

Capital Area School for the Arts Charter School
Meeting of Board of Trustees
July 13, 2015 – 5:30 PM
at CASA Charter School
at 150 Strawberry Square, Harrisburg, PA

Agenda

- 1. Call to Order**
- 2. Roll Call/Additions to Agenda/Announcements**
 - 2.1. Roll Call
 - 2.2. Additions to the Agenda
 - 2.3. Announcements
- 3. Public Comment on Agenda Items**
- 4. Approval of Minutes**
 - 4.1. January 12, 2015
 - 4.2. February 9, 2015
 - 4.3. March 9, 2015
 - 4.4. April 13, 2015
 - 4.5. April 29, 2015 Special Meeting
 - 4.6. May 11, 2015
 - 4.7. June 9, 2015
- 5. Administrative**
- 6. EXECUTIVE SESSION**
 - 6.1. Update on Personnel issue
- 7. Principal's Report**
 - 7.1. Enrollment update
 - 7.2. Admission 2015-16 update
 - 7.3. Other Issues
 - 7.3.1. CASA Student Handbook/Agenda for 2015-2016
 - 7.3.2. Employee Handbook 2015-2016
 - 7.3.3. Agreement for Educational Services – The Meadows Psychiatric Center
 - 7.3.4. HSD Lunch Service Letter

8. Board Chair's Report

9. Treasurer's Report

10. Budget Administration

10.1. Approve State Museum Event rental contract for Graduation 2016

10.2. Janitorial services Contract

10.3. Contract for AED (defibrillator and training)

10.4. Purchase of Apple Computers for Film and Video

11. Other Fiscal Matters

11.1. PDE Rent Reimbursement Application – approved at special meeting 7/10/15

12. Personnel Matters

13. Committee Reports

13.1. Curriculum Committee

13.2. Community Relations Committee

13.2.1. Meeting dates for 2015-2016

14. Policies, Programs and Governing Documents

14.1. First Reading of Policies

14.1.1. Policy #417-Conduct - Disciplinary Procedures

14.1.2. Policy #439 – Uncompensated Leave

14.1.3. Policy #440 - Responsibility for Student Welfare

14.1.4. Policy #441 – Benefits for Part-Time Personnel

14.1.5. Policy #442 – Jury Duty

14.1.6. Policy #448 – Unlawful Harassment

14.1.7. Policy #451 - Drug and Substance Abuse

14.1.8. Policy #819 – Suicide Awareness – Prevention and Response

14.1.9. Policy #916 – School Volunteers (w/Clearances Chart)

15. Information Items

15.1. CRAE Update

15.1.1. Grants – Stabler (\$5,000); Whitaker (\$15,000)

16. Public Comment on Non-Agenda Items

Capital Area School for the Arts Charter School
Meeting of Board of Trustees
Monday, August 10, 2015 – 5:30 PM
at CASA Charter School
at 150 Strawberry Square, Harrisburg, PA

Agenda

- 1. Call to Order**
- 2. Roll Call/Additions to Agenda/Announcements**
 - 2.1. Roll Call
 - 2.2. Additions to the Agenda
 - 2.3. Announcements
- 3. Public Comment on Agenda Items**
- 4. Approval of Minutes**
 - 4.1. January 12, 2015
 - 4.2. February 9, 2015
 - 4.3. March 9, 2015
 - 4.4. April 13, 2015
 - 4.5. April 29, 2015 Special Meeting
 - 4.6. July 13, 2015
- 5. Administrative**
- 6. Principal's Report**
 - 6.1. Enrollment/Admission update
 - 6.2. Other Issues
 - 6.2.1. Charter School Annual Report (attachment) – informational only
 - 6.2.2. Safe Schools Report/MOU Update
 - 6.2.3. HSD Lunch Service Agreement (attachment)
 - 6.2.4. Out-of-state school trips (attachment)
 - 6.2.5. Safety and Emergency Plans
 - 6.2.5.1. TMI Plan
 - 6.2.5.2. Emergency Plan
 - 6.2.5.3. EOP All Hazards Plan

