

Capital Area School for the Arts Charter School  
Meeting of Board of Trustees  
October 13, 2015  
5:30 p.m.

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on October 13 at 5:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board members in attendance: Elizabeth Mullaugh, Sean Galloway, Perrise Hatcher, Connie Kindler, Caryn Watson (on phone), David Herman, and David Skerpon

Board members not in attendance: Christine Pavlakovich, Audrey Sanders, Frank Fleishman, and Glenn Zehner.

Others/public in attendance: Timothy Wendling

1. Call to Order - Ms. Mullaugh called the meeting to order at 5:30 p.m.
2. Roll Call/Additions to Agenda/Announcements
  - 2.1. Roll Call - Board members in attendance are noted above.
  - 2.2. Additions to the Agenda – Review and Approve an amendment to Policy 200
  - 2.3. Announcements - None.
3. Public Comment on Agenda Items - None.
4. Approval of Minutes - Ms. Mullaugh stated the September meeting minutes would be provided for review and approval at the November 9, 2015 meeting.
5. Board Chair's Report - Ms. Mullaugh shared that Vicki Chambers has resigned from the board of CASA. Vicki's son graduated from CASA in 2015 and is attending Temple University. Her schedule does not allow her the time to continue to serve on the board.

In addition, Ms. Mullaugh shared that at the Finance Committee meeting it was decided that we need to bond our board Secretary and Treasurer at the level of \$250,000.00. The application process will begin upon board approval.

*A motion was made by David Herman and seconded by Perrise Hatcher to approve application and bonding of Sean Galloway, Treasurer and David Skerpon, Secretary at the amount of \$250,000.00. The vote was approved unanimously.*

## 6. Principal's Report

6.1 Enrollment/Admission Update - As of this meeting's date, our enrollment is at 186 students.

### 6.2 Other Issues

6.2.1. Keystone Exams: Mr. Wendling shared the 2015 report he has received from the PDE. CASA saw a significant improvement in scores for AP Students, All Testers, and 11<sup>th</sup> grade students tested. AP Students were tested in English Literature and Composition. All Testers as well as 11<sup>th</sup> grade students were tested in Algebra, Biology, and Literature. CASA 2015 AP Students scores improved over 2014. CASA 2015 all testers as well as 11<sup>th</sup> grade students scored above state averages in all subjects and saw a significant increase in scores from 2014.

7. Treasurer's Report - Mr. Galloway stated that bills sent to school districts from July 1, 2015 through October have not been paid to CASA resulting in our Accounts Receivable totaling \$537,000. Tuition payments are not coming in because of the budget impasse. We are monitoring our bills closely.

## 8. Budget Administration

8.1. Rent Reimbursement received. We received from PDE a direct deposit of approximately \$26,000.00

8.2. Borrowing to meet cash flow needs. Mid Penn Bank has offered CASA a line of credit at 75% of our account receivable balance less than 120 days old. The maximum borrowing is \$400,000.00. Interest rate will be at the floor of 4.5%. Our rate increases by .25 percent if we do not have a primary checking account at Mid Penn Bank. The loan must be paid in full by June 30, 2016. Sean Galloway provided the board resolution for review which included the terms of the loan.

*A motion was made by Perrise Hatcher and seconded by Connie Kindler to approve the board resolution outlining the details of the line of Credit being offered to CASA Charter School by Mid Penn Bank and to move our primary checking account to Mid Penn Bank to save the .25 percent. The vote was approved unanimously.*

8.3. CRAE Funds: Mr. Galloway stated it was necessary to transfer funds of \$45,404.91 from our CRAE account to our CASA account.

*A motion was made by Sean Galloway and seconded by David Herman to request the transfer of funds of \$45,404.91 from CRAE to CASA. The motion*

*was approved unanimously.*

9. Other Fiscal Matters

- 9.1. A contract for rehearsing and presenting the Spring Musical at Whitaker Center in the spring of 2016 was reviewed and a copy presented to all board members. In 2016, the Musical was rehearsed and presented at the theater in the State Museum. Overall savings in 2016 versus 2015 is \$3641.00

*A motion was made by Connie Kindler and seconded by David Herman to approve and sign the contract with Whitaker Center for the 2016 musical. The vote was approved unanimously.*

10. Personnel Matters – None

11. Committee Reports -

- 11.1. HR/Personnel: Principal/CEO Evaluation: Ms. Mullaugh stated that she has scheduled a meeting on October 29, 2016 to review the annual performance evaluation with Mr. Wendling.

- 11.2. The Compliance Committee is to meet following the Trustees meeting.

12. Policies, Programs and Governing Documents

- 12.1 Ms. Hatcher reviewed a recommended amendment to Policy 200. The added language concerning enrollment was reviewed with the board in detail.

*A motion was made by Perrise Hatcher and seconded by Sean Galloway to approve the amendment to Policy 200 as presented. The vote was approved unanimously.*

13. Informational Items -

- 13.1 CRAE Update – In Ms. Sander’s absence, Ms. Mullaugh provided an update.

- 13.1.1 Engagement of a Grant Writer: Teri Guerrisi has been offered and accepted the position through June 30, 2016 at a rate of \$40.00 per hour, 10 hours a week for 39 weeks at a cap of \$15,600.00

- 13.1.1.2 Wells Foundation Grant approved for \$15,000.00. Although the Wells Foundation stated the check had been sent, it has not been received to date.

- 13.1.1.3 An application for a grant of \$7500.00 was submitted to the Children’s Home Foundation. A decision for the grant will be made at the October 27<sup>th</sup> meeting of the Children’s Home Foundation board.

- 13.1.1.4. September Soiree – The Soiree hosted by Sylvie and Gary St. Hilaire raised over

\$16,000.00. In addition to the financial success, exposing our school, programs, and students to new potential donors has been a great added benefit of the evening.

13.1.1.5. LHA Project – Ms. Mullaugh met with the LHA team selected to develop the Alumni Network program and shared that they are excited and positive about the opportunity to support CASA with this important project.

14. Public Comment on Non-Agenda Items - None.

15. Next Board Meeting Date - The next meeting of the CASA Charter School Board of Trustees is scheduled for Monday, November 9, 2015 beginning at 5:30 p.m. at CASA Charter School, 150 Strawberry square, Harrisburg, PA.

16. Adjourn Meeting - The meeting was unanimously adjourned at 6:18 pm

The schedule of regular meetings of the CASA Charter School Board of Trustees for the remainder of the 2015-16 school year is as follows:

Date	Day	Start Time	Meeting Location
November 9, 2015	Monday	5:30 PM	CASA Charter School
December 14, 2015	Monday	5:30 PM	CASA Charter School
January 11, 2016	Monday	5:30 PM	CASA Charter School
February 8, 2016	Monday	5:30 PM	CASA Charter School
March 14, 2016	Monday	5:30 PM	CASA Charter School
April 11, 2016	Monday	5:30 PM	CASA Charter School
May 9, 2016	Monday	5:30 PM	CASA Charter School
June 13, 2016	Monday	5:30 PM	CASA Charter School