDG 658)

A motion was made by Brian Griffith and seconded by Audrey Sanders to approve a request for tuition reimbursement for Erica Leonard. Motion passed with all members present voting in the affirmative unless otherwise noted.

9. Budget Administration – N/A

10. Personnel Matters – N/A

11. Committee Reports – N/A

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

13. Information Items

13.1. CRAE Report

- David Skerpon gave an update and distributed copies of CRAE's budget.
- There continues to be confusion as to what CRAE actually is. There is a recommendation to change the name to CASA Foundation.

- Shannon Lawson is on CRAE's subcommittee for grant writing. CRAE is interested in contracting with Ms. Lawson regarding grant writing and marketing ideas. A meeting is scheduled with her at the end of the month.

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 Tuesday, October 15, 2019 at 6:30 p.m.
16. Adjourn Meeting – The meeting was adjourned at 6:56 p.m.

A motion was made by Elizabeth Mullaugh and seconded by David Herman to adjourn the meeting at 6:56 p.m. Motion passed with all members present voting in the affirmative unless otherwise noted.

**Capital Area School for the Arts Charter School
Board of Trustees
Meeting Dates for 2019-2020**

All meetings begin at 6:30 p.m. at
CASA Charter School
150 Strawberry Square
Harrisburg, PA 17101

Tuesday, October 15, 2019
Monday, November 18, 2019
Monday, December 16, 2019
Tuesday, January 21, 2020
Tuesday, February 18, 2020
Monday, March 16, 2020
Monday, April 20, 2020
Monday, May 18, 2020
Monday June 22, 2020