7. Board Chair's Report

7.1. Planning for Charter Renewal, etc.

8. Treasurer's Report

9. Budget Administration

9.1. Liability Insurance Renewal – status report

10. Other Fiscal Matters

10.1. PDE Rent Reimbursement Application – status report

11. Personnel Matters

11.1. CEO Evaluation

12. Committee Reports

13. Policies, Programs and Governing Documents

13.1. Second Reading of Policies (attached to July 13 Agenda)

- 13.1.1. Policy #417-Conduct - Disciplinary Procedures
- 13.1.2. Policy #439 – Uncompensated Leave
- 13.1.3. Policy #440 - Responsibility for Student Welfare
- 13.1.4. Policy #441 – Benefits for Part-Time Personnel
- 13.1.5. Policy #442 – Jury Duty
- 13.1.6. Policy #448 – Unlawful Harassment
- 13.1.7. Policy #451 - Drug and Substance Abuse
- 13.1.8. Policy #819 – Suicide Awareness – Prevention and Response
- 13.1.9. Policy #916 – School Volunteers (w/Clearances Chart)

14. Information Items

14.1. CRAE Update

14.1.1. Grants

- 14.1.1.1. Alexander Grass Foundation
- 14.1.1.2. CEF/Arts for All Partnership (\$2,500)
- 14.1.1.3. Procedure for Grant Award Acknowledgements

15. Public Comment on Non-Agenda Items

16. Next Board Meeting Date

The next meeting of the CASA Charter School Board of Trustees is scheduled for ~~Monday~~ *Tuesday* **September 15, 2015** beginning at 5:30 PM at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

17. Adjourn Meeting

The schedule of regular meetings of the CASA Charter School Board of Trustees for the balance of the 2015-16 fiscal year is as follows.

<u>Date</u>	<u>Day</u>	<u>Start Time</u>	<u>Meeting Location</u>
September 15, 2015	Tuesday	5:30 PM	CASA Charter School
October 13, 2015	Tuesday	5:30 PM	CASA Charter School
November 9, 2015	Monday	5:30 PM	CASA Charter School
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

Capital Area School for the Arts Charter School
Meeting of Board of Trustees
Tuesday, September 15, 2015 – 5:30 PM
at CASA Charter School
at 150 Strawberry Square, Harrisburg, PA

Agenda

- 1. Call to Order**
- 2. Roll Call/Additions to the Agenda/Announcements/Administrative**
- 3. Public Comment on Agenda Items**
- 4. Approval of Minutes**
- 5. Board Chair Report**
 - 5.1. Principal Leave/Substitute
 - 5.2. Temple University space
- 6. Principal/CEO Report**
 - 6.1. Enrollment Update
 - 6.2. Other Issues
 - 6.2.1. Friends Helping Friends Fundraiser request
 - 6.2.2. Approval of Substitute Principal
 - 6.2.3. Approval of substitute teachers for 2015-2016 academic year
 - 6.2.4. Whitaker Center Internship (mentorship?)
- 7. Treasurer's Report**
- 8. Budget Administration**
 - 8.1. Approval of Tuition Reimbursement Request (attached)
- 9. Other Fiscal Matters**
 - 9.1. PDE Rent Reimbursement Application - status
- 10. Personnel Matters**
- 11. Committee Reports**
 - 11.1. HE/Personnel – CEO Evaluation – status report
 - 11.2. Curriculum Committee
- 12. Policies, Programs and Governing Documents**
 - 12.1. N/A

13. Information Items

13.1. CRAE Update

13.1.1. Grants

13.1.1.1. Wells Foundation – approved (\$15,000)

13.1.1.2. Application to Children's Home Foundation (\$7,500)

13.1.1.3. Kunkel Foundation – application due October 1.

13.1.2. September 16 Soiree

13.1.3. LHA Project

14. Public Comment on Non-Agenda items

15. Next Board Meeting Date

The next meeting of the CASA Charter School Board of Trustees is scheduled for **Tuesday October 13, 2015** beginning at 5:30 PM at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

16. Adjourn Meeting

The schedule of regular meetings of the CASA Charter School Board of Trustees for the balance of the 2015-16 fiscal year is as follows.

