

Capital Area School for the Arts Charter School
Board of Trustees Meeting
March 19, 2018

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, March 19, 2018 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board Members in attendance: Frank Fleishman, Sean Galloway, David Herman, Dawn Mull, Elizabeth Mullaugh, Christy Pavlakovich, Fina Salvo, Audrey Sanders, David Skerpon and Glenn Zehner

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

Board Members not in attendance: Christopher Healy and Connie Kindler

1. Call to Order – Ms. Mullaugh called the meeting to order at 6:35 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 – January 29, 2018 and February 20, 2018

A motion was made by Christy Pavlakovich and seconded by Glenn Zehner to approve the board meeting minutes of January 29, 2018 and February 20, 2018. Motion passed with all members present voting in the affirmative unless otherwise noted.

5. Principal/CEO Report

- 5.1. Enrollment – Timothy Wendling stated that current enrollment is 198.

He wanted to extend thanks to all who attended the musical. The students did a nice job. He thought the venue was interesting and felt like a high school auditorium.

5.2. Approval Items

- 5.2.1. Course Selection Guide – Mr. Wendling stated the only noted changes were additional CAOLA electives, live art electives, and the addition of adding one live art elective as a graduation requirement.

David Herman inquired about the graduation requirements. Mr. Wendling stated that graduation requires a minimum of 25 credits. If students are with CASA 9th through 12th grade, they will graduate with 28 credits.

A motion was made by Glenn Zehner and seconded by Audrey Sanders to approve the course selection guide for the 2018-2019 school year. Motion passed with all members present voting in the affirmative unless otherwise noted.

- 5.2.2. Permission to Enroll – Mr. Wendling presented a Permission to Enroll in Reimbursable College Credits request from Creative Writing teacher, Katherine Deane. The request is for six credits over the summer to move towards receiving her Level II certification.

A motion was made by Christy Pavlakovich and seconded by Frank Fleishman to approve the Permission to Enroll in Reimbursable College Credits request from Katherine Deane. Motion passed with all members present voting in the affirmative unless otherwise noted.

- 5.2.3. Fundraisers – Mr. Wendling stated that two fundraising opportunities are being presented from student council for approval. The first is a door decorating/movie night fundraiser and the second is for selling prom tickets.

A motion was made by David Herman and seconded by Fina Salvo to approve the two fundraising opportunities presented by student council. Motion passed with all members present voting in the affirmative unless otherwise noted.

- 5.2.4. Homelessness Agreement – A homelessness agreement with Berks County Intermediate Unit is presented for approval. CASA and the Berks County IU will collaborate to accomplish homelessness program objectives and eliminate barriers that may impede enrollment attendance, school stability, or receipt of services that support academic success for students.

A motion was made by Audrey Sanders and seconded by David Skerpon to approve a Homelessness Letter of Agreement with the Berks County Intermediate Unit. Motion passed with all members present voting in the affirmative unless otherwise noted.

- 5.2.5. Agreement with Gamut Theatre - A Partnership Proposal between CASA and Gamut Theatre is presented for approval. The agreement is a basic proposal to share space. There are no financial terms or commitments to this agreement. David Skerpon and Elizabeth Mullaugh both commented that Gamut is a good organization and a partnership was a great idea. David Herman stated concern that we not promote one Theatre company over another, i.e. Gamut, Open Stage. Ms. Mullaugh stated there is nothing in

the agreement stating that we are promoting one over the other exclusively and we could enter into a similar agreement with Open Stage or another appropriate theatre company.

A motion was made by Audrey Sanders and seconded by Frank Fleishman to approve the partnership proposal with Gamut Theatre. Motion passed with all members present voting in the affirmative unless otherwise noted.

- 5.2.6. Lifetouch Yearbook Agreement – Mr. Wendling requested approval of an agreement with Lifetouch to use their yearbook service for the next three years. We have been working with them for the last few years. There is no financial obligation to CASA.

A motion was made by Glenn Zehner and seconded by Christy Pavlakovich to approve the yearbook agreement with Lifetouch through 2021. Motion passed with all members present voting in the affirmative unless otherwise noted.

