

Capital Area School for the Arts Charter School  
Meeting of the Board of Trustees  
November 15, 2021

**Minutes**

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, November 15, 2021 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board members in attendance: Karen Degenhart (Zoom), Brian Griffith, Chris Healy (Zoom), Dawn Mull, and Fina Salvo

Others/public in attendance: Tim Wendling, Sue Hill and Cheryl Howard (CASA Charter School Foundation)

Board members not in attendance: Richard Fry, Cathy Harlow, Emily Klauer Sullivan

1. Call to Order – Fina Salvo called the meeting to order at 6:31 p.m.
2. Roll Call/Additions to the Agenda/Administrative – N/A
3. EXECUTIVE SESSION

*A motion was made by Chris Healy and seconded by Brian Griffith to move to Executive Session. Motion passed with all members present voting in the affirmative unless otherwise noted.*

*A motion was made by Chris Healy and seconded by Brian Griffith to resume the regular board meeting. Motion passed with all members present voting in the affirmative unless otherwise noted.*

4. Public Comment on Agenda Items – N/A
5. Approval of Minutes
  - 5.1. Board Meeting Minutes for October 18, 2021

*A motion was made by Dawn Mull and seconded by Brian Griffith to approve the board meeting minutes of October 18, 2021. Motion passed with all members present voting in the affirmative unless otherwise noted.*

6. Principal/CEO Report
  - 6.1. Seniors of the Month

Kambria Clark – Visual Art student residing in Mechanicsburg School District

Jadon Burton – Film/Video student – student residing in Central Dauphin School District

- 6.2. Enrollment Update – Currently 194 students are enrolled. An open house is being held on Thursday, November 18, 2021.
- 6.3. COVID Operations Update – Tim Wendling stated there were eight cases so far this year – two currently active and six resolved. We have not had any issues with students wearing masks. It is going well.
- 6.4. Draft Audit Report – A copy of the draft audit report was distributed to board members for their review. The auditors will present at the December board meeting.
- 6.5. Items for Approval

- 6.5.1. Application to Apply for Lease Reimbursement (Pre-Application)

*A motion was made by Brian Griffith and seconded by Dawn Mull to approve applying for the pre-application for lease reimbursement. Motion passed with all members present voting in the affirmative unless otherwise noted.*

- 6.5.2. Fundraiser Request – Fun Pasta – National Honor Society

*A motion was made by Chris Healy and seconded by Dawn Mull to approve the above mentioned National Honor Society fundraiser request. Motion passed with all members present voting in the affirmative unless otherwise noted.*

Mr. Wendling stated that this past marking period has had an increased number of honor students. Strawberry Square donated \$8 gift certificates to the food court for every student that achieved high honors.

- 7. Board President’s Report

- 7.1. Board Member Training Schedule – Fina Salvo stated that Brian Griffith was kind enough to put together a board training schedule. There is homework for each member to do before the January meeting. Every month after that, there will be work to do – this will bring all members in compliance.

- 8. Treasurer’s Report – Dawn Mull distributed and discussed the October Financial Statement. There are three districts who have not paid. Sue Hill will reach out to each district with the option of paying or sending to PDE for Unipay.

- 9. Other Fiscal Matters – N/A

- 10. Budget Administration – N/A

- 11. Personnel Matters

- 11.1. Recommendation for Employment \$90/Day Part-Time Algebra - \$130/Day Full-Day Substituting

*A motion was made by Brian Griffith and seconded by Dawn Mull to approve the appointment of Sara Palmer to the position of part-time Pre-Algebra teacher at \$90/Day. If Ms. Palmer stays the entire day to substitute, she will be paid \$130/Day. Motion passed with all members present voting in the affirmative unless otherwise noted.*

11.2. Permission to Enroll in Reimbursable Credits – Maria Thiaw

*A motion was made by Dawn Mull and seconded by Brian Griffith to approve the above mentioned Request to Enroll in Reimbursable Credits. Motion passed with all members present voting in the affirmative unless otherwise noted.*

11.3. Supplemental Contract – Student Council Advisor – Jess Christ

11.4. Supplemental Contract – Student Council Advisor – Michelle Shellenberger

*A motion was made by Brian Griffith and seconded by Dawn Mull to approve supplemental contracts for Jess Christ and Michelle Shellenberger as student council advisors. Motion passed with all members present voting in the affirmative unless otherwise noted.*

12. Committee Reports – N/A

13. Policies, Programs, and Governing Documents – Ms. Salvo stated the following policies are presented as a second reading and will be motioned for approval.

13.1. Policy 113.5 – Assistive Technology – Second Reading

13.2. Policy 217 – Graduation Requirements – Second Reading

13.3. Policy 236 – Threat Assessment – Second Reading

13.4. Policy 807 – Opening Exercises – Second Reading

*A motion was made by Brian Griffith and seconded by Dawn Mull to approve Board Policy Numbers 113.5; 217; 236; and 807. Motion passed with all members present voting in the affirmative unless otherwise noted.*

14. Information Items

14.1. CASA Charter School Foundation – Cheryl Howard gave a quick update. The Foundation had a board meeting a few weeks ago. The main focus was when the next fundraising event will be able to happen. The consensus was to try to do something in the Spring, more than likely, two smaller events. More information will be presented in January.

The Foundation voted to take care of the acrylic signs for the school and they have been ordered.

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

16. Next Board Meeting Date - The next CASA Charter School Board of Trustees meeting is Monday, December 20, 2021 at 6:30 p.m.

The meeting was adjourned at 6:52 p.m.

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Upcoming Board Meeting Dates

Monday, December 20, 2021  
Tuesday, January 18, 2022 – note different day  
Tuesday, February 22, 2022 – note different day  
Tuesday, March 22, 2022 – note different day  
Tuesday, April 19, 2022 – note different day  
Monday May 16, 2022  
Monday, June 20, 2022