

Capital Area School for the Arts Charter School
Meeting of Board of Trustees
April 11, 2016
5:30 p.m.

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on April 11, 2016 at 5:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board members in attendance: Glenn Zehner, Christy Pavlakovich, Elizabeth Mullaugh, Audrey Sanders, Connie Kindler, David Herman, Sean Galloway, and David Skerpon

Board members not in attendance: Cate Watson, Frank Fleishman, and Perrise Hatcher

Others/public in attendance: Timothy Wendling

1. Call to Order - Ms. Mullaugh called the meeting to order at 5:35p.m.
2. Roll Call/Additions to Agenda/Announcements
 - 2.1. Roll Call - Board members in attendance are noted above.
 - 2.2. Additions to the Agenda - None.
 - 2.3. Announcements - None.
3. Public Comment on Agenda Items - None.
4. Approval of Minutes - Mrs. Mullaugh stated the minutes for the March 14, 2016 were up for final approval.

A motion was made by Audrey Sanders and seconded by Connie Kindler to approve the minutes noted above. Motion passed with all members present voting in the affirmative. The vote was approved unanimously.

5. Board Chair's Report - Ms. Mullaugh reminded all board members that the Annual Financial Disclosure Statements are due by May 1, 2016. She also provided the form again to anyone that needed it.
 - 6.1. Conflict of Interest Policy and Annual Affirmation was shared with all board members and requested to be completed and returned.
 - 6.2. Ms. Mullaugh asked for board members opinion on writing a letter of support for the proposed Arts to the Core Charter School being discussed in Harrisburg, we unanimously agreed that we would not be writing a letter of support.

6. Principal's Report

- 6.1 Enrollment/Admission Update - As of this meeting's date, our enrollment is at 182

students.

6.2 Other Issues

- 6.2.1. The Course Selection Guide and List of Novels for 2016 and 2017 were shared with the board and discussed.

A motion was made by David Herman and seconded by Glenn Zehner to approve The Course Selection Guide and List of Novels for 2016 and 2017. Motion passed with all members present voting in the affirmative. The vote was approved unanimously.

- 6.2.2. A request for approval of a Field Trip Messiah College, School of Science Engineering and Health Annual Student Symposium was presented to the board for approval.

A motion was made by David Herman and seconded by Glenn Zehner to approve the Field Trip Messiah College, School of Science Engineering and Health Annual Student Symposium. Motion passed with all members present voting in the affirmative. The vote was approved unanimously.

- 6.2.3. A request for approval Tuition Reimbursement/Permission to enroll for Kim Dickerson was presented to the board for approval.

A motion was made by Glenn Zehner and seconded by David Herman to approve the Tuition Reimbursement/Permission request Motion passed with all members present voting in the affirmative. The vote was approved unanimously.

7. Treasurer's Report: Mr. Galloway reported we currently had \$160,000.00 in our checking account, and that we have not received any back tuition payments from the state at this time.

8. Budget Administration

- 8.1 Line of Credit currently has a balance of \$125,000.00

- 8.2 Presentation of the Draft Budget for 2016 and 2017 year was shared and reviewed. It was noted that in 2015 Diane Reed's expenses were omitted from the budget in error.

- 8.3 Mr. Galloway presented a proposed amendment to the FY 2016 to add in the Accounting Services of Ms. Reed. It did not have a negative impact on the budget due to savings on Adobe Software, Facility improvements postponed until next year, and painting and minor repairs postponed until next year.

A motion was made by David Herman and seconded by Audrey Sanders to approve the proposed budget amendment. Motion passed with all members present voting in the affirmative. The vote was approved unanimously.

9. Other Fiscal Matters -

9.1 Spring Musical

9.1.1. Approval of State Museum contract for 2017 Graduation

A motion was made by Christy Pavlakovich and seconded by Audrey Sanders to approve the State Museum contract for 2017 graduation. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.

9.1.2. Ms. Mullaugh reminded all Trustees that the Annual Financial Disclosure statement is due by May 1, 2016.

10. Personnel Matters - None

11. Committee Reports - Dr. Zehner noted that the curriculum committee is open to anyone interested. Ms. Mullaugh stated she will forward committee meeting dates to all board members.

11.1. HR/Personnel: CEO Evaluation – update

11.2. Compliance Committee ---meeting following Trustees Meeting

12. Policies, Programs and Governing Documents

12.1. The minutes from the Curriculum and the Compliance Committee were shared.

13. Informational Items -

13.1. CRAE Update –

13.1.1 A bylaws committee to review and update CRAE's bylaws has been formed and Sylvie St. Hilaire, Bebe Mullaugh, and Dave Skerpon will participate on the committee and make recommendations for changes.

13.1.2 The CASA Live committee has generated \$10,050 in sponsorships currently and has secured 12 silent auction items.

13.1.3 A Spring appeal will be sent out to previous donors. The goal is to have the appeal sent the last week of May, after the CASA Live performance.

13.1.3 Sylvie St. Hilaire has created a volunteer spreadsheet for the Sunset Soiree scheduled for September 13th, and has recruited volunteers for each assignment.

14. Public Comment on Non Agenda Items: None

15. Next Board Meeting Date - The next meeting of the CASA Charter School Board of Trustees is scheduled for Tuesday, November 9, 2015 beginning at 5:30 p.m. at CASA Charter School, 150 Strawberry square, Harrisburg, PA.

16. Adjourn Meeting - The meeting was unanimously adjourned at 6:25 pm

The schedule of regular meetings of the CASA Charter School Board of Trustees for the remainder of the 2015-16 school year is as follows:

Date	Day	Start Time	Meeting Location
May 9, 2016	Monday	5:30 PM	CASA Charter School
June 13, 2016	Monday	5:30 PM	CASA Charter School