6. Board President Report

- 6.1. Charter Renewal Process – Ms. Mullaugh stated we are anticipating a draft copy of the new charter approved by the Harrisburg School District. If a copy is received before the April meeting, we will schedule a special meeting to approve it.
- 6.2. Statements of Financial Disclosure – Ms. Mullaugh reminded the board members that the Statements of Financial Disclosure are due to Mrs. Hill by May 1, 2018.

7. Treasurer's Report

- 7.1. Financial Statements – Dawn Mull distributed copies of February's financial statements. David Skerpon inquired about tuition payments from the school districts. Mrs. Mull stated that the districts are paying regularly and we are not experiencing any problems. Sean Galloway asked when we anticipated receiving the musical invoice. Mrs. Mull stated the invoice has been received and will be paid \$11,000 a month for the next three months.
- 7.2. Line of Credit – Mrs. Mull noted that our Line of Credit may be paid off by the end of the month.

8. Other Fiscal Matters

- 8.1. New Copier Agreement – Mr. Wendling stated that we have two copy machines from Capital Business Systems. The new agreement will update the two that we currently have and replace the donated copier for \$289 less every month.

A motion was made by David Skerpon and seconded by Audrey Sanders to approve the copier agreement with Capital Business Systems. Motion passed with all members present voting in the affirmative unless otherwise noted.

9. Budget Administration

9.1. Status of Budget Development – The Finance committee has been working diligently. The committee is currently looking at the lease with Strawberry Square and should bring to the board next month. We are also evaluating health insurance with our broker. Ms. Mullaugh stated the need to offer coverage comparable to Harrisburg School District.

10. Personnel Matters – N/A

11. Committee Reports – N/A

12. Policies, Programs and Governing Documents

12.1. First Reading and Adoption of Policies

12.1.1. #138 – ESS/ESL

12.1.2. #204 Attendance /Truancy Policy – This policy dives into specifics allowing us leverage with tardiness and unexcused absences. Glenn Zehner stated this policy needs to be reviewed and accurately scrutinized ensuring we are using the proper language required.

12.1.3. #209.2 – Diabetes Medication, etc. – Policy came right from our solicitor.

12.1.4. #209.3 – Emergency – First Aid Care – Policy came right from our solicitor.

12.1.5. #_____ –Administration of Medication

12.1.6. #217 – Graduation Requirements – David Herman asked if it is necessary to clarify the steps towards graduation. Mr. Wendling stated the language is directly from PDE and is not a graduation requirement until 2020. Change “during” to “starting,” and add information about the project if not proficient. We may need to clarify requirements for this year’s juniors and seniors. The policy needs to be general – the handbook is more specific.

12.1.7. #___ - Internal Controls – This is new policy from finance committee.

12.1.8. #617 – Petty Cash

12.1.9. #706 – Property Records – outlining what to do with out-dated equipment.

12.1.10. #918 – Parents & Family Members Engagement – Currently, we are not a Title I school and do not accept Title I monies. In the event of becoming a Title I school, we need a policy in place.

The second reading and vote for the above noted policies will be next month.

13. Information Items

13.1. CRAE Update - Sylvie St. Hilaire noted that the number of board meetings has increased. They are not meeting more frequently.

13.1.1. Grants – N/A

13.1.2. Annual and Family Appeal – We received five new donations in February.

13.1.3. EITC – Capital Blue Cross submitted \$5,000.

13.1.4. CASALive! 2018 – Audrey Sanders is the chair. We are only two months out to the show. We have several sponsors. Mrs. Sanders also has a few promising leads. After the Easter holiday, mailings will be distributed. Mailing is expensive – we will be exclusive. There will be an auction – about six or seven items, which is less than we have had in previous years. CASA Live! 2018 is scheduled for May 24, 2018.

13.1.5. 2018 Event – David Skerpon and Cristen Schofield are working very diligently on the celebration. There is a lot going on for the even. Mr. Skerpon noted that all committees have met. We set a goal of \$500,000 (net). We are waiting on a theme. Save the dates are ready to go out. The goal is to mail them within the next ten days.

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 Monday, April 16, 2018 beginning at 6:30 p.m. 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>
Monday, April 16, 2018	6:30 p.m.	CASA Charter School
Monday, May 14, 2018	6:30 p.m.	CASA Charter School
Monday, June 18, 2018	6:30 p.m.	CASA Charter School