

Capital Area School for the Arts Charter School

Meeting of Board of Trustees

October 14, 2014 – 5:30 P.M.

Held at CASA Charter School

150 Strawberry Square, Harrisburg, PA

Minutes

The CASA Charter School Board of Trustees held a Board meeting on October 14, 2014, at the CASA Charter School in Harrisburg, PA.

Board members in attendance were: Sean Galloway, Lois Lehrman Grass, David Herman, Elizabeth Mullaugh, Caryn Watson, and on the phone: Audrey Sanders, Vicki Chambers and Glenn Zehner.

Others/public in attendance were: Sue Hill, CASA

1. Call to Order – At 5:35 p.m., Ms. Mullaugh called the meeting to order in Mr. Skerpon's absence.

2. Roll Call/Additions to Agenda/Announcements

2.1 Roll Call – Board members in attendance are noted above.

2.2 Additions to Agenda – Mrs. Chambers sent an informational letter regarding PTO funding for the board's perusal/discussion.

2.3 Announcements – Nothing to report.

3. Public Comments on Agenda Items

There were no public individuals present at the meeting and there were no public comments on the agenda.

4. Approval of Minutes

4.1 *September 8, 2014 – A motion was made by Mrs. Grass and seconded by Ms. Watson to accept the minutes from the Board meeting on September 8, 2014 as presented. 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 – In Mr. Wendling's absence, Ms. Mullaugh reported that the enrollment is steady at 180 full-time students.

- 6.2 Staff Update – There were no changes to faculty/staff to report.
- 6.3 Comprehensive Plan – The plan will be posted on the website by the end of the week and will be posted for the maximum time allotted for review.
- 6.4 Graduation Requirements – At Mr. Wendling’s request, updated graduation requirements for school year 2015-2016 were presented.

A motion was made by Mr. Galloway and seconded by Mr. Herman to approve the graduation requirements as presented. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

- 6.5 Clubs – At Mr. Wendling’s request, the Board was asked to approve the formation of the following student clubs: CASA Faith Club and Hip Hop Club.

A motion was made by Ms. Watson and seconded by Mr. Galloway to approve the clubs as presented. Motion passed with all members present voting in the affirmative with one abstention from Lois Lehrman-Grass. The vote was approved.

- 6.6 Educational Tour – Tabled until next meeting.
- 6.7 CAIU IDEA Funding Agreement – Tabled until next meeting.
- 6.8 Keystone Human Services Contract – Tabled until next meeting.

7. Board Chair’s Report

In Mr. Skerpon’s absence, there was no Board Chair’s report.

8. Treasurer’s Report

Mr. Galloway briefly updated the Board on school’s finances. School payments are beginning to be received which will alleviate cash flow issues.

9. Budget Administration

- 9.1 Ratify funding request to CRAE for \$50,000 – Mr. Galloway requested that the Board ratify a funding request to CRAE for \$50,000 to help alleviate cash flow issues until school payments are received.

A motion was made by Mr. Galloway and seconded by Ms. Grass to ratify the request. Motion passed with all members present voting in the affirmative. The vote was approved.

10. Other Fiscal Matters

- 10.1 Diana M. Reed and Associates Engagement Letter – Mr. Galloway presented an engagement letter from Diana M. Reed and Associates for the current school year for Board approval.

A motion was made by Mrs. Grass and seconded by Mrs. Sanders to approve the engagement letter pending review by counsel. Motion passed with all members present voting in the affirmative. The vote was approved.

10.2 Cafeteria Floor

Ms. Mullaugh informed the Board that Harristown Property Services offered to split the cost of installing vinyl tile on the cafeteria floor. Due to the current budget deficit, the Executive Committee recommends that the cafeteria floor remain as is. The Board affirmed that decision by consensus.

11. Personnel Matters

There were no personnel matters to discuss.

12. Committee Reports

There were no committee reports presented.

13. Policies, Programs and Governing Documents

13.1 Approval of Policies

13.1.1 Policy #246 – Student Wellness

A motion was made by Mr. Herman and seconded by Ms. Watson to approve the policy as presented. Motion passed with all members present voting in the affirmative. The vote was approved.

14. Information Items

14.1 CRAE Update - Mrs. Sanders updated the Board on CRAE activities.

14.2 EITC Update – Mrs. Sanders stated that CASA and CRAE have been approved to receive EITC funds. Mr. Herman stated that Mr. Skerpon suggested the target for EITC funds for this school year be \$100,000.

15. Public Comment on Non-Agenda Items – There was no public comment.

16. Next Board Meeting Date – The next meeting of the CASA Charter School Board of Trustees is scheduled for Monday, November 10, 2014 beginning at 5:30 p.m. at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

17. Adjournment

A consensus was made that the meeting be adjourned. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

The meeting adjourned at 6:20 p.m.