

## **Capital Area School for the Arts Charter School**

Meeting of Board of Trustees

November 10, 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 November 10, 2014, at the CASA Charter School in Harrisburg, PA.

Board members in attendance were: Vicki Chambers, Sean Galloway, Perrise Hatcher, David Herman, Elizabeth Mullaugh, Christine Pavlakovich, Audrey Sanders, David Skerpon, Caryn Watson and Glenn Zehner.

Others/public in attendance were: Tim Wendling, CASA

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

**4. Approval of Minutes**

- 4.1 *October 14, 2014 – A motion was made by Ms. Hatcher and seconded by Mrs. Sanders to accept the minutes from the Board meeting on October 14, 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 – Mr. Wendling reported that the enrollment is 177 as of November 10. Three new students will be starting this month.
- 6.2 Staff Update – There were no changes to faculty/staff to report.

- 6.3 PA School Performance Score – Mr. Wendling presented CASA’s PA Performance Score. The score for 2013-14 is 68.4. Discussion ensued.
- 6.4 Comprehensive Plan – Mr. Wendling stated that the comprehensive plan is posted on the school’s website and the comment period ends November 16.

*A motion was made by Ms. Mullaugh and seconded by Dr. Zehner to approve the comprehensive plan subject to any comments received during the remainder of the comment period. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

- 6.5 Educational Tour – The Board tabled a proposal to sponsor a summer educational tour from the October meeting. The Board does not need to approve the proposal; the proposal was presented for informational purposes only. There is no cost to the school.
- 6.6 CAIU IDEA Funding Agreement – The funding agreement was tabled from the October Board meeting. Mr. Wendling confirmed the use of funds for laptop computers and software for Special Education students.

*A motion was made by Ms. Mullaugh and seconded by Ms. Watson to approve the grant for the purpose of procuring laptop computer and specialized software for to be used by Special Education students in the amount of \$6,868.24. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

- 6.7 PA Coalition of Public Charter Schools Membership – Mr. Wendling presented an inquiry about CASA’s membership to the PA Coalition of Public Charter Schools. After discussion, the Board agreed based on consensus to forego membership at this time.
- 6.8 Open House – Mr. Wendling announced there is an Open House on November 12. The application for 2014-15 enrollment is on the school’s website.

## **7. Board Chair’s Report**

- 7.1 Spring Musical – Mr. Skerpon asked the Board to green light the spring musical. Mr. Wendling announced that an anonymous gift of \$10,000 had been received. Locations are still being considered.

*A motion was made by Ms. Watson and seconded by Mrs. Sanders to approve the production of the spring musical. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

## **8. Treasurer’s Report**

Mr. Galloway briefly updated the Board on the school’s finances. School payments are continuing to come in, and we catching up on expenditures. He stated that the school is cautiously over the cash flow crunch.

**9. Budget Administration**

No items were presented.

**10. Other Fiscal Matters**

10.1 Keystone Human Services Agreement.

Mr. Galloway presented the Keystone Human Services Agreement for ratification.

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

**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 First Reading – Ms. Hatcher presented the following polices for a first reading:

- 13.1.1 Policy #405-Employment of Substitute Professional Employees
- 13.1.2 Policy #417-Disciplinary Procedures
- 13.1.3 Policy #418-Penalties for Tardiness
- 13.1.4 Policy #432-Working Periods
- 13.1.5 Policy #433-Professional Development
- 13.1.6 Policy #434-Sick Leave
- 13.1.7 Policy #436-Personal Necessity Leave

Based on feedback received from Mr. Pollack, Board counsel, Policy #417-Disciplinary Procedures was tabled and sent back to the Policy for further review.

Dr. Zehner offered suggested changes to Policy#434-Sick Leave. After discussion, the Board accepted the following changes:

Page 2, 1<sup>st</sup> paragraph: Newly employed professional personnel may transfer up to twenty-five (25) days of sick leave that has accumulated on their records in the school of their immediate prior employment.

Page 2, last paragraph: Each professional employee with ten (10) or more years of service in the CASA Charter School shall be reimbursed the current substitute rate for each day of unused sick leave accumulated at retirement.

There were no comments on the other policies presented.

**14. Information Items**

- 14.1 CRAE Update - Mrs. Sanders updated the Board on CRAE activities. CRAE is more than halfway to its fundraising goal of \$230,000. EITC funding is also currently being pursued.

**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, December 8, 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 6:13 p.m.

David L. Herman  
Secretary  
Board of Trustees