

Capital Area School for the Arts Charter School  
Meeting of the Board of Trustees  
December 20, 2021

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, December 20, 2021 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, Fina Salvo and Emily Klauer Sullivan

Others/public in attendance: Tim Wendling and Sue Hill, CASA  
Jon Bonawitz and Scott Henry, Brown, Shultz, Sheridan & Fritz

Board Members not in attendance: All Present

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. Audit Presentation from Brown, Shultz, Sheridan & Fritz (BSSF)

Staff from BSSF reviewed the audit and opinion letter with the board. Brian Griffith stated he was curious about the value listed for our rental property. Scott Henry, BSSF, explained that CASA leases and it is considered lease hold equipment. He also thanked Tim Wendling and his team for their cooperation and hard work. Jon Bonowitz, BSSF, echoed his sentiments and informed the board that he will be retiring and this is his last audit with CASA. The final audit will be submitted for approval at the January, 2022 board meeting.

5. Approval of Minutes

5.1. Board Meeting Minutes for November 15, 2021

*A motion was made by Karen Degenhart and seconded by Brian Griffith to approve the board meeting minutes of November 15, 2021. Motion passed with all members present voting in the affirmative unless otherwise noted.*

6. Principal/CEO Report

6.1. Seniors of the Month

Owen Trufhanestock – Creative Writing student residing in Harrisburg School District

Hannah Speiser – Music Student residing in South Middleton School District

- 6.2. Enrollment Update – Currently 194 students are enrolled. We will be at 195 within a week or so. An open house is being held on Thursday, January 6, 2022.
- 6.3. COVID Operations Update – Mr. Wendling updated the board on current COVID cases.
- 6.4. Comprehensive Planning Update – Tim Wendling stated the Comprehensive Plan is due August 20, 2022. It must be posted in July, 2022 for review and comment. His goal is to have it to the board by May 1, 2022 for their review. Mr. Wendling also discussed special education cyclical monitoring; homelessness, the charter renewal, and civil rights data.

6.5. Items for Approval:

- 6.5.1. CASA Induction Manual – Mr. Wendling noted a few changes made to ensure we are meeting standards.

*A motion was made by Richard Fry and seconded by Brian Griffith to approve CASA'S Induction Manual. Motion passed with all members present voting in the affirmative unless otherwise noted.*

The EF trip for this summer has been cancelled.

7. Board President's Report

7.1. Board Member Training – Webinar #1 – Instruction & Academic Programs

Ms. Salvo reminded board members review the training before the next meeting. Mr. Griffith will forward a link to the video and a document that has talking points. At the January meeting, everyone will have watched the video and be ready for discussion.

8. Treasurer's Report – Dawn Mull distributed and discussed the November Financial Statement. It was noted that this is the first year CASA has not opted out of Title I funds.

9. Other Fiscal Matters – N/A

10. Budget Administration – N/A

11. Personnel Matters

11.1. Updated Substitute Teacher List

*A motion was made by Dawn Mull and seconded by Emily Klauer Sullivan to approve the updated Substitute Teacher List. Motion passed with all members present voting in the affirmative unless otherwise noted.*

11.2. Tuition Reimbursements – Kenna Ryder and Maria Thiaw

*A motion was made by Richard Fry and seconded by Brian Griffith to approve tuition reimbursements for Kenna Ryder and Maria Thiaw. Motion passed with all members present voting in the affirmative unless otherwise noted.*

11.3. Discussed needs for Pre-Algebra and remedial English Teacher

12. Committee Reports – N/A

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

14. Information Items

14.1. CASA Charter School Foundation Report – N/A

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

16. Next Board Meeting Date – The next CASA Charter School Board of Trustees meeting is Tuesday, January 18, 2022 at 6:30 p.m.

The meeting was adjourned at 7:22 p.m.

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Upcoming Board Meeting Dates

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