

## **Capital Area School for the Arts Charter School**

Meeting of Board of Trustees

February 10, 2014 – 10 A.M.

Held at CASA Charter School

150 Strawberry Square, Harrisburg, PA

### **Minutes**

The CASA Charter School Board of Trustees held a Board meeting on February 10, 2014, at the CASA Charter School in Harrisburg, PA.

Board members in attendance were: Sean Galloway, Lois Lehrman Grass, David Herman, Elizabeth Mullaugh, Christine Pavlakovich, Audrey Sanders, David Skerpon, Caryn Watson and Glenn Zehner.

Board members not in attendance: Perrise Hatcher

Others/public in attendance were: Timothy Wendling, Principal of CASA; Sue Hill, CASA; Cheryl Giles-Rudawski, CAIU; Brian Griffith, CAIU; and Joshua Pollak, Latsha, Davis & McKenna, P.C.

- 1. Call to Order** – At 10:00 a.m., Mr. Skerpon called the meeting to order.
- 2. Roll Call/Additions to Agenda/Announcements**
  - 2.1 Roll Call – Board members in attendance are noted above.
  - 2.2 Additions to Agenda – No additions.
  - 2.3 Announcements – Nothing to report.
- 3. Public Comments on Agenda Items** - There were no public comments.
- 4. Approval of Minutes**
  - 4.1 *A motion was made by Dr. Zehner and seconded by Ms. Sanders to accept the minutes from the Board meetings of January 13, 2014. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*
- 5. Administrative** - There were no administrative items.
- 6. Principal's Report**
  - 6.1 Enrollment Update – Our current enrollment is 135 full-time students

6.2 Other Items –

We have two upcoming audition dates scheduled for Saturday, February 22, 2014 and Friday, March 21, 2014. There are 32 confirmed auditions scheduled for these days and 28 waiting on confirmation. Applications continue to come in daily.

Mr. Wendling noted that he would like to have an English teacher teach our AP English class and attend the AP Teachers' Institute for Teaching AP Classes. The cost of the training is roughly \$1,000.

Mr. Wendling discussed summer school. He inquired as to how we should handle failing students. Ms. Mullaugh suggested a summer school proposal be developed and brought to the board.

Mr. Wendling noted that graduation is scheduled for June 5, 2014. Because of the inclement weather we've recently been experiencing, the last day of school will now be June 9, 2014 for students in Grades 9 – 11. Additional days will be added if necessary. Dr. Zehner stated that seniors can graduate on the date approved on the original calendar. He will review this policy with PDE.

Mr. Wendling informed the Board that a letter has been received from PSERS requesting information in order to determine eligibility for employee retirement enrollment. Mr. Galloway stated he would gather the information.

7. **Board Chair's Report** - There was nothing to report.

8. **Treasurer's Report**

Mr. Galloway stated that we are now receiving tuition monies from districts through the state subsidy program. He apologized for not having a handout. Our auditors are currently working on new statements that will include the school credit card receipts.

9. **Budget Administration**

10. **Other Fiscal Matters**

**10.1 Schoolwires Contract** – Mr. Skerpon stated that our school website is outdated and not easy to work with. Mr. Wendling has been in contact with Schoolwires and would like to start using this as our new website as soon as possible. Ms. Mullaugh stated that we are all in agreement with the switch, but it should be reviewed by Dave Myers from the CAIU to ensure it is not a duplicate expense and the legalities of the contract.

*A motion was made by Mrs. Lehrman-Grass and seconded by Ms. Watson to approve the Schoolwires Contract with the stipulation that Mr. Wendling review it with the CAIU first. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

11. **Personnel Matters**

- 11.1 Staff Health Insurance Update – Ms. Pavlakovich updated the health coverage plan for employees. Each plan had to be underwritten individually. She asked if we needed approval from Harrisburg School District before we make a motion to approve this plan. Mr. Pollak stated that a motion to approve a plan needs to be approved by our board first. Mr. Skerpon stated he would like to offer this plan, but also offer the employees the option of the benefits exchange. Ms. Mullaugh inquired what the timeframe would be for this plan. Ms. Pavlakovich stated more than likely start up would be April 1, 2014.

The Board agreed that a plan needed to be adopted and voted on today. They would adopt a plan and authorize the finance committee to finalize the details.

*A motion was made by Ms. Mullaugh and seconded by Mr. Galloway to approve the Staff Health Care Plan with a cap of \$15,500 contingent upon finalization by the Board Finance Committee.*

## **12. Committee Reports –**

- 12.1 Curriculum Committee Meeting – A curriculum committee was held on January 15, 2014. There were two postponements due to the inclement weather. A savings has been brought to our attention in regards to CAOLA. We were paying \$70,000 per quarter, but that has been dropped to about \$33,000 due to the fact that English and Social Studies are now being taught live.

Graduation requirements were discussed. Current requirements call for two health and physical education credits. This is a CASA Charter School requirement – not a state requirement – the state requirement is one credit. This can easily be changed. The mid-year and end of year performance takes care of the graduation project requirement.

- 12.2 Community Outreach Committee – Ms. Watson noted that she has been working with local middle schools and Ms. Hatcher has been working with local churches.

## **13. 2014-15 Academic Year Planning**

- 13.1 Budgeting Priorities

13.1.1 Faculty

13.1.2 Space Requirements

## **14. Policies, Programs and Governing Documents**

- 14.1 First Reading of Policies

The following policies were distributed to the Board for a first reading.

Policy #602 - Fiscal Objectives

Policy #603 – Budget Preparation

Policy #607 – Subsidy Income  
Policy #608 – Bank Accounts  
Policy #610 – Purchases Subject to Bid  
Policy #611 – Purchases Budgeted  
Policy #612 – Purchases Not Budgeted  
Policy #613 – Cooperative Purchasing  
Policy #614 – Payroll Authorization  
Policy # 615 – Payroll Deductions  
Policy #616 – Payment of Claims  
Policy #618 – Activity Accounts  
Policy #619 – School Audit  
Policy #620 – Fund Balance  
Policy #622 – GASB Statement 34  
Policy #625 – Procurement Cards

**15. Information Items**

15.1. CRAE Update

15.1.1 Underwriter for graduation ceremony at Museum

15.1.2 Presenter for award at CASA Closing Performance/Reception

**16. Public Comment on Non-Agenda Items**

**17. Next Board Meeting Date**

The next meeting of the CASA Charter School Board of Trustees is scheduled for Monday, March 10, 2014 beginning at 10:00 a.m. at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

**18. Adjournment**

*A motion was made by Mr. Skerpon and seconded by Ms. Mullaugh that the meeting be adjourned. Motion passed with all members present voting in the affirmative unless otherwise noted. The motion was approved unanimously.*

The meeting adjourned at 11:25 a.m.