

Capital Area School for the Arts Charter School
Meeting of Board of Trustees
March 10, 2014 – 10 A.M.
Reconvened March 21, 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 March 10, 2014, at the CASA Charter School in Harrisburg, PA.

Board members in attendance were: Lois Lehrman Grass, David Herman, Elizabeth Mullaugh, Christine Pavlakovich (on telephone), Audrey Sanders, David Skerpon, and Glenn Zehner.

Board members not in attendance: Sean Galloway, Perrise Hatcher, and Caryn Watson

Others/public in attendance were: Timothy Wendling, Principal of CASA; Sue Hill, CASA; 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. Mullaugh to accept the minutes from the Board meeting of February 10, 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 – We currently have 131 full-time students enrolled. We have lost a few students in foster care (moved or placed elsewhere), and one student, age 18, signed herself out.

6.2 Other Items

Mr. Herman inquired about the audition process. What happens after an audition is done? Mr. Wendling stated that students who have auditioned and been accepted have been notified by April 15, 2014. We are continuing to audition.

Mr. Herman asked if seniors and will have enough hours because of the winter weather, delays and closings. Mr. Wendling noted that we will be counting after school rehearsals for the seniors. The rehearsals are part of the curriculum and will enable the seniors to graduate on June 5, 2014. The last day for 9th through 11th grade will be June 10, 2014.

Mr. Wendling discussed summer school. CAOLA offers credit recovery for \$130 per course. He recommended that the students pay for the course. Mr. Pollak noted that the exception to this would be if a student has an IEP.

Mr. Wendling discussed problems with transportation and the West Shore School District. They have been consistently late arriving to school in the mornings. He is in contact with the district to correct the situation. Mr. Pollak stated that the statue is very clear and that adequate transportation must be provided.

Mr. Wendling stated that the cost for graduation is considerably less than anticipated. Graduation announcements are a cost for students. He passed out a handout. The logo will be free of cost if we choose what was provided.

7. Board Chair's Report

- 7.1 Nominating Committee – Discussion was held in regards to bringing on a new board member. Ms. Mullaugh stated that a nominating committee would be a good idea and a great starting point. Discussion was held about bringing on a parent member. Mr. Pollak commented that a new legislative provision may be passed requiring parent participation. This would put us one step ahead. Mr. Skerpon appointed Ms. Mullaugh as chair of the nominating committee.

David Herman, Sean Galloway, Audrey Sanders and Glenn Zehner are up for reelection.

8. Treasurer's Report

Mr. Herman spoke on Mr. Galloway's behalf. Business as usual for the month. A Treasurer's Committee Meeting was held and is working on next year's budget. A rough draft puts us at a \$100,000 deficit based on an enrollment of 180 students.

Mr. Pollak inquired if PSERS reimbursement was taken into account for this deficit. Ms. Mullaugh stated that Mr. Galloway is aware of this. Mr. Pollak stated a contribution of 17% to PSERS for staff. Mr. Galloway has not been forecasting this reimbursement. He suggested

another alternative to consider an alternative plan than PSERS. Employer costs are continuing to rise up to 30 percent in the next few years. Other districts have gone to PSERS to get an alternative plan approved. Typically employer contribution has been 5%. The 17% that we put in does not go to all employees. There are two approaches to these alternative plans: require employees to go for a 401-B plan or apply directly to PSERS.

9. Budget Administration

10. Other Fiscal Matters

10.1 Ratify Expenditure for Spanish Tutor – We had the opportunity to hire a Spanish Tutor for four hours per week at \$20 per hour.

A motion was made by Mrs. Lehrman Grass and seconded by Dr. Zehner to approve the expenditure of hiring of a Spanish Tutor for four hours per week at \$20 per hour. 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 stated we received a 5/1/2014 rate. This is very similar to the rates discussed at the last board meeting. We settled on the right cost sharing would be 8% (which matches CAIU's). When you add on the ancillary conditions, it is an additional \$10,000 a month. Currently \$15,000 a month. We need to discuss these benefits. In most cases – vision – we have to pay 80%. Ancillary are dental, vision, life, disability. She inquired if the finance committee is ok with the 5/1/14 rate of 8%. No decision on the ancillary rate. Mr. Herman asked if it makes sense to do it all at once. Ms. Pavlakovich stated it would. We would have to have all of the paperwork turned in by the first week of April. Our vision rates are outstanding (\$1,500 a month) four-year rate locked rate also. April 8, 2014 would be the final due date.

Mr. Herman stated that the regular medical coverage costs put us over and with ancillary it will be well over. He also asked if other schools make this a choice. Time will be scheduled with staff to complete paperwork.

A decision needs to be made with regards to health coverage. The meeting was turned over to Ms. Pavlakovich. The finance committee met to review the presentation that was emailed to the whole board. Page 17 is the page to be reviewed. The good news is for our current consensus (including Julie Segarra) is \$198 thousand yearly. The ancillary benefits must be made available to all employees covered by our insurance. The proposal being presented today is very cost effective.

Mrs. Mullaugh made a recommendation that the health piece is non-negotiable. This is the plan that we need to have for our charter according the Harrisburg School District. The other side is we are recommending a 10% cost sharing of the health part of the benefit package. The ancillary benefit more than makes up for this.

The benefits will become effective May 1, 2014. We would like to be on the same cycle as the Harrisburg School District. Their cycle is 7/1 – 6/30/

The alternative would be to hold off and start with benefits effective 7/1/14.

Ms. Mullaugh stated that the numbers are daunting, but feels like this is the best way to go. Ms. Pavlakovich stated she is very comfortable that our benefit package is competitive and reasonable.

A motion was made by Ms. Sanders and seconded by Ms. Hatcher to approve the health benefits package at a 9% cost sharing. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

- 11.2 Faculty Hiring – Mr. Wendling noted that Jeff Garofalo will be resigning his position as a Science Teacher effective at the close of business May 16, 2014. The Board authorized Mr. Wendling to proceed with the hiring of a new Science Teacher.

12. Committee Reports

- 12.1 Curriculum Committee
- 12.2 Community Outreach Program – Ms. Watson is working with Mr. Wendling with outreach ideas for the dance program. She is putting together information to recruit more dancers. Mr. Herman stated that the budget is tied to 180 students. This is the only way the budget will work.

13. 2014-15 Academic Year Planning

- 13.1 Budgeting Priorities

14. Policies, Programs and Governing Documents

- 14.1 Second Reading of Board Policies – Dr. Zehner informed the board that we would table the second reading of these policies for further correction. They will be presented at a later time.

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 – Mrs. Lehrman Grass noted that the yearend reception is in the works. Invitations were mailed the second week of March. Also, there will be no cost/expense for graduation for CASA. David Volkman has agreed to underwrite the fee.

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, May 12, 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.