

Capital Area School for the Arts Charter School  
Meeting of the Board of Trustees  
Monday, November 19, 2018 – 6:30 PM

Minutes

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

Board Members in Attendance: Frank Fleishman (on phone); Sean Galloway; Brian Griffith; Christopher Healy; David Herman; Connie Kindler; Dawn Mull; Elizabeth Mullaugh; Christy Pavlakovich, Fina Salvo; Audrey Sanders; and Glenn Zehner (on phone).

Board members not in Attendance: Karen Degenhart

Others/Public in Attendance: Tim Wendling; Sue Hill; David Skerpon; Heather Roach; Susan Roach; and Ralph Roach

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 Audrey Sanders and seconded by Christine Pavlakovich to approve the board meeting minutes of September 17, 2018 (with revision to attendance list) and October 15, 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 – “Seniors of the Month” are Heather Roach and Sarah Verrechia. Tim Wendling read Heather Roach’s bio and introduced her and her parents to the board. Heather is the artist for the cover of the Celebration Soiree commemorative book. Sara Verrechia and her family were unable to make the meeting. He read Sara’s bio to the board.

5.2. Approval Items

- 5.2.1. Europe 2020 Fundraiser – A fundraiser (Butter Braid Pastry) for the Europe trip in 2020 was submitted to the board for approval by Mrs. Erica Leonard.

*A motion was made by Elizabeth Mullaugh and seconded by Brian Griffith to approve the fundraiser. Motion passed with all members present voting in the affirmative unless otherwise noted.*

Tim shared new information on the future ready index. He distributed a handout for review and will present and answer questions at the next board meeting. This new initiative replaces SPP (School Performance Profile). This is an evaluation of our school by PDE that is being used for

all districts and charter schools in Pennsylvania. One of the first things we will be looking at is our test scores. We want to make sure we are high achieving and growing at the same time.

6. Board President Report – A board member contact list was distributed. If you have any changes, please let us know.
7. Treasurer’s Report
  - 7.1. Financial Statements – Dawn Mull discussed and distributed copies of the financial statement.
  - 7.2. Line of Credit – Mrs. Mull stated as of today’s meeting, we owe \$90,000. We anticipate paying this off by the end of the year.
8. Other Fiscal Matters – N/A
9. Budget Administration – N/A
10. Personnel Matters

10.1. Retiree Leave Payout

*A motion was made by David Herman and seconded by Fina Salvo to approve payment to Renata Kagle for a portion of her unused sick leave, per Board Policy No. 434. Motion passed with all members present voting in the affirmative unless otherwise noted.*

10.2. Permission to Enroll – Tim Wendling requested permission to enroll in leadership classes for Act 48 credit. This class is a certificate program for obtaining a Superintendent Letter of Eligibility.

*A motion was made by Christine Pavlakovich and seconded by David Herman to approve Tim Wendling’s request to enroll in leadership classes. Motion passed with all members present voting in the affirmative unless otherwise noted.*

11. Committee Reports

- 11.1. Curriculum Committee – Amanda Rhinehart shared plans regarding the upcoming Junior Job Shadow Day for our 11<sup>th</sup> grade students. The plans are in line with each student’s career plan. We are discussing the possibility of a career expo or a post secondary career day. David Herman expressed concern regarding college placement readiness. Mrs. Rhinehart stated that we would evaluate what the shadow day provides and go from there. We can discuss at the next meeting.

Discussion was held regarding the comprehensive plan. We have an internship handbook in place. We currently have two students involved with internships. CASA is now a member of the Harrisburg Chamber. There are benefits regarding coordinating efforts with marketing. Mr. Wendling will be reaching out to local middle schools – with the news of scores, etc. His first meeting is with Susquehanna Waldorf school at the end of the month.

Audrey Sanders gave the communication committee report. The committee discussed the best use of the \$5,000 designated for advertising. Through the CAIU, flyers have been distributed to all the middle school guidance counselors. Discussions were held about advertising with WITF, boosting on facebook, and billboards.

## 12. Policies, Programs, and Governing Documents

### 12.1. CASA Charter School Comprehensive Plan 2019 – 2022

*A motion was made by Elizabeth Mullaugh and seconded by Connie Kindler to approve the 2019-2022 Comprehensive Plan. Motion passed with all members present voting in the affirmative unless otherwise noted.*

### 12.2. MOU (Memorandum of Understanding) – Joint School Safety Task Force – Dauphin County

Mr. Wendling noted that over the past year, there has been much new information concerning school safety. Dauphin County has been very pro-active. This MOU enables a task force to be deployed if we need assistance.

*A motion was made by Connie Kindler and seconded by Audrey Sanders to approve a Memorandum of Understanding with the Dauphin County School Safety Task Force. Motion passed with all members present voting in the affirmative unless otherwise noted.*

## 13. Information Items

13.1. CRAE Report – David Skerpon has received good feedback from attendees of the Celebration Soiree. There will be an ad thanking all sponsors. A committee has been established to develop and create a “Wall of Things” and “Circle of Friends.”

David Herman noted that he has a senior student working on a project and requested board members to participate. He distributed information.

## 14. 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, December 17, 2018 beginning at 6:30 p.m. at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

16. Adjourn Meeting – The meeting was adjourned at 7:15 p.m.

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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

Monday December 17, 2018

Tuesday January 22, 2019

Tuesday February 19, 2019

Monday March 18, 2019

Monday April 15, 2019

Monday May 13, 2019 (2nd Monday)

Monday June 17, 2019