

Capital Area School for the Arts Charter School

Meeting of Board of Trustees

October 14, 2013 – 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 October 14, 2013, at the CASA Charter School in Harrisburg, PA.

Board members in attendance were: Sean Galloway, Lois Lehrman Grass, Perrise Hatcher, David Herman, Elizabeth Mullaugh, David Skerpon, Caryn Watson, and Glenn Zehner.

Board members not in attendance: Christine Pavlakovich and Audrey Sanders

Others/public in attendance were: Timothy Wendling, Principal of CASA; Sue Hill, CASA; and Pete Wilsom, 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 – Attached
- 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 *August 12, 2013 – A motion was made by Mrs. Lehrman Grass and seconded by Ms. Mullaugh to accept the minutes from the Board meeting on August 12, 2013 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 – Mr. Wendling stated that current enrollment is at 134 full-time students and 12 half-time students.
- 6.2 Staff Update

Mr. Wendling stated that the special education teacher should be released by Lower Dauphin School District no later than November 1, 2013. Her current district was holding her for sixty days or until a replacement has been found.

Mr. Wendling stated that the part-time cafeteria aide has moved onto another job. October 18, 2013 is her last day. We are currently looking to fill this position.

6.3 Other Items

Mr. Wendling handed out a draft of the CASA Walk brochure for board review and approval. The walk is set for October 24, 2013. He raised the question of who we should honor, i.e., CASA Board of Trustees and CAIU Staff (Brian, Cheryl, Cindy, Darren).

Mrs. Lehrman Grass asked to review each honoree with the board. She asked for more information on Jontrae Williams and Studio A.

Mr. Wendling stated that Jontrae Williams is with Three Act Real Productions (marketing). Kelly Summerfield is on the Harrisburg City Council and has a hand in the "City Black Showcase." Mrs. Lehrman Grass noted that in previous walks, honorees were more the contributors, not the actual artists. Next year we should review honorees earlier. Ms. Watson inquired if it was too late to add to the list. Mr. Wendling stated that it was still possible to make additions.

7. Reports and Presentations from Board Chair, Committees and Management

8. Treasurer's Report

Mr. Galloway had a few handouts (attached). A few notables:

- Operating Contributions are from CRAE
- Property – the CAIU bills us quarterly
- Professional Fees - \$0 balance currently because we haven't begun to pay for the special education teacher yet
- PSERS is working as setting us up as our own entity. The teachers will be retroactively credited their service and dollar amount due.

9. Budget Administration - There were no budget administration items to report.

10. Other Fiscal Matters

10.1 The Reinvestment Fund (TRF) Grant

Mr. Galloway stated that we are still waiting on invoices—some reporting still to be done.

- 10.2 School Psychologist Testing – We have two students who need evaluated. The fee is \$400 for testing and psychological services. Brooke Yelletz has agreed to this and will provide the service as a reasonable fee per student.

October 14, 2013 – A motion was made by Dr. Zehner and seconded by Ms. Hatcher to utilize the services of Brooke Yelletz until a written contract for services is received. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

- 10.3 HSD Contracted Students Contract

October 14, 2013 – A motion was made by Ms. Mullaugh and seconded by Mr. Galloway to approve the Harrisburg School District Contracted Students Contract. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

11. Personnel Matters

- 11.1 Hiring Update

A motion was made by Mrs. Lehrman Grass and seconded by Ms. Watson to hire Julie Cigara as a Special Education Teacher at an annual salary of \$50,500, pro-rated. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

12. Policies, Programs and Governing Documents

- 12.1 First Reading of the Following Policies

- 12.1.1 Policy #203 - Communicable Diseases
- 12.1.2 Policy #203.1 - HIV Infection
- 12.1.3 Policy #207 - Confidential Communication
- 12.1.4 Policy #208 - Withdrawal from School
- 12.1.5 Policy #209.1 - Pediculosis
- 12.1.6 Policy #213 - Assessment of Student Placement
- 12.1.7 Policy #215 - Promotion and Retention
- 12.1.8 Policy #216.1 - Supplemental Discipline
- 12.1.9 Policy #217 - Graduation Requirements
- 12.1.10 Policy #218.2 - Terroristic Threats/Acts
- 12.1.11 Policy #221 - Dress and Grooming
- 12.1.12 Policy #222 - Tobacco Use
- 12.1.13 Policy #224 - Care of School Property
- 12.1.14 Policy #226 - Searches

13. Information Items

13.1 CRAE Update

Mrs. Lehrman Grass stated that a contract with Tpeck was initiated for office work. Work to do fundraising needs for CASA Charter School. Artists residence requests will be reviewed. In the process of updating a letter to previous donars to CASA Charter School. Not to make a fundraiser letter, but to make an UPDATE letter as to where we are now.

She also stated that we have a wonderful letterhead that Jeff Lybnch has done for us. Wells Foundation – letter of proposal was sent and followed p with a call. She has not heard anything back s=yet – sometime after November. It was a request for \$30,000 to pay for the carts and laptops (that we already purchased).

Mr. Herman noted that more computers are needed – they have not been ordered to date.

Mrs. Lehrman Grass stated that a date for the GALA has been confirmed. Tech support will be provided. It will be held at the Whitaker Center on May 15, 2014.

Mr. Herman inquired if the expenses for the GALA will be run through CRAE? Mrs. Lehrman Grass responded in the affirmative.

Mrs. Lehrman Grass stated that the CRAE Board will run the tech support and funding. Our teachers will be in charge of selectimg the art, etc.

Mrs. Lehrman Grass also stated that a letter to Eric Pappenfuse requesting a donation of books was delivered. She noted that with the upcoming election, she was not sure of the timeframe of responding to this request. Ms. Watson stated that whe will contact Mr. Pappenfuse to check the status of this request.

14. Public Comment on Non-Agenda Items – Nothing to report.

15. Next Board Meeting Date – The next meeting of the CASA Charter School Board of Trustees is scheduled for Monday, November 11, 2013 beginning at 10:00 a.m. at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

16. Adjournment

A motion was made by Ms. Mullaugh and seconded by Dr. Zehner 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 10:45 a.m.