

Capital Area School for the Arts Charter School  
Meeting of the Board of Trustees  
Monday, December 17, 2018 – 6:30 PM  
150 Strawberry Square, Harrisburg, PA

Minutes

Board members in attendance were: Karen Degenhart; Frank Fleishman; Brian Griffith; Christopher Healy; David Herman; Connie Kindler; Dawn Mull; Elizabeth Mullaugh; Fina Salvo; Audry Sanders; and Glenn Zehner

Board members absent: Sean Galloway and Christy Pavlakovich

Others present: David Skerpon; CRAE; Jon Bonawitz and Scott Henry; Brown, Schultz, Sheridan and Fritz; Tim Wendling and Sue Hill

1. Call to Order – Fina Salvo 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 Elizabeth Mullaugh to approve the board meeting minutes of November 19, 2018 with the addition of the board member attendance listing. 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 Madyson Clark and Christian Whitmer. Tim Wendling read each student’s bio to the board. Neither student were available to attend the meeting
- 5.2. Audit Report & Presentation – Jon Bonawitz and Scott Henry from Brown, Schultz, Sheridan and Fritz passed out the year end independent auditors’ report as of June 30, 2018. They discussed the findings with the board.

*A motion was made by Brian Griffith and seconded by Frank Fleishman to accept and approve the independent audit report. Motion passed with all members present voting in the affirmative unless otherwise noted.*

- 5.3. Other - Tim Wendling informed the board that he would be conducting a survey of the staff regarding revisions to the start and finish times of school. He will let the board know the results at the next meeting.

Mr. Wendling also noted that transgender guidelines have been established for the administrative staff. The guidelines assist in how we report and handle. He distributed copies of the guidelines. Connie Kindler stated the policy committee has reviewed the guidelines and noted it is an issue that should be reviewed periodically. PSBA recommended that school boards wait to adopt these policies. She noted that Mr. Wendling and the staff have used and continue to use very good guidelines.

## 6. Treasurer's Report

6.1. Financial Statements - Dawn Mull distributed and discussed the financial report.

6.2. Line of Credit Update – Mrs. Mull instructed the accountants to pay the line of credit off today.

## 7. Other Fiscal Matters – N/A

## 8. Budget Administration – N/A

## 9. Personnel Matters

9.1. Tuition Reimbursement – School Counselor

*A motion was made by Glenn Zehner and seconded by Elizabeth Mullaugh to approve a tuition reimbursement request from Tina Baker. Motion passed with all members present voting in the affirmative unless otherwise noted.*

## 10. Committee Reports

## 11. Policies, Programs, and Governing Documents

11.1 Act 55 Trustee Training – Elizabeth Mullaugh distributed information for trustee training to the new board members. Once the training is completed please print out the certificate and give to Sue Hill.

11.2 Revised Policy 251 – Homeless Students – *first reading*

11.3 Revised Policy 103 – Nondiscrimination in Educational Programs – *first reading*

11.4 Revised Policy 104 – Nondiscrimination in Employment and Contract Processes – *first reading*

## 12. Information Items

12.1 CRAE – David Skerpon gave an update on CRAE activities. He stated that the CASA Annual Family Appeal letters were distributed and we have received several donations. He also noted that the EITC letters were mailed.

13. Public Comment on Non-Agenda Items – N/A
14. Next Board Meeting Date – N/A
15. Adjourn Meeting – The meeting was adjourned at 7:08 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.

<u>Day</u>	<u>Date</u>
Tuesday	January 22, 2019
Tuesday	February 19, 2019
Monday	March 18, 2019
Monday	April 15, 2019
Monday	May 13, 2019 (2 <sup>nd</sup> Monday)
Monday	June 17, 2019