

Capital Area School for the Arts Charter School
Meeting of the Board of Trustees
Monday, Dec. 16, 2019 – 6:30 PM
150 Strawberry Square, Harrisburg, PA

Agenda

- 1. Call to Order**
- 2. Roll Call/Additions to the Agenda/Administrative**
- 3. Public Comment on Agenda Items**
- 4. Seniors of the Month Recognition**
- 5. Presentation of 2018-19 Audit Report** (handouts)
- 6. Executive Session to discuss a personnel matter**
- 7. Approval of Minutes**
 - 7.1. Board Meeting Minutes for November 18, 2019 (handout)
- 8. Principal/CEO Report**
 - 8.1. Enrollment update
 - 8.2. Items for Approval:
 - 8.2.1. Whitaker Center Contract – CASALive! 2020 (Handout)
 - 8.2.2. Fundraiser Bake Sale – French Club (Handout)
- 9. Board President's Report**
- 10. Treasurer's Report**
 - 10.1. Financial Statements (handout)
 - 10.2. Line of Credit Update
- 11. Other Fiscal Matters**
- 12. Budget Administration**

13. Personnel Matters

- 13.1. Recommended for Employment – Jeanne Harris, Long-Term Substitute Biology Teacher at rate of \$150/day during maternity leave (Feb – May, 2020).
- 13.2. Recommended for Employment – Sara Palmer, Long-Term Substitute Creative Writing Teacher at rate of \$150/day until position is filled.
- 13.3. Recommended for Termination – Katherine Deane, Creative Writing Teacher. Termination effective December 13, 2019.
- 13.4. Internship Agreement with Kutztown University for Mr. Corman.

14. Committee Reports

14.1. Facility Committee Presentation (Handout – Floor Plan)

14.1.1. Items for Approval:

- 14.1.1.1. Motion to approve moving forward with the project to build out and lease the new classroom space on the 3rd floor of Strawberry Square.
- 14.1.1.2. Motion authorizing CEO Tim Wendling and Board Treasurer Dawn Mull to negotiate a revised lease agreement with Harristown.
- 14.1.1.3. Motion approving Professional Services Agreement with Michele Wierman for Space design and layout. (handout)
- 14.1.1.4. Motion approving Professional Services Agreement with By Design Consultants, Inc. for development of Architectural design/bid package
- 14.1.1.5. Motion approving Professional Services Agreement with Pyramid Construction Services, Inc. for Project Management Services and identifying CEO Tim Wendling as the Owner's Rep for this project.
- 14.1.1.6. Motion authorizing Board Treasurer Dawn Mull to pursue a funding agreement with Mid Penn Bank.

15. Policies, Programs, and Governing Documents

- 15.1. First Reading – Revised Policy 204 – Attendance/Truancy (handout)
- 15.2. First Reading – New Policy 822 – AED and CPR (handout)
- 15.3. First Reading – Revised Policy 209 – Health Examinations and Screenings (handout)

16. Information Items

16.1. CRAE Report

17. Public Comment on Non-Agenda Items

18. Next Board Meeting Date

The next meeting of the CASA Charter School Board of Trustees is Tues., January 21, 2020 @ 6:30 PM

19. Adjourn Meeting