Date	Day	Start Time	Meeting Location
October 13, 2015	Tuesday	5:30 PM	CASA Charter School
November 9, 2015	Monday	5:30 PM	CASA Charter School
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

Capital Area School for the Arts Charter School
Meeting of Board of Trustees
Tuesday, October 13, 2015 – 5:30 PM
at CASA Charter School
150 Strawberry Square, Harrisburg, PA

Agenda

- 1. Call to Order**
- 2. Roll Call/Additions to the Agenda/Announcements/Administrative**
- 3. Public Comment on Agenda Items**
- 4. Approval of Minutes – September 15, 2015**
- 5. Board Chair Report**
 - 5.1. Resignation of Trustee
 - 5.2. Recommendation for Bonding of Officers
- 6. Principal/CEO Report**
 - 6.1. Enrollment Update
 - 6.2. Keystone Exam Results
 - 6.3. Other Issues
- 7. Treasurer's Report**
- 8. Budget Administration**
 - 8.1. Rent reimbursement – received
 - 8.2. Borrowing to meet cash flow needs – Loan from Mid Penn
 - 8.3. Request to CRAE for funds
- 9. Other Fiscal Matters**
 - 9.1. Spring Musical
 - 9.1.1. Contract with Whitaker
 - 9.1.2. Contract with Director, etc.
- 10. Personnel Matters**
- 11. Committee Reports**
 - 11.1. HR/Personnel: CEO Evaluation - update
 - 11.2. Compliance Committee – meeting following Trustees Meeting
- 12. Policies, Programs and Governing Documents**
 - 12.1. Policy Committee to meet with Compliance Committee following Trustees Meeting.

13. Information Items

13.1. CRAE Update

13.1.1. Grants

13.1.1.1. Engagement of Grant Writer

13.1.1.2. Wells Foundation – approved (\$15,000) – not yet received

13.1.1.3. Application to Children's Home Foundation (\$7,500) - submitted

13.1.2. September 16 Soiree - report

13.1.3. LHA Project – update

14. Public Comment on Non-Agenda items

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 PM at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

16. Adjourn Meeting

The schedule of regular meetings of the CASA Charter School Board of Trustees for the balance of the 2015-16 fiscal year is as follows.

Date	Day	Start Time	Meeting Location
November 9, 2015	Monday	5:30 PM	CASA Charter School
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

Capital Area School for the Arts Charter School

Meeting of Board of Trustees
Monday, November 9, 2015 – 5:30 PM
at CASA Charter School
150 Strawberry Square, Harrisburg, PA

Agenda

- 1. Call to Order**
- 2. Roll Call/Additions to the Agenda/Announcements/Administrative**
- 3. Public Comment on Agenda Items**
- 4. Approval of Minutes – October 13, 2015 (attached)**
- 5. Board Chair Report**
 - 5.1. Bonding of Officers – pending
 - 5.2. Board Vacancy
- 6. Principal/CEO Report**
 - 6.1. Enrollment Update
 - 6.2. Other Issues
 - 6.3. SPP Score
 - 6.4. School Fundraisers – requests for approval (attached)
- 7. Treasurer's Report**
- 8. Budget Administration**
 - 8.1. Loan from Mid Penn – update (copy of executed loan documents attached)
- 9. Other Fiscal Matters**
 - 9.1. Spring Musical
 - 9.1.1. Contract with Director, etc.
- 10. Personnel Matters**
- 11. Committee Reports**
 - 11.1. HR/Personnel: CEO Evaluation – update
 - 11.2. Compliance Committee
- 12. Policies, Programs and Governing Documents**
 - 12.1. N/A

13. Information Items

13.1. CRAE Update

13.1.1. Annual Appeal

13.1.2. Grants

13.1.2.1. Grant Writer - update

13.1.2.2. Wells Foundation – (\$15,000) – received!

13.1.2.3. Application to Children's Home Foundation (\$7,500) - submitted

13.1.3. LHA Project – update

14. Public Comment on Non-Agenda items

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. Adjourn Meeting

The schedule of regular meetings of the CASA Charter School Board of Trustees for the balance of the 2015-16 fiscal year is as follows.

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

Capital Area School for the Arts Charter School
Meeting of Board of Trustees
Monday, December 14, 2015 – 5:30 PM
at CASA Charter School
150 Strawberry Square, Harrisburg, PA

