

Capital Area School for the Arts Charter School
Board of Trustees Meeting
January 29, 2018

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Tuesday, January 29, 2018 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board Members in attendance: Frank Fleishman, Sean Galloway, Christopher Healy, David Herman, Connie Kindler (on phone), Dawn Mull, Elizabeth Mullaugh, Fina Salvo, and Glenn Zehner

Others/public in attendance: Sylvie St. Hilaire, Timothy Wendling, and Sue Hill

Board Members not in attendance: Christy Pavlakovich, Audrey Sanders, and David Skerpon

1. Call to Order – Ms. Mullaugh called the meeting to order at 6:30 p.m.
2. Roll Call/Additions to the Agenda/Announcements/Administrative – N/A
3. Public Comment on Agenda Items – N/A
4. Approval of Minutes

- 4.1. November 20, 2017

A motion was made by Sean Galloway and seconded by Frank Fleishman to approve the November 20, 2017 minutes. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

5. Principal/CEO Report

- 5.1. Enrollment – Mr. Wendling stated that current enrollment is 199.
- 5.2. Approval Items

- 5.2.1. Permission to Enroll/Tuition Reimbursement (copies attached)

A motion was made by Frank Fleishman and seconded by Christopher Healy to approve a permission to enroll in reimbursable credit courses at Kutztown University from Mick Corman and to approve a reimbursement request for courses taken at HACC. These credits are part of Mr. Corman's ongoing teacher certification program. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

5.2.2. Club Approval (Copy of new club application is attached)

A motion was made by Glenn Zehner and seconded by Christine Pavlakovich to approve a student book club. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

6. Board President Report

- 6.1. Charter Renewal Process – Ms. Mullaugh gave an update on the charter renewal process. A request for five additional items was requested from Harrisburg School District. Tim Wendling took care of the request.
- 6.2. Board and Officer Positions for 2018-2019

7. Treasurer's Report

- 7.1. Financial Statements - Dawn Mull distributed copies of the financial statements. A copy is attached.

8. Other Fiscal Matters

- 8.1. Facility Use Request (copy attached)

A motion was made by Frank Fleishman and seconded by Fina Salvo to approve a facility usage request from the PA Youth Congress Foundation for April 13, 14, and 15, 2018. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

- 8.2. Form 990 for 2016-2017 – Ms. Mullaugh shared a copy of CASA's Form 990 prepared by Brown, Schultz, Sheridan and Fritz for the board's review. A copy is attached.

A motion was made by Sean Galloway and seconded by Christopher Healy to approve the Form 990 for the 2016-2017 school year. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

9. Budget Administration

- 9.1. Adjustments to Budget – Dawn Mull discussed budget adjustments with the board. Copies are attached.

A motion was made by Glenn Zehner and seconded by Sean Galloway to approve the budget adjustments as noted above. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

10. Personnel Matters

- 10.1. Personnel Report – An updated copy of the Personnel Report is attached. Tim Wendling discussed the retirement of Renata Kagle as the Visual Arts teacher. He requested permission to post the position.

A motion was made by Sean Galloway and seconded by David Herman to approve the job vacancy posting. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

11. Committee Reports – N/A

12. Policies, Programs and Governing Documents – N/A

13. Information Items

- 13.1. CRAE Update – Sylvie St. Hilaire gave an updated the board with recent CRAE activities. EITC funds have been coming in regularly. The 2018 Event planning is going well. The venue will be at the Whitaker Center. More information will follow after the charter approval.

14. Public Comment on Non-Agenda Items – N/A

15. Next Board Meeting Date - The next meeting of the CASA Charter School Board of Trustees is scheduled for Tuesday, February 20, 2018 beginning at 6:30 PM at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

16. Adjourn Meeting – The meeting was adjourned at 7:25 p.m.

The schedule of regular meetings of the CASA Charter School Board of Trustees for the 2017-18 fiscal year is as follows.

| <u>Day/Date</u> | <u>Start Time</u> | <u>Meeting Location</u> |
|----------------------------|-------------------|-------------------------|
| Tuesday, February 20, 2018 | 6:30 PM | CASA Charter School |
| Monday, March 19, 2018 | 6:30 PM | CASA Charter School |
| Monday, April 16, 2018 | 6:30 PM | CASA Charter School |
| Monday, May 14, 2018 | 6:30 PM | CASA Charter School |
| Monday, June 18, 2018 | 6:30 PM | CASA Charter School |