

Capital Area School for the Arts Charter School

Meeting of Board of Trustees
September 8, 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 September 8, 2014 at CASA Charter School in Harrisburg, PA.

Board members in attendance were: David Skerpon, Lois Lehrman Grass, Perrise Hatcher, David Herman, Elizabeth Mullaugh, Christine Pavlakovich, Audrey Sanders, David Skerpon, Caryn Watson, Glen Zehner, Vicki Chambers.

Others/public in attendance were: Timothy Wendling, Principal of CASA; Sue Hill, CASA; and on the phone, Joshua Pollak, Latsha, Davis & McKenna, P.C.

1. Call to Order - At 5:30 p.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 Audrey Sanders and seconded by Lois Lehrman Grass to accept the minutes from the Board meeting of August 11, 2014. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*
5. Administrative – Nothing to report.
6. Principal's Report
 - 6.1 Enrollment Update – We currently have 180 full-time students.
 - 6.2 Staff Update – Tim Wendling informed the board that our substitute for Julie Segarra has been offered a full-time position elsewhere. Her last day will be September 8, 2014.
 - 6.3 Charter School Comprehensive Plan – The Comprehensive Plan committee is fully formed. Teachers will have an in-service day regarding the plan.

- 6.4 Graduation Requirements/PE-Health Credit – We currently require 2 credits for health and physical education. We are requesting 1.5 health and physical education credits. This can be discussed at the next board meeting. Dance can be counted as a gym credit. Mr. Herman asked if this year’s graduates will have 2 credits. Mr. Wendling noted that all seniors will have 2 credits for graduation.
- 6.5 Other Items – Mr. Wendling discussed the possibilities of having a musical. A budget set on the high side would be \$35,000. We do have fundraising ideas. We are looking at “Avenue Q.” We can get the rights to it. Mrs. Lehrman Grass inquired about the location of the musical. Central Penn College is an option. Mrs. Lehrman Grass stated that they have either 200 or 400 seats and good parking. Ms. Mullaugh stated that realistically \$25-\$35,000 would be the budget for the musical.

Mr. Skerpon asked if the PTO was assisting with the fundraising for the musical. Mrs. Chambers noted that the PTO is working on it – it will be tough. So far we have not received a lot of support from the parents. We are shooting for \$5,000. Mrs. Sanders inquired about the restaurant nights and how much money comes in from them.

Mr. Wendling stated that our biggest detriment is that our students live in so many different communities. We do not have a central location. Ms. Mullaugh stated it will be hard to raise that amount of money. We need a budget that has all the works in it. Mr. Wendling stated that the students want one more show to do – this is a big pull and could be a big thing for the future of our school. Ms. Mullaugh requested a new budget for the next meeting.

7. Board Chair’s Report

Mr. Skerpon discussed board committees. Audrey Sanders is stepping down as Chair of Curriculum. Dr. Glen Zehner will now chair the curriculum committee. The Policy Committee will be chaired by Perisse Hatcher. Caryn Watson will be the chair of Community Relations. We are also asking Vicki Chambers to be a part of the Community Relations Committee. Mr. Herman asked for meeting dates so he can advertise by the end of the month. Committee meetings need to be monthly or bi-monthly. They must be physical meetings.

8. Treasurer’s Report – Nothing to report.

9. Budget Administration – Nothing to report.

10. Other Fiscal Matters

- 10.1 Lunch Contract – Mr. Skerpon stated we have to approve the lunch contract with Harrisburg School District.

A motion was made by Elizabeth Mullaugh and seconded by Christine Pavlakovich to approve the lunch contract with Harrisburg School District. 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 – Benefits are in place and are effective May 1, 2014.

12. Committee Reports – Nothing to report.

13. Policies, Programs and Governing Documents

13.1 600 Series Board Policies – Second Reading for Approval

- 13.1.1. Policy #601 -Fiscal Objectives
- 13.1.2. Policy #603 – Budget Preparation
- 13.1.3. Policy #607 – Subsidy Income
- 13.1.4. Policy #608 – Bank Accounts
- 13.1.5. Policy #610 – Purchases Subject to Bid
- 13.1.6. Policy #611 – Purchases Budgeted
- 13.1.7. Policy #612 – Purchases Not Budgeted
- 13.1.8. Policy #613 – Cooperative Purchasing
- 13.1.9. Policy #614 – Payroll Authorization
- 13.1.10. Policy #615 – Payroll Deductions
- 13.1.11. Policy #616 – Payment of Claims
- 13.1.12. Policy #618 – Activity Accounts
- 13.1.13. Policy #619 – School Audit
- 13.1.14. Policy #620 – Fund Balance
- 13.1.15. Policy #622 – GASB Statement 34
- 13.1.16. Policy #625 – Procurement Cards

A motion was made by Perrise Hatcher and seconded by Lois Lehrman Grass to approve the adoption of the 600 series board policies (noted above). Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

14. CRAE Update

Audrey Sanders stated they are looking at raising \$180,000. We have three new members. A grant committee has been created. We have a grant writer meeting with CASA staff in October. We are looking at a form for teacher requests.

15. Public Comment on Non-Agenda Items

16. Next Board Meeting Date – Tuesday, October 14, 2014 at 5:30 p.m. at CASA Charter School.

17. 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 5:55 p.m.