

**Capital Area School for the Arts Charter School
Meeting of the Board of Trustees
November 18, 2019**

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, November 18, 2019 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

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

Others/public in attendance: Tim Wendling and Sue Hill

Board members not in attendance: David Herman

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 – Ms. Salvo noted a change to the agenda. The auditors will reschedule their presentation for the December meeting due to personal issues beyond their control.
4. Presentation of 2018-19 Audit Report – Rescheduled for the December, 2019 meeting
5. Approval of Minutes

5.1. Board Meeting Minutes for October 15, 2019

A motion was made by Sean Galloway and seconded by Brian Griffith to approve the board meeting minutes of October 15, 2019. Motion passed with all members present voting in the affirmative unless otherwise noted.

6. Principal/CEO Report

6.1. Seniors of the Month Recognition

Amante Randolph – Music student who has been attending since 9th grade. His home school district is Harrisburg. Amante serves on the fundraising committee of Student Council. Outside of CASA, he plays drums and keyboard at his church, participates in Taekwondo and works at catering events. He plans on working after graduation to earn money and attend college to major in Audio Engineering in hopes of becoming a successful music producer. Amante Randolph and his family attended the board meeting. His family thanked the board and CASA staff for making their son's high school experience a positive one. They are grateful for all he's learned academically and artistically.

Emma Wylam – Visual Art student who has been attending since 10th grade. Her home school district is Susquehanna Township. Emma is an active member of our National Honor Society. Outside of CASA, she participates in the West Shore YMCA Swim Club and Susquehanna Township’s high school swim team. She also volunteers with many organizations including the Jewish Home of Greater Harrisburg, the Pennsylvania Museum State Archives, and Geisinger Holy Spirit Hospital. She plans on attending Gettysburg College to obtain a degree in History and a minor in Fine Arts. She wants to pursue her education with a Master’s Degree in History.

6.2. Presentation of the Future Ready Index and Keystone Exam Scores – Mr. Wendling gave a power point presentation of data from the Future Ready Index and Keystone Exam Scores. Ms. Mullaugh discussed the charter renewal and inquired what percentages were or were not met.

6.3. Enrollment Update – Mr. Wendling stated 198 students are currently enrolled. We had one student move to Berks County and one registered for cyber school due to health issues.

An Open House for Prospective Students was held last week and was standing-room only. Mr. Wendling stated he was very impressed with the number of attendees.

6.4. Items for Approval

6.4.1 Approval of Field Trip Request – American Visionary Art Museum, Baltimore, MD

A motion to approve a field trip to the American Visionary Art Museum in Baltimore was made by Elizabeth Mullaugh and seconded by Glenn Zehner. Motion passed with all members present voting in the affirmative unless otherwise noted.

6.4.2 Approval of New Club Request – CASA Caring Team

A motion to approve the CASA Caring Team was made by Frank Fleishman and seconded by Connie Kindler. Motion passed with all members present voting in the affirmative unless otherwise noted.

6.4.3 Approval of Request to Install a Lobby Window and Secure Doors – Mr. Wendling requested approval to make the inside lobby secure by adding a window and secure doors to the lobby area. The cost is written into the safe schools grant we received. Audrey Sanders inquired why we only got one bid. Connie Kindler agrees that we should get multiple bids moving forward. Because of time constraints and the need to move quickly, we should approve this project. Sean Galloway stated we need to review policies on the bidding process.

A motion to approve the installation of a lobby window was made by Elizabeth Mullaugh and seconded by Connie Kindler. Motion passed with all members present voting in the affirmative unless otherwise noted.

6.4.4 Approval to Enroll in Reimbursable Credits – Mick Corman requested permission to enroll in nine reimbursable college credits required to obtain his teaching certification.

A motion for approval to enroll in reimbursable college credits for Mick Corman was made by Frank Fleishman and seconded by Dawn Mull. Motion passed with all members present voting in the affirmative unless otherwise noted.

7. Board President's Report

- 7.1. Review of Committee Assignments –Ms. Salvo noted a few changes of committee assignments. Audrey Sanders has stepped down as Chair of the Communications Committee. Karen Degenhart will now chair that committee.

Ms. Salvo informed the board of an unanticipated phone call from Temple University stating their plan to downsize at the end of the current school year. We are now in need of classroom space for our academic classrooms. The space they are giving up has already been leased. Tim Wendling informed the executive committee and also called Harristown for suggestions. Brian Griffith and Mr. Wendling toured the space that was previously occupied by Gamut. Ms. Mullaugh suggested exploring the possibility of going to Harrisburg University for space. Sean Galloway inquired about the gym space. Mr. Wendling stated it is much smaller and would not allow for the eight classrooms needed. Mr. Griffith encouraged Tim to contact Harrisburg University about renting classroom space. Mr. Galloway stated we need to approve an expenditure for planning and to get a preliminary design.

A motion was made by Elizabeth Mullaugh and seconded by Sean Galloway to approve an expenditure from the Capital Reserve Fund for the purposes of design development/feasibility related to that up to \$5,000. Motion passed with all members present voting in the affirmative unless otherwise noted.

8. Treasurer's Report

- 8.1. Financial Statements – Dawn Mull gave an overview the financial statements.

8.2. Line of Credit Update – Mrs. Mull stated our line of credit is still at \$0.

9. Other Fiscal Matters – N/A

10. Budget Administration – N/A

11. Personnel Matters

- 11.1. Approval of Updated Substitute List – Mr. Wendling distributed an updated copy of the substitute teacher listing with the addition of Brady Chambers.

A motion was made by Elizabeth Mullaugh and seconded by Karen Degenhart to approve the updated substitute teacher listing. Motion passed with all members present voting in the affirmative unless otherwise noted.

- 11.2. Approval to Post for School Physician Position – Mr. Wendling informed the board that a school physician who can write a standing order and be available on an as needed basis is required. Audrey Sanders inquired why we needed this position. Mr. Wendling informed her that we are required to have a school physician and must provide physicals for families that cannot obtain one elsewhere. This position would be paid \$75.00 per hour.

A motion was made by Glenn Zehner and seconded by Connie Kindler to approve posting of a school physician position at the rate of \$75.00 per hour. Motion passed with all members present voting in the affirmative unless otherwise noted.

12. Committee Reports – N/A

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

14. Information Items

14.1 CRAE Report – Fina Salvo gave an update in Dave Skerpon’s absence. CRAE has changed its’ name to CASA Charter School Foundation. Shannon Lawson was hired October 21, 2019 to focus on grant applications, donor giving and market branding.

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

16. Next Board Meeting Date – The next meeting of the CASA Charter School Board of Trustees is Monday, December 16, 2019 at 6:30 p.m.

17. Adjourn Meeting – The meeting was adjourned 7:20 p.m.

A motion was made by Elizabeth Mullaugh and seconded by Dawn Mull to adjourn the meeting at 7:30 p.m. 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

Monday, December 16, 2019

Tuesday, January 21, 2020

Tuesday, February 18, 2020

Monday, March 16, 2020

Monday, April 20, 2020

Monday, May 18, 2020

Monday June 22, 2020