Agenda

- 1. Call to Order**
- 2. Roll Call/Additions to the Agenda/Announcements/Administrative**
- 3. Public Comment on Agenda Items**
- 4. Approval of Minutes – November 9, 2015 (attached) and September 15, 2015 (attached)**
- 5. Board Chair Report**
 - 5.1. Bonding of Officers – pending
 - 5.2. Board Vacancy
- 6. Principal/CEO Report**
 - 6.1. Enrollment Update
 - 6.2. Other Issues
 - 6.2.1. Approval of Permission to Enroll in Classes (attached)
 - 6.2.2. Lifetouch agreement for Yearbook (attached)
 - 6.2.3. PHEAA Agreement (attached)
 - 6.2.4. Substitute Teachers List – Addition for approval (updated list attached)
- 7. Treasurer's Report**
 - 7.1. Financial Statements
 - 7.2. Financial Audit presentation – Brown Schultz Sheridan and Fritz
- 8. Budget Administration**
 - 8.1. Line of Credit – use to date
 - 8.2. Harrisburg Public School Foundation funds received (\$22,390.07)
- 9. Other Fiscal Matters**
 - 9.1. Spring Musical
 - 9.1.1. Budget (attached)
 - 9.1.2. Contracts with Director, etc. (attached)
- 10. Personnel Matters**

11. Committee Reports

- 11.1. HR/Personnel: CEO Evaluation – update
- 11.2. Compliance Committee (to meet jointly with Policy Committee following Board meeting)
- 11.3. Curriculum Committee (minutes attached)

12. Policies, Programs and Governing Documents

- 12.1. N/A

13. Information Items

- 13.1. CRAE Update
 - 13.1.1. Annual Appeal
 - 13.1.2. Grants
 - 13.1.2.1. Grant Writer – update and introduction
 - 13.1.2.2. Wells Foundation – (\$15,000) – received!
 - 13.1.2.3. Application to Children's Home Foundation (\$7,500) - submitted
 - 13.1.3. LHA Project – update

14. Public Comment on Non-Agenda items

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. Adjourn Meeting

The schedule of regular meetings of the CASA Charter School Board of Trustees for the balance of the 2015-16 fiscal year is as follows.

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

Capital Area School for the Arts Charter School
Meeting of Board of Trustees
Monday, January 11, 2016 – 5:30 PM
at CASA Charter School
150 Strawberry Square, Harrisburg, PA

Agenda

- 1. Call to Order**
- 2. Roll Call/Additions to the Agenda/Announcements/Administrative**
- 3. Public Comment on Agenda Items**
- 4. Approval of Minutes – December 14, 2015 (attached)**
- 5. Board Chair Report**
 - 5.1. Bonding of Officers – pending
 - 5.2. Board Vacancy
- 6. Principal/CEO Report**
 - 6.1. Enrollment Update
 - 6.2. Other Issues
- 7. Treasurer's Report**
 - 7.1. Financial Statements
- 8. Budget Administration**
 - 8.1. Line of Credit – use to date
 - 8.2. 2016-2017 Budget Process
- 9. Other Fiscal Matters**
 - 9.1. Spring Musical
 - 9.2. Annual Financial Disclosure Statements due May 1, 2016 (form attached)
- 10. Committee Reports**
 - 10.1. Compliance Committee - update
- 11. Policies, Programs and Governing Documents**
 - 11.1. N/A

12. Information Items

12.1. CRAE Update

12.1.1. Annual Appeal

12.1.2. Grants

12.1.2.1. Oscars.org

12.1.2.2. Vernier

12.1.2.3. Application to Children's Home Foundation (\$7,500) - submitted

12.1.3. LHA Project – update

13. Public Comment on Non-Agenda items

14. Personnel Matters

14.1. EXECUTIVE SESSION

15. Next Board Meeting Date

The next meeting of the CASA Charter School Board of Trustees is scheduled for **Monday, February 8, 2015** beginning at 5:30 PM at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

16. Adjourn Meeting

The schedule of regular meetings of the CASA Charter School Board of Trustees for the balance of the 2015-16 fiscal year is as follows.

Date	Day	Start Time	Meeting Location
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

Capital Area School for the Arts Charter School
Meeting of Board of Trustees
Monday, February 8, 2016 – 5:30 PM
at CASA Charter School
150 Strawberry Square, Harrisburg, PA

Agenda

- 1. Call to Order**
- 2. Roll Call/Additions to the Agenda/Announcements/Administrative**
- 3. Public Comment on Agenda Items**
- 4. Approval of Minutes – January 11, 2015 (attached)**
- 5. Board Chair Report**
 - 5.1. Bonding of Officers – pending
 - 5.2. Board Vacancy
- 6. Principal/CEO Report**
 - 6.1. Enrollment Update
 - 6.2. Other Issues
 - 6.2.1. IDEA Contract (attached)
 - 6.2.2. Approval of School Trip and Fundraising Requests (attached)
- 7. Treasurer's Report**
 - 7.1. Financial Statements
- 8. Budget Administration**
 - 8.1. Line of Credit – use to date
 - 8.2. 2016-2017 Budget Process
- 9. Other Fiscal Matters**
 - 9.1. Form 990 filing for fiscal year 2015
 - 9.2. Annual Financial Disclosure Statements due May 1, 2016 (form attached)
- 10. Personnel Matters**
 - 10.1. Approval of Substitute Teachers: Sara Benson and Lisa Camp
- 11. Committee Reports**
 - 11.1. Curriculum Committee Meeting Minutes (attached)
 - 11.2. Compliance Committee - update
- 12. Policies, Programs and Governing Documents**

