

Capital Area School for the Arts Charter School  
Board of Trustees Meeting  
September 17, 2018

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, September 17, 2018 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board Members in Attendance: Karen Degenhart, Frank Fleishman, Sean Galloway, Brian Griffith, David Herman, Connie Kindler, Dawn Mull, Christy Pavlakovich, Fina Salvo, Glenn Zehner and Dave Skerpon

Board members not in Attendance: Christopher Healy, Elizabeth Mullaugh and Audrey Sanders

Others/Public in Attendance: Tim Wendling, Sue Hill, Hanna See, Dennis See, Eli Weary and Stephanie Weary

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

*A motion was made by David Herman and seconded by Fina Salvo to approve the board meeting minutes of August 20, 2018. Motion passed with all members present voting in the affirmative unless otherwise noted.*

5. Principal/CEO Report

5.1. Seniors of the Month Recognition - Mr. Wendling explained the PBIS program to the board. This year we have added a critical component, the rewards system. The first round of rewards will be "Seniors of the Month." Staff nominated students from the PBIS matrix. Nominated students must be a good student and artistically and academically eligible. This month's seniors are Hannah See and Eli Weary. The students were introduced, a short bio on each was read and they were presented with a certificate of recognition.

5.2. Approval Items

5.2.1. Open Stage Theatre Rental Agreement – This year's fall play will be "The Crucible." Mr. Wendling requested approval of an agreement with Open Stage to rent their facility for the fall play. The rental dates are October 28 to November 4, 2018. The total cost is \$1,795.00 for the eight day rental.

*A motion was made by Audrey Sanders and seconded by Elizabeth Mullaugh to approve a theatre rental agreement with Open Stage for the fall play. Motion passed with all member present voting in the affirmative unless otherwise noted.*

- 5.2.2. Harrisburg School District – Lunch Services Contract – Mr. Wendling requested approval of a lunch service contract with Harrisburg School District. He stated the cost of a lunch is \$3.30.

*A motion was made by Elizabeth Mullaugh and seconded by Audrey Sanders to approve the lunch services contract with Harrisburg School District for the 2018-2019 school year. Motion passed with all members present voting in the affirmative unless otherwise noted.*

- 5.2.3. Keystone Human Services – Student Assistance Program (SAP) – Mr. Wendling requested approval of a Letter of Agreement for Student Assistance Program Services (SAP) with Keystone Service Systems, Inc. The agreement provides the same mental health consultant services we've had in previous years.

*A motion was made by David Herman and seconded by Connie Kindler to approve a Letter of Agreement with Keystone Service Systems, Inc. for the 2018-2019 school year. Motion passed with all members present voting in the affirmative unless otherwise noted.*

- 5.2.4. Temple University Rental Agreement – Mr. Wendling requested approval of a Facilities Use Agreement with Temple University. The agreement is for rental of classroom space for academic classes for the 2018-2019 school year.

*A motion was made by Fina Salvo and seconded by Audrey Sanders to approve the Facilities Use Agreement with Temple University for the 2018-2019 school year. Motion passed with all members present voting in the affirmative unless otherwise noted.*

- 5.2.5. Musical – The musical this year will be “Hair.” We are revising a contract with Calvin Weary and his company to provide all services related to the musical. It will be brought to the Board for approval at the next board meeting. Mr. Wendling requested approval to purchase the rights/licensing fees related to the musical.

*A motion was made by Elizabeth Mullaugh and seconded by David Herman to approve the purchase of rights/licensing fees related to the musical for the 2018-2019 school year. Motion passed with all members present voting in the affirmative unless otherwise noted.*

6. Board President Report – N/A

7. Treasurer's Report

- 7.1 Financial Statements – Dawn Mull distributed copies of the financials. She stated we will request money from CRAE to pay PSERS or the CAIU invoices. Mrs. Mull will make a recommendation after speaking with our accountants. She also noted that we are still owed \$85,000 from the PA Department of Education for tuition. David Skerpon stated the importance of clarifying what the money will be utilized for.

- 7.2. Line of Credit – Mrs. Mull gave an update of our line of credit with Mid Penn Bank.

8. Other Fiscal Matters – N/A

9. Budget Administration – N/A

10. Personnel Matters

*EXECUTIVE SESSION - A motion was made by Audrey Sanders and seconded by Karen Degenhart to go into an executive session. Motion passed with all members present voting in the affirmative unless otherwise noted.*

*EXECUTIVE SESSION ENDED - A motion was made by Elizabeth Mullaugh and seconded by Audrey Sanders to go into an executive session. Motion passed with all members present voting in the affirmative unless otherwise noted.*

- 10.1 School Nursing Agreement – Mr. Wendling requested approval to hire Melissa Freil as our school nurse. She is employed by an agency which would require a \$1,500 buyout fee. She will be employed with us part-time at \$36 per hour.

*A motion was made by Connie Kindler and seconded by David Herman to approve the appointment of Melissa Freil as a part-time school nurse and buy out the contract with her employment agency. Motion passed with all members present voting in the affirmative unless otherwise noted.*

- 10.2 Cafeteria Aide Hire - Mr. Wendling requested approval to hire Rebekah Amato as our cafeteria aide. She will work no more than 3 hours a day at \$10.75 an hour.

*A motion was made by Connie Kindler and seconded by Elizabeth Mullaugh to approve the appointment of Rebekah Amato as a part-time cafeteria aide. Motion passed with all members present voting in the affirmative unless otherwise noted.*

11. Committee Reports – N/A

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

13. Information Items

13.1. CRAE Report

13.1.1. Grants – Mr. Skerpon informed the board that Liz Reuswigg has applied for three grants. They are in the initial stages. He will keep the board updated as it progresses.

13.1.2. 9/20/2018 Celebration Soiree – Mr. Skerpon expressed thanks to CASA and CRAE for their assistance in putting together the Celebration Soiree. There were 321 guests in attendance. There were 40 Circle of Friends in attendance. To date, we raised just shy of \$1.2 million and 99% of all costs are covered by donors. The event was very successful.

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

13. Next Board Meeting Date - The next meeting of the CASA Charter School Board of Trustees is scheduled for Monday, October 15, 2018 beginning at 6:30 p.m. at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

14. Adjourn Meeting - The meeting was adjourned at 7:20 p.m.

The schedule of regular meetings of the CASA Charter School Board of Trustees for the 2018 – 2019 fiscal year appears below. All meetings are held at 6:30 p.m. on the dates listed, at CASA Charter School, 150 Strawberry Square, Harrisburg, PA, unless otherwise indicated.

Day	Date	Time
Monday	November 19, 2018	6:30 p.m.
Monday	December 17, 2018	6:30 p.m.
Tuesday	January 22, 2019	6:30 p.m.
Tuesday	February 19, 2019	6:30 p.m.
Monday	March 18, 2019	6:30 p.m.
Monday	April 15, 2019	6:30 p.m.
Monday	May 13, 2019	6:30 p.m.
Monday	June 17, 2019	6:30 p.m.