

**Capital Area School for the Arts Charter School  
Meeting of the Board of Trustees  
February 18, 2020**

**Minutes**

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Tuesday, February 18, 2020 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA

Board members in attendance: Karen Degenhart (on phone), Frank Fleishman, Sean Galloway (on phone), Brian Griffith, Christopher Healy (on phone), David Herman (on phone), Connie Kindler, Dawn Mull, Elizabeth Mullaugh, and Fina Salvo

Board members not in attendance: Audrey Sanders and Glenn Zehner

Others/public in attendance: Tim Wendling, Sue Hill, Elise Dawson, Tracey Dawson, Margo Helms and Maureen Helms

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**

*A motion was made by Connie Kindler and seconded by Dawn Mull to approve the board meeting minutes of January 21, 2020. Motion passed with all members present voting in the affirmative unless otherwise noted.*

5. **Principal/CEO Report**

- 5.1. Seniors of the Month Recognition

**Elise Dawson** – Dance student who has been attending since 9<sup>th</sup> grade. Her home school district is Derry Township School District. Elise an active member of our National Honor Society, French Club and National Honor Society for Dance Arts. This will be Elise’s fourth musical at CASA. Outside of CASA, she works part-time at Primanti Brothers and during summers as a lifeguard. In the future, Elise would like to attend Slippery Rock University to dance and minor in business.

**Margo Helms** - Theatre student attending CASA for her senior year. Her home school district is Wilson School District. Margo is an active member of our Student Council and National Honor Society. She was a cast member of the fall play and is performing in our spring musical. Outside of CASA, she runs a youth retreat team, is a cantor at her church, and works a part-time job at the Kwik Shoppe Drive-In. In the future, Margo would like to attend Temple University to study business marketing. She would like to have a career marketing shows and theatres.

- 5.2. Enrollment and Audition Updates – Mr. Wendling stated our current enrollment is at 196. He also informed the board that this year we have received the most applications for auditions in our charter school history. We received 97 applications for the first round of auditions. Auditions are currently being scheduled for Saturday, February 29, 2020; Thursday, March 5, 2020; and Thursday, March 19, 2020.
- 5.3. Report on PDE Monitoring Visit – Last month, a representative from the PA Department of Education conducted a Keystone Exam Monitoring Visit during the week of Keystone testing. a letter stating we have met expectations with regards to this visit has been received.

Mr. Wendling reminded the board that tickets are on sale for this year’s musical, *Fame*. The musical is being held at the Whitaker Center March, 12, 13, and 14, 2020.

Brian Griffith noted that Harrisburg School District’s new Superintendent, Chris Celmer and the Executive Director of CAIU, Andria Saia, along with Mr. Griffith were given a tour of CASA by Mr. Wendling. They were very impressed with our school.

5.4. Items for Approval:

5.4.1. Facility Use Request – PA Teacher’s Advisory Committee

*A motion was made by Elizabeth Mullaugh and seconded by Frank Fleishman to approve a facility use request from the PA Teacher’s Advisory Committee on February 29, 2020. Motion passed with all members present voting in the affirmative unless otherwise noted.*

5.4.2. Field Trip Request

*A motion was made by Frank Fleishman and seconded by Elizabeth Mullaugh to approve a field trip request to the Holocaust Museum. Motion passed with all members present voting in the affirmative unless otherwise noted.*

5.4.3. Fund Raiser Request – French Club – R&K Subs

*A motion was made by Elizabeth Mullaugh and seconded by Dawn Mull to approve a fund raiser request for the French Club. Motion passed with all members present voting in the affirmative unless otherwise noted.*

**6. Board President’s Report**

- 6.1. Statement of Financial Interest Forms – All board members must complete and return to Sue Hill by May 1, 2020.

**7. Treasurer’s Report**

- 7.1. Financial Statements - Dawn Mull gave an overview the financial statements.
- 7.2. Line of Credit Update – Mrs. Mull stated our line of credit is still at \$0.

**8. Other Fiscal Matters – N/A**

**9. Budget Administration – N/A**

**10. Personnel Matters**

10.1. Employment Recommendation

*A motion was made by Brian Griffith and seconded by Elizabeth Mullaugh to approve the appointment of Maria Thiaw as a Creative Writing Teacher at a pro-rated salary of \$67,000 for the 2019-2020 school year effective March 2, 2020. Motion passed with all members present voting in the affirmative unless otherwise noted.*

**11. Committee Reports**

11.1 Facility Committee Report – A timeline for project bids was handed out by Brian Griffith. Mr. Griffith stated that we need renderings of the space as CASA Charter School Foundation starts fundraising. Renderings will be very helpful with fundraising efforts. The cost is expected to be about \$2,300. We will probably run by the foundation first to see if they agree. Fina Salvo inquired if this was something that should have been covered by the original contract with the interior designer. David Herman stated we did not include this in the original contract to keep our costs down. All were in agreement that the foundation may cover the cost. Elizabeth Mullaugh stated the foundation meets on Monday and they are likely to agree. Construction can start on April 20, 2020 with completion scheduled for August 17, 2020.

11.2 Curriculum & Professional Development Committee Report – A copy of the committee’s report was distributed to board members. Tim Wendling clarified the graduation requirements. We are moving to some resolution for the new requirements. The committee should have more substance for the plan by the end of the year.

CPR hands only/AED training was provided to all staff by the school nurse. We will eventually need to have all students trained per new state mandates. We are working on getting the seniors trained before the end of this school year.

**12. Policies, Programs, and Governing Documents – N/A**

**13. Information Items**

13.1. CRAE Report – N/A

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

**15. Next Board Meeting Date -** The next meeting of the CASA Charter School Board of Trustees is scheduled for Monday, March 16, 2020 at 6:30 p.m.

**16. Adjourn Meeting**

*A motion to adjourn the meeting was made by Elizabeth Mullaugh and seconded by Connie Kindler. Motion passed with all members present voting in the affirmative unless otherwise noted.*

**Capital Area School for the Arts Charter School  
Board of Trustees  
Meeting Dates for 2019-2020**

All meetings begin at 6:30 p.m.

at

CASA Charter School  
150 Strawberry Square  
Harrisburg, PA 17101

Monday, March 16, 2020

Monday, April 20, 2020

Monday, May 18, 2020

Monday June 22, 2020