12.1. N/A

13. Information Items

13.1. CRAE Update

13.1.1. Annual Appeal

13.1.2. Grants

13.1.2.1. Oscars.org

13.1.2.2. Vernier

13.1.2.3. Application to Children's Home Foundation (\$7,500) – received.

13.1.2.4. Rotary - rejected

13.1.3. LHA Project – update

14. Public Comment on Non-Agenda items

15. Next Board Meeting Date

The next meeting of the CASA Charter School Board of Trustees is scheduled for **Monday, March 14, 2015** beginning at 5:30 PM at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

16. Adjourn Meeting

The schedule of regular meetings of the CASA Charter School Board of Trustees for the balance of the 2015-16 fiscal year is as follows.

Date	Day	Start Time	Meeting Location
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

Capital Area School for the Arts Charter School
Meeting of Board of Trustees
Monday, March 14, 2016 – 5:30 PM
at CASA Charter School
150 Strawberry Square, Harrisburg, PA

Agenda

- 1. Call to Order**
- 2. Roll Call/Additions to the Agenda/Announcements/Administrative**
- 3. Public Comment on Agenda Items**
- 4. Board Chair Report**
 - 4.1. Presentation by Arts to the Core – Richard Caplan (PowerPoint sent separately)
- 5. Approval of Minutes – February 8, 2015 (will be sent separately)**
- 6. Principal/CEO Report**
 - 6.1. Enrollment Update
 - 6.2. Other Issues
 - 6.2.1. Approval of GSA Club (attached)
 - 6.2.2. Approval of 2016-2017 School Calendar (attached)
 - 6.2.3. Interim Policy for audition of 8th Graders and admittance of 9th Graders
- 7. Treasurer's Report**
 - 7.1. Financial Statements
- 8. Budget Administration**
 - 8.1. Line of Credit – use to date
 - 8.2. Bonding of Officers – finalized – approval of premiums
- 9. Other Fiscal Matters**
 - 9.1. Approval of State Museum contract for 2017 Mid-Year performance (attached).
 - 9.2. Annual Financial Disclosure Statements due May 1, 2016 (form attached)
- 10. Personnel Matters**
 - 10.1. Approval of Guest Artist/Substitute – David Glasgow
- 11. Committee Reports**
- 12. Policies, Programs and Governing Documents**
 - 12.1. Revision of Policy - #201 – Admission of Students

- 12.2. First Reading
 - 12.2.1. #104 – Nondiscrimination in Employment and Contract Practices
 - 12.2.2. #108 – Adoption of Textbooks
 - 12.2.3. #109 - Resource Materials
 - 12.2.4. #143 – Standards for Persistently Dangerous Schools
 - 12.2.5. #144 – Standards for Victims of Violent Crimes
 - 12.2.6. #313 – Evaluation of Administrative Employees
 - 12.2.7. #314 – Physical Examination for Administrative Employees

13. Information Items

- 13.1. CRAE Update
 - 13.1.1. Annual Appeal
 - 13.1.2. EITC
 - 13.1.3. CASALive!
 - 13.1.4. Grants
 - 13.1.4.1. Pollock Foundation -\$15,000 request to support Integrated Arts process
 - 13.1.4.2. McCormick Foundation -\$15,000 request to support Integrated Arts process.
 - 13.1.5. LHA Project – update
- 13.2. 2016 Graduation
 - 13.2.1. Sponsor
 - 13.2.2. Speaker

14. Public Comment on Non-Agenda items

15. Next Board Meeting Date

The next meeting of the CASA Charter School Board of Trustees is scheduled for **Monday, April 11, 2016** beginning at 5:30 PM at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

16. Adjourn Meeting

The schedule of regular meetings of the CASA Charter School Board of Trustees for the balance of the 2015-16 fiscal year is as follows.

