

Capital Area School for the Arts Charter School
Board of Trustees Meeting
June 18, 2018

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, June 18, 2018 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board Members in Attendance: Sean Galloway, Christopher Healy, David Herman, Dawn Mull, Elizabeth Mullaugh, Christy Pavlakovich, Audrey Sanders, and David Skerpon

Board members not in Attendance: Frank Fleishman, Connie Kindler, Fina Salvo, and Glenn Zehner

Others/Public in Attendance: Timothy Wendling, Amanda Rhinehart, Sue Hill, and Sylvie St.Hiliare

1. Call to Order – Ms. Mullaugh called the meeting to order at 6:32 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

A motion was made by Audrey Sanders and seconded by David Skerpon to approve the board meeting minutes of May 14, 2018. Motion passed with all members present voting in the affirmative unless otherwise noted.

5. Principal/CEO Report
 - 5.1. Graduation – Tim Wendling stated that the Class of 2018 had 51 graduates. The ceremony went well. The audience seemed to appreciate the many student speakers.
 - 5.2. College and Career Readiness – Amanda Rhinehart will take the lead with CASA's College and Career Readiness Program. The objective will be to incorporate the PA Career Education and Work Standards into our academic and artistic curriculums to provide opportunities for our students to develop an individualized plan for their post-secondary career path. The long term impact is very beneficial to the students. Mr. Wendling thanked Mrs. Rhinehart for her work on this new initiative and informed the board that this is an unfunded mandate from the PA Department of Education (PDE). Ms. Mullaugh inquired what the board could do to support these efforts. Mr. Wendling said he will reach out to board members for resources, job shadowing, and community outreach suggestions.

5.3. Approval Items

- 5.3.1. Student Handbook 2018-2019 – Mr. Wendling noted changes to the student handbook: a new attendance policy; tweaked the dress code; added the new lunch instructions; and added new graduation requirement wording.

A motion was made by David Herman and seconded by Christy Pavlakovich to approve the 2018-2019 Student Handbook. Motion passed with all members present voting in the affirmative unless otherwise noted.

- 5.3.2. Staff Handbook 2018-2019 – Mr. Wendling stated the only change to the staff handbook was the addition of six hours of volunteer time after school. Ms. Mullaugh inquired if this was discussed with the staff. Mr. Wendling stated that this change was discussed with staff without issue.

A motion was made by Christy Pavlakovich and seconded by David Herman to approve the 2018-2019 Staff Handbook. Motion passed with all members present voting in the affirmative unless otherwise noted.

- 5.3.3. Internship Manual – Mr. Wendling presented the internship manual to the board. Upon board approval, the manual will be submitted to Harrisburg School District for their approval. David Herman asked if the internship was during the school day and if it was an elective. Mr. Wendling stated that the internship would take place during the school day and would be counted as an elective.

A motion was made by Audrey Sanders and seconded by Sean Galloway to approve the Internship Manual. Motion passed with all members present voting in the affirmative unless otherwise noted.

- 5.3.4. Field Trip Request – Erica Leonard, Social Studies Teacher, submitted a field trip request to Europe for ten days during the summer of 2020. This will be the third field with Educational Tours that will be offered to students.

A motion was made by Christy Pavlakovich and seconded by Sean Galloway to approve a field trip to Europe in 2020. Motion passed with all members present voting in the affirmative unless otherwise noted.

- 5.3.5. MOU with Harrisburg University – Mr. Wendling stated that the MOU with Harrisburg University will allow our staff to participate in professional development and offer a student discount. The Curriculum Committee has thoroughly reviewed and recommends this MOU.

A motion was made by David Skerpon and seconded by Audrey Sanders to approve a MOU with Harrisburg University for the 2018-2019 school year. Motion passed with all members present voting in the affirmative unless otherwise noted.

- 5.3.6. Resolution for CEO to Sign – A resolution for Mr. Wendling’s authority to sign any and all contracts, agreements, grants and/or licenses with PDE is attached and was presented to the board for approval.

A motion was made by Christopher Healy and seconded by Audrey Sanders to approve a Resolution for Timothy Wendling to sign any and all contracts, agreements, grants and/or licenses with PDE. Motion passed with all members present voting in the affirmative unless otherwise noted.

- 5.3.7. Approval of Fall Play – Mr. Wendling informed the board that staff and students have voted and would like to perform *The Crucible* as CASA’s fall play.

A motion was made by Sean Galloway and seconded by Christopher Healy to approve The Crucible as CASA’s fall play. Motion passed with all members present voting in the affirmative unless otherwise noted.

6. Board President Report

6.1. Charter Renewal Process

- 6.1.1. Open Items – Ms. Mullaugh stated we are at the end of the list of items needed to submit to Harrisburg School District by August 1, 2018. We have submitted new enrollment paperwork and financial statements. Mr. Wendling will forward the rest after tonight’s meeting.

- 6.2. 2018-2019 Meeting Schedule - A tentative meeting schedule for 2018-2019 is attached for board review.

A motion was made by David Herman and seconded by Christy Pavlakovich to approve the board meeting schedule for the 2018-2019 school year. Motion passed with all members present voting in the affirmative unless otherwise noted.

