

**Capital Area School for the Arts Charter School  
Meeting of the Board of Trustees  
January 21, 2020**

**Minutes**

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Tuesday, January 21, 2020 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA

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

Others/public in attendance: David Skerpon (on phone), Tim Wendling and Sue Hill

Board members not in attendance: Frank Fleishman, Christopher Healy

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. Board Meeting Minutes for December 16, 2019

*A motion was made by Sean Galloway and seconded Connie Kindler by to approve the board meeting minutes of December 16, 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 – January’s seniors of the month are Nadia El-Mourli and Azzlynn Patrick. Both are visual art students. Their information will be shared at the next board meeting.

5.2. Enrollment Update – Mr. Wendling noted that our current enrollment is 198 students.

5.3. Items for Approval

- 2020-21 School Calendar – Draft of School Calendar for 2020-2021

*A motion was made by Elizabeth Mullaugh and seconded by Glenn Zehner to approve the School Calendar for 2020-2021. Motion passed with all members present voting in the affirmative unless otherwise noted.*

- New Club Request – Karaoke Club

*A motion was made by Brian Griffith and seconded by Dawn Mull to approve the request for a Karaoke Club. Motion passed with all members present voting in the affirmative unless otherwise noted.*

- PDE Grant Agreement – Job Training and Education Programs

*A motion was made by Elizabeth Mullaugh and seconded by Glenn Zehner to approve the signing of the Job Training and Education Programs Grant Agreement with the Pennsylvania Department of Education by CEO Timothy Wendling. Motion passed with all members present voting in the affirmative unless otherwise noted.*

- State Museum Lease Agreements for Graduation, 2021; Mid-Year Performances, 2021; and End-of-Year Performances, 2021

*A motion was made by Brian Griffith and seconded by Elizabeth Mullaugh to approve lease agreements with the State Museum for Graduation, 2021; Mid-Year Performances, 2021; and End-of-Year Performances, 2021. Motion passed with all members present voting in the affirmative unless otherwise noted.*

- Student Council Fundraiser – Student Council will host “A Night in Paradise” for Black History month with performances from music, dance and visual art students.

*A motion was made by Glenn Zehner and seconded by Connie Kindler to approve a Student Council Fundraiser in honor of Black History month. Motion passed with all members present voting in the affirmative unless otherwise noted.*

## 6. Board President’s Report

- 6.1. Statement of Financial Interest Forms – All board members must complete and return to Sue Hill by May 1, 2020.

## 7. Treasurer’s Report

- 7.1. Financial Statements - Dawn Mull gave an overview the financial statements. Glenn Zehner asked if the line item budget for Speech and Language services will continue to be over budget. Mr. Wendling stated it will be about \$2,000 over budget due to adding an additional student.
- 7.2. Line of Credit Update - Mrs. Mull stated our line of credit is still at \$0.

## 8. Other Fiscal Matters

- 8.1. IRS Form 990 for 2018

*A motion was made by Brian Griffith and seconded by Elizabeth Mullaugh to approve the draft Form 990 for 2018. Mr. Wendling will contact BSSF to electronically sign the form. Motion passed with all members present voting in the affirmative unless otherwise noted.*

## 9. Budget Administration – N/A

## 10. Personnel Matters

- 10.1. Employment Recommendation – Special Education Teacher

*A motion was made by Elizabeth Mullaugh and seconded by Connie Kindler to approve the appointment of Adam Shickley as a Special Education Teacher effective March 2, 2020. Mr.*

*Shickley's salary will be \$61,303, pro-rated for the remainder of the 2019-2020 school year. Motion passed with all members present voting in the affirmative unless otherwise noted.*

- 10.2. Tuition Reimbursement Request - Mick Corman is requesting reimbursement for six credits taken at Kutztown University towards his teaching certificate.

*A motion was made by Glenn Zehner and seconded by Connie Kindler to approve a tuition reimbursement request for \$3,658.62 from Mick Corman. Motion passed with all members present voting in the affirmative unless otherwise noted.*

- 10.3. Tuition Reimbursement Request – Mick Corman – Mick Corman is requesting reimbursement for three credits taken at Kutztown University towards his teaching certificate.

*A motion was made by Sean Galloway and seconded by Dawn Mull to approve a tuition reimbursement request for \$1,786.80 from Mick Corman. Motion passed with all members present voting in the affirmative unless otherwise noted.*

## 11. Committee Reports

- 11.1. Facility Committee Report – Brian Griffith noted that an in depth presentation was given at the December meeting. David Herman, Tim Wendling and Brian Griffith met with the construction management team and designer at a kick off meeting to get the process going. They have been in constant contact with the team to ensure the move forward. Mr. Griffith stated they worked with Strawberry Square Development Corporation to revise our lease agreement to meet school code standards.

*A motion was made by David Herman and seconded by Glenn Zehner to approve the revised lease agreement with Strawberry Square Development Corporation. Motion passed with all members present voting in the affirmative unless otherwise noted.*

## 12. Policies, Programs, and Governing Documents

- 12.1. Board Policy 204 – Attendance/Truancy  
12.2. Board Policy 822 – AED and CPR  
12.3. Board Policy 209 – Health Examinations and Screenings

*A motion was made by Connie Kindler and seconded by Elizabeth Mullaugh to approve Board Policy No. 204; Board Policy No. 209; and Board Policy No. 822. Motion passed with all members present voting in the affirmative unless otherwise noted.*

## 13. Informational Items

- 13.1. CRAE Report – David Skerpon stated that the End-of-Year Appeal went very well and that over \$20,000 was raised. They are pleased with the work they are receiving from Shannon Lawson who has joined as a consultant. She is currently working on the “Wall of Thanks” and fundraising for CASALive! Fundraising for the new space will also be a priority.

## 14. Public Comment on Non-Agenda Items – N/A

15. Next Meeting Date - The next meeting of the CASA Charter School Board of Trustees is scheduled for Tuesday, February 18, 2020 at 6:30 p.m.

16. Adjourn Meeting

*A motion to adjourn the meeting was made by Elizabeth Mullaugh and seconded by Dawn Mull. Motion passed with all members present voting in the affirmative unless otherwise noted.*

**Capital Area School for the Arts Charter School  
Board of Trustees  
Meeting Dates for 2019-2020**

All meetings begin at 6:30 p.m. at  
CASA Charter School  
150 Strawberry Square  
Harrisburg, PA 17101

Tuesday, February 18, 2020  
Monday, March 16, 2020  
Monday, April 20, 2020  
Monday, May 18, 2020  
Monday June 22, 2020