Date	Day	Start Time	Meeting Location
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

Capital Area School for the Arts Charter School
Meeting of Board of Trustees
Monday, April 11, 2016 – 5:30 PM
at CASA Charter School
150 Strawberry Square, Harrisburg, PA

Agenda

- 1. Call to Order**
- 2. Roll Call/Additions to the Agenda/Announcements/Administrative**
- 3. Public Comment on Agenda Items**
- 4. Approval of Minutes – March 14, 2015 (attached)**
- 5. Principal/CEO Report**
 - 5.1. Enrollment Update
 - 5.2. Other Issues
 - 5.2.1. Course Selection Guide and List of Novels for 2016-2017 (attached)
 - 5.2.2. Approval of Field Trip (attached)
 - 5.2.3. Tuition Reimbursement/Permission to Enroll (attached)
- 6. Board Chair Report**
 - 6.1. Conflict of Interest Policy and Annual Affirmation (attached)
 - 6.2. Follow-up on Presentation by Arts to the Core
- 7. Treasurer's Report**
 - 7.1. Financial Statements
- 8. Budget Administration**
 - 8.1. Line of Credit – use to date
 - 8.2. State Budget
 - 8.3. Presentation of Draft Budget for year 2016-2017
- 9. Other Fiscal Matters**
 - 9.1. Approval of State Museum contract for 2017 Graduation (attached).
 - 9.2. Annual Financial Disclosure Statements due May 1, 2016 (form attached)
- 10. Personnel Matters**
- 11. Committee Reports**
 - 11.1. Curriculum Committee (Minutes attached)

12. Policies, Programs and Governing Documents

- 12.1. First Reading
 - 12.1.1. N/A
- 12.2. Second Reading (distributed with March 2016 Agenda)
 - 12.2.1. #104 – Nondiscrimination in Employment and Contract Practices
 - 12.2.2. #108 – Adoption of Textbooks
 - 12.2.3. #109 - Resource Materials
 - 12.2.4. #143 – Standards for Persistently Dangerous Schools
 - 12.2.5. #144 – Standards for Victims of Violent Crimes
 - 12.2.6. #313 – Evaluation of Administrative Employees
 - 12.2.7. #314 – Physical Examination for Administrative Employees

13. Information Items

- 13.1. CRAE Update
 - 13.1.1. Spring Appeal
 - 13.1.2. EITC
 - 13.1.3. CASALive!
 - 13.1.4. Grants
 - 13.1.5. LHA Project – update
- 13.2. 2016 Graduation
 - 13.2.1. Sponsor
 - 13.2.2. Speaker

14. Public Comment on Non-Agenda items

15. Next Board Meeting Date

The next meeting of the CASA Charter School Board of Trustees is scheduled for **Monday, May 9, 2016** beginning at 5:30 PM at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

16. Adjourn Meeting

The schedule of regular meetings of the CASA Charter School Board of Trustees for the balance of the 2015-16 fiscal 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

Capital Area School for the Arts Charter School
Meeting of Board of Trustees
Monday, May 9, 2016 – 5:30 PM
at CASA Charter School
150 Strawberry Square, Harrisburg, PA

Agenda

- 1. Call to Order**
- 2. Roll Call/Additions to the Agenda/Announcements/Administrative**
- 3. Public Comment on Agenda Items**
- 4. Approval of Minutes – April 11, 2015**
- 5. Principal/CEO Report**
 - 5.1. Enrollment Update
 - 5.2. Other Issues
 - 5.2.1. Final Exams
 - 5.2.2. Faculty Updates (Letters attached)
 - 5.2.3. Permission to Enroll (attached)
- 6. Board Chair Report**
 - 6.1. Conflict of Interest Policy and Annual Affirmation (attached)
 - 6.2. Board Meeting time for 2016-2017
- 7. Treasurer's Report**
 - 7.1. Financial Statements
- 8. Budget Administration**
 - 8.1. Facility Update
 - 8.2. Tentative Budget for year 2016-2017 (attached)
- 9. Other Fiscal Matters**
 - 9.1. CASA Facility Use by PA Council on the Arts (attached).
- 10. Personnel Matters**
- 11. Committee Reports**
 - 11.1. Nominating Committee
- 12. Policies, Programs and Governing Documents**
 - 12.1. Three (3) year Review of Policy # 249 (adopted June, 2016 – copy attached)
 - 12.2. First Reading – N/A

