

Capital Area School for the Arts Charter School
Board of Trustees Meeting
April 16, 2018

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, April 16, 2018 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board Members in attendance: Frank Fleishman (phone), Sean Galloway, David Herman, Connie Kindler, Dawn Mull, Christy Pavlakovich, Fina Salvo, Audrey Sanders, David Skerpon, and Glenn Zehner

Others/public in attendance, Sylvie St. Hiliare, Amanda Rhinehart, and Sue Hill

Board Members not in attendance: Elizabeth Mullaugh and Christopher Healy

1. Call to Order – Sean Galloway 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 – Regular Meeting 3/19/18 and Special Meetings of 3/29 and 4/4/18

A motion was made by Christine Pavlakovich and seconded by David Skerpon to approve the board meeting minutes of March 19, 2018; March 29, 2018; and April 5, 2018. Motion passed with all members present voting in the affirmative unless otherwise noted.

5. Principal/CEO Report
 - 5.1. Enrollment – In Tim Wendling’s absence, Amanda Rhinehart gave an update on the school enrollment numbers. Enrollment is at 198.
 - 5.2. Approval Items – Messiah College Field Trip - A field trip for Pre-Calculus and Calculus students to Messiah College is being requested by Kim Dickerson.

A motion was made by Fina Salvo and seconded by Glenn Zehner to approve the Messiah College field trip on May 4, 2018. David Herman abstained. Motion passed with the majority vote in the affirmative unless otherwise noted.

**Mr. Herman requested his abstention be noted in the minutes. He stated that Messiah College’s non-discrimination policy conflicts with CASA’s policy specifically related to LGBT+ students. Even though the field trip is voluntary, no student should feel pressured to attend if the student feels unsafe by being on the Messiah College campus.*

6. Board President Report

6.1. Charter Renewal Process –Mr. Galloway noted that Bebe Mullaugh and Tim Wendling were absent in order to attend the Harrisburg School Board meeting where CASA's Charter Renewal was to be voted on, and the Board would be updated of the result.

6.2. Statements of Financial Disclosure – Due May 1, 2018

7. Treasurer's Report

7.1. Financial Statements – Dawn Mull distributed copies of the financial statements.

7.2. Line of Credit – Mrs. Mull stated that the line of credit will be paid off by the end of this month. We anticipated paying it off in March, but that has been extended until April.

8. Other Fiscal Matters – N/A

9. Budget Administration

9.1. Draft Budget Presentation - Mr. Galloway noted that, as part of their consideration of the budget, the Finance Committee reviewed options for health insurance as accumulated by the school's broker, Key Insurance Group. The Finance Committee recommends that the school retain the current plan, as other options would result in a significant increase to our employee out of pocket cost. Mr. Skerpon then questioned what providers had been included in the bid process and a discussion of the process ensued. Christy Pavlakovich agreed to follow up with Key to address the concerns voiced.

10. Personnel Matters – N/A

11. Committee Reports

11.1. Curriculum and Professional Development Committee – Glenn Zehner stated a meeting was held on March 26, 2018. Minutes were distributed.

12. Policies, Programs and Governing Documents

12.1. Second Reading and Adoption of Policies – A second reading of the following policies were reviewed and discussed.

12.1.1. #138 - ESS/ESL

12.1.2. #204 - Attendance /Truancy Policy

12.1.3. #209.2 - Diabetes Medication, etc.

12.1.4. #209.3 - Emergency/First Aid Care

12.1.5. #210.1 - Administration of Medication

12.1.6. #217 - Graduation Requirements

12.1.7. #617 - Internal Controls

12.1.8. #617.1 - Petty Cash

12.1.9. #706 - Property Records

12.1.10. #918 - Parents & Family Members Engagement

A motion was made by Glenn Zehner and seconded by David Herman to approve the above-mentioned policies with noted changes. Motion passed with the all members present voting in the affirmative unless otherwise noted.

13. Information Items

13.1. CRAE Update – Sylvie St. Hilaire gave an update on CRAE’s recent activities.

13.1.1. Grants – N/A

13.1.2. Annual and Family Appeal – N/A

13.1.3. EITC - EITC letters to school districts have been sent and we have received ten support letters to date.

13.1.4. CASALive! 2018 – Tickets are available to purchase online. We are currently finalizing the program.

13.1.5. 2018 Event – David Skerpon stated this should be a great event. We are getting positive feedback and will have more details soon.

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, May 14, 2018 beginning at 6:30 p.m. at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

16. Adjourn Meeting – The meeting was adjourned at 7:16 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, May 14, 2018	6:30 p.m.	CASA Charter School
Monday, June 18, 2018	6:30 p.m.	CASA Charter School