7. Treasurer's Report

- 7.1. Financial Statements – Dawn Mull distributed copies of the financial statements for board discussion. There were no questions.
- 7.2. Line of Credit – Mrs. Mull stated the line of credit will be paid off on June 19, 2018.

8. Other Fiscal Matters

8.1. Tuition Reimbursements

- 8.1.1. Mick Corman Tuition Reimbursement Request – A tuition reimbursement request was submitted for approval. Mr. Corman’s credits will go towards obtaining his teaching certificate.

- 8.1.2. Kim Dickerson Tuition Reimbursement Request – A tuition reimbursement request was submitted for approval. Mrs. Dickerson’s credits will go towards her master’s degree and obtaining her mandated Level II certification.

A motion was made by Audrey Sanders and seconded by Sean Galloway to approve tuition reimbursement requests from Mick Corman and Kim Dickerson. Motion passed with all members present voting in the affirmative unless otherwise noted.

- 8.2 Transfer of Funds – David Herman stated the need to move money (May financials) from infrastructure assets. There is \$5857 remaining. We have two equipment needs: 1) three security cameras and a recorder (The administration is applying for a grant for next year for this equipment. The equipment will be installed before the next school year); and the Film/Video classroom chairs are in poor shape. Most chairs date from the 2009 renovations and need updated. There is enough money if transferred for both needs. The total for both is \$5775. Ms. Mullaugh stated we would not be moving money, just approving expenditures out Line Item 2600-781.

A motion was made by Sean Galloway and seconded by Christopher Healy to approve the above-mentioned expenditures from Line Item No. 2600-781. Motion passed with all members present voting in the affirmative unless otherwise noted.

9. Budget Administration

- 9.1. Approval of Final Budget – Ms. Mullaugh stated board approval is requested for the final budget. There have been no changes since the last meeting and no questions have been received from the public. It is ready to be forwarded to PDE

A motion was made by Sean Galloway and seconded by Dawn Mull to approve and send the final 2018-2019 Budget to PDE. Motion passed with all members present voting in the affirmative unless otherwise noted.

10. Personnel Matters – N/A

11. Committee Reports

- 11.1. Curriculum Committee – Curriculum committee minutes were distributed for review. The major items focused on were the Harrisburg University MOU and the College and Career Readiness initiative.

- 11.2. Nominating Committee - Dave Skerpon distributed information. Two new board members will be added to the board. Glen Zehner recommended Brian Griffith and Fina Salvo recommended Karen Degenhart. David Herman noted how helpful Mr. Griffith was with obtaining our first charter and setting up CAOLA. Officers submitted for approval are: Sean Galloway as President; Fina Salvo as Vice President; Dawn Mull as Treasurer and Brian Griffith as Secretary.

A motion was made by Christy Pavlakovich and seconded by Audrey Sanders to approve the 2018-2019 Board Member additions and officers as noted above. Motion passed with all members present voting in the affirmative unless otherwise noted.

12. Policies, Programs and Governing Documents

12.1. Revised Policies for Special Education

12.1.1. Policy No. 113 - Special Education

12.1.2. Policy No. 113.1 - Discipline of Students with Disabilities

12.1.3. Policy No. 113.2 - Behavior Support

12.1.4. Policy No. 113.3 – Screening and Evaluations for Students with Disabilities

12.1.5. Policy No. 113.4 – Confidentiality of Special Education Student Information

A motion was made by Audrey Sanders and seconded by Sean Galloway to approve the above-noted special education policies. Motion passed with all members present voting in the affirmative unless otherwise noted.

13. Information Items

13.1. CRAE Update – Sylvie St. Hiliare gave an update and is pleased to report the great success of CASA Live! The total amount was just under \$59,800. Double from last year. She thanked Audrey Sanders for compiling and David Skerpon for soliciting corporate sponsorships. CRAE will also be adding two new board members.

David Skerpon noted that CRAE has received \$207,500 in sponsorships for the September event. Everyone is working well together and feels it will be a big success.

Mrs. St. Hiliare is ending her term as chair for CRAE. She will continue on as a CRAE board member. Ms. Mullaugh thanked Mrs. St. Hiliare’s amazing leadership.

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, August 20, 2018 beginning at 6:30 p.m. at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

16. Adjourn Meeting – The meeting was adjourned at 7:30 p.m.

After the meeting was adjourned, Sean Galloway thanked Ms. Mullaugh for her term as President and presented her with a gift from the 2018 graduating class. The gift was a CASA picture frame with signatures of the graduates.

The schedule of regular meetings of the CASA Charter School Board of Trustees for the 2018-2019 fiscal year follows:

Monday, August 20, 2018	6:30 p.m.	CASA Charter School
Monday, September 17, 2018	6:30 p.m.	CASA Charter School
Monday, October 15, 2018	6:30 p.m.	CASA Charter School
Monday, November 19, 2018	6:30 p.m.	CASA Charter School
Monday, December 17, 2018	6:30 p.m.	CASA Charter School
Tuesday, January 22, 2019	6:30 p.m.	CASA Charter School
Tuesday, February 19, 2019	6:30 p.m.	CASA Charter School
Monday, March 18, 2019	6:30 p.m.	CASA Charter School
Monday, April 15, 2019	6:30 p.m.	CASA Charter School
Monday, May 13, 2019	6:30 p.m.	CASA Charter School
Monday June 17, 2019	6:30 p.m.	CASA Charter School