

Capital Area School for the Arts Charter School
Meeting of the Board of Trustees
August 16, 2021

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, August 16, 2021 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

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

Others/public in attendance: Tim Wendling and Sue Hill

Board members not in attendance: Cathy Harlow

1. Call to Order - Fina Salvo called the meeting to order at 6:30 p.m. Ms. Salvo welcomed Richard Fry and Emily Klauer Sullivan as new members of the Board of Trustees.
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 May 17, 2021 and June 21, 2021

A motion was made by Karen Degenhart and seconded by Richard Fry to approve the board meeting minutes of May 17, 2021 and June 21, 2021. Motion passed with all members present voting in the affirmative unless otherwise noted.

5. Principal/CEO Report

- 5.1. Enrollment and Audition Update – Tim Wendling stated 191 students are enrolled to start on the first day of school. There are still a few auditions currently in in the works. Theatre and Visual Arts classes are full and we have wait lists for both art areas.
- 5.2. Health & Safety Plan 2021-22 – Mr. Wendling noted in the original draft, we were recommending masks for unvaccinated students. Now with PDE and the CDC’s recommendations and knowing what our classrooms look like, the updated Health & Safety Plan requires masking for all staff, students, and vendors during times of high and substantial community spread in Dauphin County. We have also had consultations with Dr. John Goldman, Vice-President of Medical Affairs for UPMC Harrisburg.

A motion was made by Brian Griffith and seconded by Karen Degenhart to approve the 2021-2022 Health & Safety Plan. Motion passed with all members present voting in the affirmative unless otherwise noted.

5.3. Items for Approval

- 5.3.1. Employee Handbook – Mr. Wendling noted that there were no changes from the previous year’s handbook.

A motion was made by Karen Degenhart and seconded by Brian Griffith to approve the 2021-2022 Employee Handbook. Motion passed with all members present voting in the affirmative unless otherwise noted.

- 5.3.2. Brown, Schultz, Sheridan, and Fritz Audit Agreement – Mr. Wendling stated that this is the yearly standard agreement.

A motion was made by Karen Degenhart and seconded by Richard Fry to approve the Audit Agreement with Brown, Schultz, Sheridan, and Fritz. Motion passed with all members present voting in the affirmative unless otherwise noted.

- 5.3.3. Approval of Additional Musical Titles – Two additional musical titles were introduced as potential musicals: “The Addams Family” and “Chicago.” The board agreed on “The Addams Family” for the 2021-2022 musical.

A motion was made by Brian Griffith and seconded by Karen Degenhart to approve “The Addams Family” as the 2021-2022 Musical. Motion passed with all members present voting in the affirmative unless otherwise noted.

- 5.3.4. Musical Production Services Agreement – Weary Arts Group

A motion was made by Richard Fry and seconded by Karen Degenhart to approve a Musical Production Services Agreement with Weary Arts Group for the 2021-2022 school year. Motion passed with all members present voting in the affirmative unless otherwise noted.

- 5.3.5. Facility Use Request – Unlikely Wonders Theatre Project

A motion was made by Brian Griffith and seconded by Karen Degenhart to approve a Facility Use Request from Unlikely Wonders Theatre Project. Motion passed with all members present voting in the affirmative unless otherwise noted.

6. Board President’s Report

- 6.1. Board Meeting Dates for 2021-22 – Ms. Salvo reminded members about the board meeting dates for the new school year.
- 6.2. Draft Committee Assignments for 2021-22 – Ms. Salvo distributed copies of committee assignments. She stated if anyone is interested in being on a specific committee, please let her know.

7. Treasurer’s Report – Dawn Mull noted that she did not have financials for July. She gave an update on fund balances.

8. Other Fiscal Matters – N/A

9. Budget Administration – N/A

10. Personnel Matters

10.1. Supplemental Contract for Esports Coach - Mick Corman

A motion was made by Brian Griffith and seconded by Richard Fry to approve a supplemental contract for \$375, payable in June, 2022 as the Esports Coach. Motion passed with all members present voting in the affirmative unless otherwise noted.

10.2. Supplemental Contract for Board Meeting Minutes Manager – Sue Hill

A motion was made by Karen Degenhart and seconded by Brian Griffith to approve a supplemental contract for \$1,000, payable in June, 2022 as the Board Meeting Minutes Manager. Motion passed with all members present voting in the affirmative unless otherwise noted.

10.3. Approval to Hire Part-Time Mathematics Teacher – Mr. Wendling stated our current math teachers have heavy loads. The incoming 9th grade students have a large learning gap with regards to Pre-Algebra. Approval is requested to hire a part-time Mathematics teacher to teach one period of Pre-Algebra, with an additional two periods for planning at \$80/day. Compensation will increase to \$130/day when substitute teaching for the entire day. Mr. Fry noted that this was a reasonable salary decision.

A motion was made by Richard Fry and seconded by Karen Degenhart to approve the hiring of Lauren King as a Part-Time Mathematics teacher. Motion passed with all members present voting in the affirmative unless otherwise noted.

10.4. Personnel Report – August 2021 – Mr. Wendling stated all salary breakdowns were included in the budget passed in June. The only addition is Mrs. King as the Part-Time Mathematics Teacher.

A motion was made by Karen Degenhart and seconded by Brian Griffith to approve the August, 2021 Personnel Report. Motion passed with all members present voting in the affirmative unless otherwise noted.

10.5. Tuition Reimbursement – Stefanie Adlon – Mr. Wendling stated this is the last Spanish course required and she will be dually certified to teach French and Spanish.

A motion was made by Brian Griffith and seconded by Richard Fry to approve a Tuition Reimbursement Request from Stefanie Adlon. Motion passed with all members present voting in the affirmative unless otherwise noted.

11. Committee Reports – Dr. Karen Degenhart informed the board the website is being updated and requested bio information from each board member.

12. Policies, Programs, and Governing Documents – NA

13. Information Items

13.1. CASA Charter School Foundation Report – Cheryl Howard gave an update. They have not had a first meeting yet for the upcoming school year. A meeting is scheduled for the end of the month. Nancy Neusbaum has resigned due to a family emergency. We will discuss hosting another event, but with the current COVID circumstances, this year will again be unpredictable. Brian Griffith thanked the Foundation for hosting the recent dinner.

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

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

Upcoming Board Meeting Dates

Monday, September 20, 2021
Monday, October 18, 2021
Monday, November 15, 2021
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