

Capital Area School for the Arts Charter School
Meeting of the Board of Trustees
January 18, 2022

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Tuesday, January 18, 2022 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board members in attendance: Karen Degenhart (on phone), Richard Fry, Brian Griffith, Cathy Harlow (on phone), Chris Healy (on phone), Dawn Mull (on phone), Fina Salvo and Emily Klauer Sullivan

Others/public in attendance: Cheryl Howard, President, CASA Foundation
Tim Wendling and Sue Hill, CASA

Board Members not in attendance: All Present

1. Call to Order – Fina Salvo called the meeting to order at 6:32 p.m. Happy New Year to all!
2. Roll Call/Additions to the Agenda/Administrative – N/A
3. Public Comment on Agenda Items – N/A
4. Approval of Minutes

4.1. Board Meeting Minutes for December 20, 2021 1/Rich 2/Brian

A motion was made by Richard Fry and seconded by Brian Griffith to approve the board meeting minutes of December 20, 2021. Motion passed with all members present voting in the affirmative unless otherwise noted.

5. Principal/CEO Report

5.1. Seniors of the Month

Svetlana Doriana – Visual Art student residing in the Cumberland Valley School District

Lucy Martin – Dance student residing in the Mechanicsburg Area School District

5.2. Enrollment Update – CASA has 194 students that are enrolled as of today's date.

5.3. COVID Operations Update – Mr. Wendling updated the board on current COVID cases. Just as we predicted, after the holiday break, the numbers went up. We are continuing to follow the CDC protocol and feels that overall, we are doing well.

5.4. Items for Approval:

5.4.1. Audit Report including Form 990

A motion was made by Richard Fry and seconded by Karen Degenhart to accept and approve BSSF's audit report including Form 990. Motion passed with all members present voting in the affirmative unless otherwise noted.

5.4.2. Field Trip Request – Mrs. Cole – Surgery Live at the Whitaker Center

A motion was made by Brian Griffith and seconded by Emily Klauer Sullivan to approve Mrs. Cole's field trip request. Motion passed with all members present voting in the affirmative unless otherwise noted.

6. Board President's Report

6.1. Annual Statement of Financial Interests

Ms. Salvo instructed board members to fill out the Annual Statement of Financial Interests Forms and return to Sue Hill. They are due back on or before May 1, 2022. She also reminded members about the scheduled training scheduled for immediately after the board meeting today. There are several more trainings coming up with homework.

7. Treasurer's Report – Dawn Mull distributed and discussed the December Financial Statement.

8. Other Fiscal Matters – N/A

9. Budget Administration – N/A

10. Personnel Matters

10.1. Job Description – Educational Professional – Tim Wendling recapped information discussed at the last meeting regarding current staffing needs. We will re-evaluate this position at the end of this school year. The proposed salary is \$51,059.00.

A motion was made by Brian Griffith and seconded by Chris Healy to approve the educational professional job description. Motion passed with all members present voting in the affirmative unless otherwise noted.

10.2. Approval to Hire

A motion was made by Brian Griffith and seconded by Richard Fry to approve hiring Sara Palmer as an Educational Professional effective January 19, 2022 for the remainder of the 2021-22 school year at a salary of \$51,059, pro-rated. Motion passed with all members present voting in the affirmative unless otherwise noted.

10.3. Permission to Enroll in Reimbursable Credits – Erica Leonard

A motion was made by Brian Griffith and seconded by Chris Healy to approve a permission to enroll request from Erica Leonard. Motion passed with all members present voting in the affirmative unless otherwise noted.

11. Committee Reports

- 11.1. Curriculum Committee – Brian Griffith stated the committee met in December and again last week. The focus has been our comprehensive plan. We are looking at data for student achievement--strengths and weaknesses and aim to identify what we need to do to accelerate or remediate students.

12. Policies, Programs, and Governing Documents – N/A

13. Information Items

- 13.1. CASA Charter School Foundation - Cheryl Howard noted the Foundation will be meeting at the end of the month to create a tactic for building a donor list. The goal is to focus on that list so that we can have recurring gifts on local businesses. Richard Fry noted it is definitely the right time for pushing forward with that initiative. Fina Salvo inquired about available sponsorship opportunities.

Ms. Howard noted that the Foundation is focusing on some type of fundraiser this summer--preferably outside. She stated they are ready to get moving again.

Tim Wendling noted that as we develop the new website, it will be more marketable.

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

15. Next Board Meeting Date – The next CASA Charter School Board of Trustees meeting is Tuesday, February 22, 2022, at 6:30 p.m.

The meeting was adjourned at 6:53 p.m.

Upcoming Board Meeting Dates

Tuesday, March 22, 2022 – note different day

Tuesday, April 19, 2022 – note different day

Monday May 16, 2022

Monday, June 20, 2022

Upcoming Events

School Musical - The Addams Family – March 24-26, 2022 – Whitaker Center