

Capital Area School for the Arts Charter School
Board of Trustees Meeting
February 19, 2019

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Tuesday, February 19, 2019 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

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

Others/public in attendance, Kristen Scofield, Tim Wendling and Sue Hill

Board members not in attendance: N/A

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 – Minutes of January 22, 2019

A motion was made by Glenn Zehner and seconded by Audrey Sanders to approve the board meeting minutes of January 22, 2019. 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 Maryah Burney (Film/Video Student) and Patrick Schmidt (Creative Writing Student). Because of the impending weather forecast, neither student nor their parents were able to attend. Tim Wendling read the student bios and will present their certificates at school.

5.2. Items for Approval

5.2.1. 2019-20 Academic Calendar – Mr. Wendling distributed the 2019-2020 School Calendar for review.

A motion was made by Glenn Zehner and seconded by Fina Salvo to approve the 2019-2020 School Calendar. Motion passed with all members present voting in the affirmative unless otherwise noted.

5.2.2. Request to Change School Day Start/End Times – Mr. Wendling discussed changing the school day start and end times. A survey was sent to parents/guardians and 64% of parents voted to push the start time for students 8:00 a.m. – 2:55 p.m. Staff hours will be 7:45 a.m. - 3:30 p.m.

A motion was made by Elizabeth Mullaugh and seconded by Christy Pavlakovich to approve a student start time of 8:00 a.m. and dismissal time of 2:55 p.m. Staff hours will be 7:45 a.m. – 3:30 p.m. These changes are effective for the 2019-2020 school year. Motion passed with all members present voting in the affirmative unless otherwise noted.

5.2.3. National Honor Society (NHS) Fund Raiser – Gertrude Hawk Candies

A motion was made by Elizabeth Mullaugh and seconded by Fina Salvo to approve a Gertrude Hawk Candy fundraiser to support NHS community efforts and club activities. Motion passed with all members present voting in the affirmative unless otherwise noted.

5.2.4. Facility Use Request – Open Stage of Harrisburg – Mr. Wendling discussed a facility use request from Open Stage of Harrisburg. They often allows CASA the use of costumes and stage time at no cost. He requested the board waive the usage fee.

A motion was made by Frank Fleishman and seconded by Glenn Zehner to approve a facility use request from Open Stage of Harrisburg for their summer club at no cost. Motion passed with all members present voting in the affirmative unless otherwise noted.

6. Board President's Report

6.1. Statement of Financial Interests – Mr. Galloway reminded board members to complete and submit their Statement of Financial Interests by May 1, 2019.

7. Treasurer's Report

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

7.2. Line of Credit Update – Mrs. Mull stated the line of credit is at a zero balance.

8. Other Fiscal Matters

8.1. Authorized Check Signers – Sean Galloway informed the board of the need to add Brian Griffith as a signer on the Mid Penn account. He drafted a resolution removing the former secretary and adding Mr. Griffith as the current secretary.

A motion was made by Glenn Zehner and seconded by Audrey Sanders approving the addition of Brian Griffith as a signer on the Mid Penn account. Motion passed with all members present voting in the affirmative unless otherwise noted.

9. Budget Administration – N/A

10. Personnel Matters

10.1. Tuition Reimbursement and Permission to Enroll Requests

A motion was made by Brian Griffith and seconded by Elizabeth Mullaugh to approve a tuition reimbursement and permission to enroll request from Kim Dickerson. Motion passed with all members present voting in the affirmative unless otherwise noted.

11. Committee Reports

11.1. Curriculum & Professional Development Committee Report

Glenn Zehner gave an update on the committee's work on job shadowing and career planning. There are plans to have a cooperative career expo. The committee discussed the staff workday and the school day for students. Rosemary Battista noted concern about a few art electives not filling quotas.

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

13. Information Items

13.1. CRAE Report – Kristin Scofield read a report from Dave Skerpon. A meeting is scheduled for February 25, 2019. Items on the agenda are financial reconciliations for the soiree; current board make up and nominations for next year; and plans for supporting CASA Live!

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, March 18, 2019 beginning at 6:30 p.m. at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

16. Adjourn Meeting - The meeting adjourned at 6:45 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 start 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>
Monday	March 18, 2019
Monday	April 15, 2019
Monday	May 13, 2019 (2 nd Monday)
Monday	June 17, 2019