

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

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, September 20, 2021 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board members in attendance: Karen Degenhart, Richard Fry, Brian Griffith, Cathy Harlow, Christopher Healy, Dawn Mull, Fina Salvo, and Emily Klauer Sullivan

Others/public in attendance: Tim Wendling

Board members not in attendance:

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. Approval of Minutes

4.1. Board Meeting Minutes for August 16, 2021

A motion was made by Richard Fry and seconded by Emily Sullivan to approve the board meeting minutes of August 16, 2021. Motion passed with all members present voting in the affirmative unless otherwise noted.

5. Principal/CEO Report

- 5.1. Enrollment Update – Tim Wendling stated 193 students are currently enrolled coming from 28 school districts over 6 counties. There are still some students on the waiting list for the visual arts and theater programs. There are also a few students waiting to audition.
- 5.2. Covid Operations Update – Mr. Wendling reported that CASA students and staff are all fully masking each day. There have been two positive cases of COVID reported. Parents have been notified.
- 5.3. Items for Approval
 - 5.3.1. Letter of Agreement – The Meadows Psychiatric Center

A motion was made by Chris Healy and seconded by Cathy Harlow to approve the agreement. Motion passed with all members present voting in the affirmative unless otherwise noted.

5.3.2. Contract with Caitlin Graci – Fall Play Director

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

5.3.3. Field Trip Request – PA Renaissance Fair – Mr. Wendling noted that students will be expected to follow all COVID safety protocols in place at the time of the trip.

A motion was made by Karen Degenhart and seconded by Richard Fry to approve the field trip request. Motion passed with all members present voting in the affirmative unless otherwise noted.

5.3.4. Revised Internship Handbook – Mr. Wendling reported that there have been minor changes made to the handbook regarding grading. Students will now receive a grade for the internship rather than pass/fail.

A motion was made by Brian Griffith and seconded by Chris Healy to approve the revised handbook. Motion passed with all members present voting in the affirmative unless otherwise noted.

5.3.5. Janitorial Services Agreement – Harrisburg Property Services

A motion was made by Cathy Harlow and seconded by Karen Degenhart to approve the agreement. Motion passed with all members present voting in the affirmative unless otherwise noted.

5.3.6. IDEA Subgrant Agreement – Capital Area Intermediate Unit

A motion was made by Emily Sullivan and seconded by Dawn Mull to approve the agreement. Motion passed with all members present voting in the affirmative with the exception of Brian Griffith who abstained.

5.3.7. Agreement for Student Assistance Program - Keystone Human Services

A motion was made by Chris Healy and seconded by Emily Sullivan to approve the agreement. Motion passed with all members present voting in the affirmative unless otherwise noted.

6. Board President's Report

6.1. Board Member Orientation – an orientation will be held for all new board members prior to our October 18th board meeting. All new and current board members are encouraged to attend. The orientation will begin at 5:45 PM

6.2. Required Board Member Training – Ms. Salvo reminded board members of their requirements under Act 55 of 2017 to complete a minimum of 4 hours of training for charter

school trustees and complete a training related to Trauma Informed Practices. The training modules can be viewed online. Additional information will be sent to the board members with instructions on how to complete the training.

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

Mid Penn Balance	\$349,008.92
PNC Balance	\$0.00
AR 20-21	\$98,038.76
AR 21-22	\$651,018.30
LOC	\$0.00
Mid Penn Capital	\$38,541.09

8. Other Fiscal Matters – N/A

9. Budget Administration – N/A

10. Personnel Matters

10.1. Supplemental Contract for Diana Cole - \$250 – National Honor Society

10.2. Supplemental Contract for Adam Shickley - \$375 – eSports Coach

A motion was made by Brian Griffith and seconded by Richard Fry to approve the supplemental contracts for Diana Cole and Adam Shickley. Motion passed with all members present voting in the affirmative unless otherwise noted.

10.3. Substitute Teacher List

A motion was made by Chris Healy and seconded by Dawn Mull to approve a the updated substitute teacher list.. Motion passed with all members present voting in the affirmative unless otherwise noted.

10.4. Tuition Reimbursement – Kenna Ryder - \$2,787

10.5. Tuition Reimbursement – Maria Thiaw - \$2,787

10.6. Tuition Reimbursement - William Hicklin - \$1,715

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

11. Committee Reports – There were no committee reports this month.

12. Policies, Programs, and Governing Documents – NA

13. Information Items

13.1. CASA Charter School Foundation Report – No Report

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, October 18th at 6:30 PM.

Meeting was adjourned at 7:05 PM

Upcoming Board Meeting Dates

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