

Capital Area School for the Arts Charter School  
Board of Trustees Meeting  
May 13, 2019

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, May 13, 2019 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board members in attendance: Karen Degenhart (phone), Sean Galloway (phone), Brian Griffith, David Herman, Dawn Mull, Elizabeth Mullaugh, Christy Pavlakovich, Fina Salvo, Audrey Sanders (phone)

Others/public in attendance: Tim Wendling

Board members not in attendance: Frank Fleishman, Christopher Healy, Connie Kindler, Glenn Zehner

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 – April 15, 2019

*A motion was made by David Herman and seconded by Elizabeth Mullaugh to approve the board meeting minutes of April 15, 2019. Motion passed with all members present voting in the affirmative.*

5. Principal/CEO Report

5.1. Seniors of the Month Recognition – “Seniors of the Month” are Nathan Harding (music) and Floyd Kessler (visual arts). Neither student was in attendance at the meeting. Mr. Wendling read a short bio about each of the seniors.

5.2. Items for Approval

- 5.2.1 Facility Use Request – Children’s Hospital of Philadelphia and PA Department of Mental Health are requesting permission to use the CASA Lunch Room on June 11, 2019 from 8:00 AM to 5:00 PM to provide professional development. They are requesting to use the facility at no cost.

*A motion was made by Elizabeth Mullaugh and seconded by Christy Pavlakovich to approve the request. Motion passed with all members present voting in the affirmative.*

- 5.2.2 Memo of Understanding with Harrisburg Police Department – The memo between CASA and Harrisburg Police Department establishes procedures to be followed when incidents occur.

*A motion was made by Brian Griffith and seconded by Elizabeth Mullaugh to approve the Memo of Understanding. Motion passed with all members present voting in the affirmative.*

6. Board President's Report

- 6.1 Sean Galloway shared that he will not be seeking a second year as board President. He is interested in remaining on the board but not in a leadership role.

7. Treasurer's Report

- 7.1 Financial Statements –. As of this month, Revenue = \$2,075,061.49, Expenses = \$1,884,894.13 leaving a balance of \$190,167.36.
- 7.2 Line of Credit Update – Dawn Mull stated the line of credit is at a zero balance.

8. Other Fiscal Matters – N/A

- 8.1. Insurance Discussions – Dawn Mull provided an update regarding health insurance prices. She reviewed several price quotes that have been received. It is the recommendation of the committee that we continue with Highmark through the end of June 2019 and then switch to UPMC.

*This is an information item. A vote was not required at this time.*

- 8.2. Dawn Mull reviewed the proposed contract with Capital Area Intermediate Unit for Special Education services in 2019-20

*A motion was made by Elizabeth Mullaugh and seconded by Dawn Mull to approve the updated contract with CAIU for 2019-20. Motion passed with all members present voting in the affirmative with the exception of Brian Griffith who abstained.*

9. Budget Administration

- 9.1. Budget Adjustments / Transfers – Dawn Mull reviewed proposed end of year budget transfers for the 2018-19 fiscal year.

*A motion was made by David Herman and seconded by Elizabeth Mullaugh to approve the budget transfers as presented. Motion passed with all members present voting in the affirmative.*

- 9.2. Tentative Budget for 2019-20. Dawn Mull reviewed the 2019-20 tentative budget along with the accompanying budget narrative. Elizabeth Mullaugh noted the decreased reliance on private donations in this new budget.

*A motion was made by David Herman and seconded by Elizabeth Mullaugh to approve the Tentative Budget for 2019-20. Motion passed with all members present voting in the affirmative.*

10. Personnel Matters

- 10.1. Recommended for Employment – Anne Stillwater, certified school nurse with a base salary of \$58,500 with a start date of August 19, 2019.

*A motion was made by Brian Griffith and seconded by Christy Pavlakovich to approve the recommendation. Motion passed with all members present voting in the affirmative.*

11. Committee Reports

- 11.1 Nominating Committee Report – Elizabeth Mullaugh stated that the nominating committee does not anticipate adding any new trustees for 19-20. She asked board members who are interested in serving in a leadership position within the board to please let her know.

12. Policies, Programs, and Governing Documents

- 12.1. Policy No. 806 – Child and Student Abuse Policy – Second Reading  
12.2. Policy No. 249 – Bullying/Cyberbullying –Second Reading.

*A motion was made by Brian Griffith and seconded by Christy Pavlakovich to approve Board Policy No. 806 – Child and Student Abuse and Board Policy No. 249 – Bullying/CyberBullying . Motion passed with all members present voting in the affirmative.*

13. Information Items

- 13.1 CRAE Report – Audrey Sanders provided the CRAE report on behalf of David Skerpon.
- Reminder that board members and guests are invited to the CASA Live VIP reception and show. Please RSVP by Wednesday of this week.
  - A final fund raising appeal will be sent to parents next week.
  - The Annual fund raising appeal will go out in May.
  - CRAE is currently finalizing several grant requests.

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, June 17, 2019 beginning at 6:30 p.m. at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

16. Adjourn Meeting - The meeting adjourned at 7:02 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	June 17, 2019