13. Information Items

- 13.1. CRAE Update
 - 13.1.1. Spring Appeal
 - 13.1.2. EITC
 - 13.1.3. CASALive!
 - 13.1.4. Grants
 - 13.1.5. LHA Project – update
- 13.2. 2016 Graduation
 - 13.2.1. Speaker

14. Public Comment on Non-Agenda items

15. Next Board Meeting Date

The next meeting of the CASA Charter School Board of Trustees is scheduled for **Monday, June 13, 2016** beginning at 5:30 PM at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

16. Adjourn Meeting

The schedule of regular meetings of the CASA Charter School Board of Trustees for the balance of the 2015-16 fiscal year is as follows.

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

Capital Area School for the Arts Charter School
Meeting of Board of Trustees
Monday, June 13, 2016 – 5:30 PM
at CASA Charter School, 150 Strawberry Square, Harrisburg, PA

Agenda

- 1. Call to Order**
- 2. Roll Call/Additions to the Agenda/Announcements/Administrative**
- 3. Public Comment on Agenda Items**
- 4. Approval of Minutes – April 11, 2016 and May 9, 2016 (attached)**
- 5. Principal/CEO Report**
 - 5.1. Enrollment and Registration Update
 - 5.2. Other Issues
 - 5.2.1. Field Trip Request (attached)
- 6. Personnel Matters**
 - 6.1. Personnel Report
 - 6.2. EXECUTIVE SESSION
- 7. Board Chair Report**
 - 7.1. Graduation
 - 7.2. Board Meeting dates and times for 2016-2017 (attached)
- 8. Treasurer's Report**
 - 8.1. Financial Statements
- 9. Budget Administration**
 - 9.1. Facility Update – Lease Amendment (attached)
 - 9.2. Final Budget for year 2016-2017
- 10. Other Fiscal Matters**
 - 10.1. Contract for 9TH and 10th grade performances May 2017 at State Museum (attached)
 - 10.2. CAIU Comprehensive Tech Support Services Agreement (attached)
 - 10.3. Engagement of BSSF for Audit services (attached)
- 11. Committee Reports**
 - 11.1. Curriculum Committee (Meeting Notes attached)
 - 11.2. Nominating Committee Report
 - 11.2.1. Election of Officers
 - 11.2.2. Election of Board Members

12. Policies, Programs and Governing Documents

- 12.1. Policies for Adoption and Revision:
 - 12.1.1. #000 – Board Procedures
 - 12.1.2. #313 – Evaluation of Employees (all employees)
 - 12.1.3. #314 – Physical Examination (for all employees)
 - 12.1.4. #603 – Budget Preparation
 - 12.1.5. #604 – Budget Adoption
 - 12.1.6. #616.1 – Electronic Signatures
 - 12.1.7. #800 – Records Management
 - 12.1.8. #801 – Public Records (with appendices)

13. Information Items

- 13.1. CRAE Update
 - 13.1.1. Spring Appeal
 - 13.1.2. EITC
 - 13.1.3. CASALive!
 - 13.1.4. Grants
 - 13.1.5. LHA Project – update

14. Public Comment on Non-Agenda items

15. Next Board Meeting Date

The next meeting of the CASA Charter School Board of Trustees is scheduled for **Monday, July 11, 2016** beginning at **6:30 PM [NOTE THE NEW TIME]** at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

16. Adjourn Meeting

The schedule of regular meetings of the CASA Charter School Board of Trustees for the 2016-17 fiscal year is as follows.

Date	Day	Start Time	Meeting Location
July 11, 2016	Monday	6:30 PM	CASA Charter School
August, 8, 2016	Monday	6:30 PM	CASA Charter School
September 12, 2016	Monday	6:30 PM	CASA Charter School
October 17, 2016	Monday	6:30 PM	CASA Charter School
November 14, 2016	Monday	6:30 PM	CASA Charter School
December 12, 2016	Monday	6:30 PM	CASA Charter School
January, 9, 2017	Monday	6:30 PM	CASA Charter School
February 13, 2017	Monday	6:30 PM	CASA Charter School
March 14, 2017	Tuesday	6:30 PM	CASA Charter School
April 18, 2017	Tuesday	6:30 PM	CASA Charter School
May 8, 2017	Monday	6:30 PM	CASA Charter School
June 12, 2017	Monday	6:30 PM	CASA Charter School