

**Capital Area School for the Arts Charter School**  
**Meeting of the Board of Trustees**  
**July 20, 2020**

**Minutes**

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, July 20, 2020 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA 171010 and via Zoom Virtual Meeting @ <https://zoom.us/join>; Meeting ID: 670 696 0365; Password 783050

Board members in attendance: Karen Degenhart, Brian Griffith, Connie Kindler, Dawn Mull, Elizabeth Mullaugh, Fina Salvo

Others/public in attendance: Tim Wendling

Board members not in attendance: Christopher Healy, Frank Fleishman

1. Call to Order – Fina Salvo called the meeting to order at 6:30 p.m.

2. Roll Call/Additions to the Agenda/Administrative

3. Public Comment on Agenda Items – N/A

4. Approval of Minutes

*A motion was made by Elizabeth Mullaugh and seconded by Connie Kindler to approve the meeting minutes of May 11, 2020 and June 22, 2020. Motion passed with all members present voting in the affirmative unless otherwise noted.*

5. Principal/CEO Report

5.1. Enrollment and Audition Update – Mr. Wendling stated that 199 students are registered for the fall. There are still auditions being held throughout the summer. He noted that our Sophomore class is particularly large so we will not be enrolling anymore sophomores at this time.

5.2. Plans for Reopening – Mr. Wendling shared the plans (referenced in items 5.2.1 through 5.2.4 below) that have been created for re-opening in the fall and providing instruction to students. He indicated that the plans have been developed with CDC and PA Dept of Education and PA Dept of Health guidelines as a reference. Mr Wendling highlighted the plans for additional cleaning/sanitizing, social distancing, and instructional methodologies to be used.

5.2.1. CASA Charter School Reopening Health and Safety Plan

*A motion was made by Brian Griffith and seconded by Connie Kindler to approve the Health and Safety Plan. Motion passed with all members present voting in the affirmative unless otherwise noted.*

5.2.2. CASA Charter School Reopening Instructional Plan

*A motion was made by Connie Kindler and seconded by Karen Degenhart to approve the Instructional Plan. Motion passed with all members present voting in the affirmative unless otherwise noted.*

5.2.3. CASA Emergency Instructional Time Template

*A motion was made by Dawn Mull and seconded by Connie Kindler to approve the Instructional Time Template. Motion passed with all members present voting in the affirmative unless otherwise noted.*

5.2.4. CASA Board Resolution – Declaration of Pandemic Emergency

*A motion was made by Brian Griffith and seconded by Connie Kindler to approve the Declaration of Pandemic Emergency. Motion passed with all members present voting in the affirmative unless otherwise noted.*

5.3. Construction Update – Mr. Wendling provided an update on the new classroom space construction. All aspects of the project are on schedule. The walls are up and first coat of primer has been applied. Furniture has begun to be delivered and is being stored in the cafeteria until classrooms are ready.

5.4. Items for Approval

5.4.1. Cafeteria Contract with Harrisburg School District

*A motion was made by Elizabeth Mullaugh and seconded by Connie Kindler to approve the cafeteria contract with Harrisburg School District. Motion passed with all members present voting in the affirmative unless otherwise noted.*

5.4.2. Musical Approvals

*A motion was made by Karen Degenhart and seconded by Elizabeth Mullaugh to approve the proposed list of potential Musical Titles. Motion passed with all members present voting in the affirmative unless otherwise noted.*

6. Board President's Report – N/A

7. Treasurer's Report

7.1. Financial Statements – Dawn Mull provided a financial update by providing the following:

Mid Penn Balance: \$111,046.59

PNC Balance: \$13,436.66

Accounts Receivable 18-19: \$0.00

Accounts Receivable 19-20: \$262,733.08

Line of Credit Balance: \$0.00

Mid Penn Capital: \$38,505.64

8. Other Fiscal Matters – N/A

9. Budget Administration – N/A

10. Personnel Matters

Permission to Enroll/Tuition Reimbursement Requests – Mr. Wendling presented the following Personnel items:

S. Adlon – Permission to Enroll in *Spanish 3*

R. Campbell – Permission to Enroll in *Flipping the Special Area Classroom*

S. Adlon – Reimbursement Request for completion of *Spanish 2*

*A motion was made by Connie Kindler and seconded by Elizabeth Mullaugh to approve the above-mentioned Permissions to Enroll and Tuition Reimbursement requests. Motion passed with all members present voting in the affirmative unless otherwise noted.*

11. Committee Reports

11.1 Nominating Committee – Elizabeth Mullaugh reviewed the nominating committee's report which included a recommendation to add new board member Cathy Harlow and to waive the 2-year term limit on the treasurer position to allow Dawn Mull to serve another term in that position. With these recommendations the board slate will be as follows:

Fina Salvo (President)

Elizabeth Mullaugh (Vice President)

Dawn Mull (Treasurer)

Brian Griffith (Secretary)

Karen Degenhart

Frank Fleishman

Cathy Harlow

Christopher Healy

Connie Kindler

*A motion was made by Brian Griffith and seconded by Dawn Mull to approve the board slate as recommended to include the addition of new board member Cathy Harlow and to waive the 2-year term limit on the treasurer position held by Dawn Mull. Motion passed with all members present voting in the affirmative unless otherwise noted.*

12. Policies, Programs, and Governing Documents – N/A
13. Information Items
  - 13.1. CASA Charter School Foundation Report – An updated roster of foundation board members and officers was distributed. Cheryl Howard was announced as the new Board Chair for the foundation. Cheryl was not able to attend this evening’s meeting.
14. Public Comment on Non-Agenda Items – N/A
15. Next Board Meeting Date – The next CASA Charter School Board of Trustees meeting is scheduled for Monday, August 17, 2020 at 6:30 p.m.
16. Adjourn Meeting – The meeting was adjourned at 6:57 PM