

Capital Area School for the Arts Charter School  
Meeting of Board of Trustees  
November 9, 2015  
5:30 p.m.  
Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on November 9 at 5:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board members in attendance: Elizabeth Mullaugh, Sean Galloway, Perrise Hatcher, Connie Kindler, Caryn Watson (on phone), David Herman, Glenn Zehner (on phone) Christine Pavlakovich and Audrey Sanders.

Board members not in attendance: Frank Fleishman, and David Skerpon

Others/public in attendance: Timothy Wendling

1. Call to Order - Ms. Mullaugh called the meeting to order at 5:30 p.m.
2. Roll Call/Additions to Agenda/Announcements
  - 2.1. Roll Call - Board members in attendance are noted above.
3. Public Comment on Agenda Items - None.
4. Approval of Minutes

*A motion was made by Ms. Pavlakovich and seconded by Mr. Galloway to approve the minutes from the October 13 meeting. The motion was approved unanimously.*

5. Board Chair's Report –
  - 5.1 Ms. Mullaugh shared new bank accounts are being set up at Mid Penn Bank in accordance with the loan agreement. Bonding of Board members is pending.
  - 5.2 In addition, Ms. Mullaugh shared that the Board is looking for a candidate to fill the vacancy created by Mrs. Chambers' resignation. Mr. Skerpon is the Nominating Committee Chair.
6. Principal's Report
  - 6.1 Enrollment/Admission Update - As of this meeting's date, our enrollment is at 186 students.

## 6.2. Other Issues

6.2.1 Mr. Wendling shared that the Music Teacher, Mr. Boyer, is doing about three times as many auditions as the other teachers. Many of the applicants are not at all qualified to become students. Mr. Wendling asked for board agreement that Mr. Boyer be submitted video's from the applicants as a first audition. He could then invite those he thought were good prospects to come in for a further audition. The Board agreed.

6.2.2 Mr. Wendling also shared that there is an Open House for prospective students on Thursday, November 12 and that auditions for the spring have been set for two evenings and one Saturday.

6.2.3 Mr. Wendling asked for permission for the students to take a Field Trip to Medieval Times. The students will pay all expenses. Two school buses will be utilized.

*A motion was made by Perrise Hatcher and seconded by Connie Kindler to approve a Field Trip to Medieval Times. The motion was approved unanimously.*

6.3 School Performance Profile Scores. CASA Charter School earned a SPP score of 86, substantially up from the preceding year. Mr. Wendling shared that he is very happy with the SPP scores but that they will not become complacent. He sees need for improvement in Algebra I and Biology. Nine AP scores of 3 and above were not in the SPP reports because that number of scores is considered insufficient. We will note the AP scores in our Annual Report.

6.4 Mr. Wendling asked for permission for the students to hold four fund raisers. Three are for the Europe summer trip and one is for a theater workshop.

*A motion was made by Christy Pavlovovich and seconded by David Herman to approve the four field trips. The motion passed unanimously.*

7. Treasurers Report – Mr. Galloway reported that of the \$534,000 billed to the school districts, \$253,000 has been paid. CASA has paid all bills to date except for rent due to the IU for the first quarter of 2015-2016. The only draw on the Mid Penn loan has been \$800 for closing costs.

8. Budget Administration – On October 30, paperwork was signed from Mid Penn Bank for the loan. Mid Penn Bank has been very accommodating.

9. Other Fiscal Matters – Mr. Herman reported that a reach-in refrigerator needed service. It was found that it needed calibrating and had dirty coils. It was recommended that twice a year there should be a service visit.

*A motion was made by David Herman and seconded by Audrey Sanders to enter in to an agreement with Thermotech for a planned maintenance agreement at a cost of \$140 per visit or \$280 per year. The motion unanimously passed.*

10. Personnel Matters – no personnel matters.

11. Committee Reports

11.1 HR/Personnel – An evaluation of our CEO, Mr. Wendling was completed and delivered to him by Ms. Mullaugh. The evaluation was very good and Mr. Wendling offered good information for areas of improvement and goals. His feedback was sent back to the HR/Personnel Committee.

11.2 Compliance Committee – no report

12. Policies, Programs and Governing Documents – no report

13. Information Items

13.1 CRAE Update

13.1.1 Mrs. Sanders reported that our Annual Appeal letters will go out within the next two weeks.

13.1.2 Grants

13.1.2.1 Grant Writer Update – Although a contract had already been completed for Teri Guerrisi, we have run into a small glitch. Ms. Guerrisi will lose coverage under her husbands medical insurance because she will be self-employed. It was determined that she can be employed part time without benefits and still stay under his policy. CRAE will consider whether to employ her, which will require some accommodations. We will have to set up payroll, purchase workman's compensation and liability insurance and pay the 7.25% tax. These costs are estimated to be approximately \$2,400 per year.

13.1.2.2 We have received a check for \$15,000 from the Wells Foundation designated for the biology curriculum.

13.1.2.3 We made application to the Children's Home Foundation for a \$7,500 grant to upgrade the MAC computers. We have unofficial word that we will be awarded the grant.

13.1.3 LHA Project – our group from Leadership Harrisburg met with Mr. Wendling and seemed very engaged. They spent 30 minutes discussing their ideas with him. They are proceeding with the work.

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 Monday, December 14, 2015 beginning at 5:30 PM at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

16. The meeting was unanimously adjourned at 6:10 PM.

Date	Day	Start Time	Meeting Location
December 14, 2015	Monday	5:30 PM	CASA Charter School
January 11, 2016	Monday	5:30 PM	CASA Charter School
February 8, 2016	Monday	5:30 PM	CASA Charter School
March 14, 2016	Monday	5:30 PM	CASA Charter School
April 11, 2016	Monday	5:30 PM	CASA Charter School
May 9, 2016	Monday	5:30 PM	CASA Charter School
June 13, 2016	Monday	5:30 PM	CASA Charter School