

**Capital Area School for the Arts Charter School**  
**Meeting of the Board of Trustees**  
**April 29, 2020**

**Minutes**

The Capital Area School for the Arts Charter School Board of Trustees held a virtual meeting via Zoom on Wednesday, April 29, 2020 at 6:30 p.m.

Board members in attendance: Frank Fleishman, Sean Galloway, Brian Griffith, Christopher Healy, David Herman, Dawn Mull, Elizabeth Mullaugh, Fina Salvo, Audrey Sanders and Glenn Zehner

Board members not in attendance: Karen Degenhart and Connie Kindler

Others/public in attendance: Tim Wendling and Sue Hill

1. Call to Order – Fina Salvo called the meeting to order at 6:32 p.m.
2. Roll Call/Additions to the Agenda/Administrative – N/A
3. Public Comment on Agenda Items – N/A
4. Approval of Minutes - April 1, 2020

*A motion was made by Frank Fleishman and seconded by Audrey Sanders to approve the board meeting minutes of April 1, 2020. Motion passed with all members present voting in the affirmative unless otherwise noted.*

5. Principal/CEO Report

- 5.1. Enrollment and Audition Update – Tim Wendling stated enrollment is at 194 students currently enrolled. The arts faculty have finished round one of auditions and acceptance letters have been mailed. Moving on to round two, staff are auditioning via Zoom and will continue over the summer as new applications are received.
- 5.2. Continuity of Education Plan – Mr. Wendling shared a handout submitted to the PA Department of Education. The plan explains what we are doing to educate our students through the end of the current school year. He noted that he’s also researching a learning platform as a precaution to Covid-19 hitting again in the fall. Right now we are looking at CANVAS. We would only use CAOLA and CANVAS, no other platforms. This would make it much easier on staff and students.

5.3. Items for Approval

5.3.1. Course Selection Guide for 2020-21

*A motion was made by Glenn Zehner and seconded by Elizabeth Mullaugh to approve the Course Selection Guide for the 2020-2021 school year. Motion passed with all members present voting in the affirmative unless otherwise noted.*

5.3.2. Comcast Service Agreement – Mr. Wendling asked the board to approve a service agreement with Comcast for a new Wide Area Network (WAN). We are also applying for a 20% discount through the E-rate Program.

*A motion was made by David Herman and seconded by Audrey Sanders to approve the service agreement with Comcast for a new Wide Area Network (WAN). Motion passed with all members present voting in the affirmative unless otherwise noted.*

Tim Wendling discussed graduation options. Parents and students were surveyed and he is working on a plan to be submitted to the board at the next meeting. Fina Salvo said it was smart to include the students and parents with the survey. Chris Healy inquired what the consensus of the survey was. Mr. Wendling stated that most surveyed wanted to move the graduation to July. The plan to hold it at a drive-in came in last place. Few asked to mail the diploma.

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 – Handout distributed through email to all board members.
- 7.2. Line of Credit Update - \$0

8. Other Fiscal Matters – N/A

9. Budget Administration

- 9.1. Proposed 2020-21 Budget - Tim Wendling stated the budget is very straight forward and looks like most other years. Computers are a larger increase due to the need for new computers for our new space. The cleaning and rental contracts have increased quite a bit. The tuition numbers are the best that we can get with what the PA Department of Education has currently listed. The budget for the expansion project is coming from the capital fund budget – not reflected at all in the general fund budget. A preliminary vote will take place at the May board meeting.

10. Personnel Matters

- 10.1. Permission to Enroll – Erica Leonard
- 10.2. Permission to Enroll – Stefanie Adlon
- 10.3. Permission to Enroll – Mick Corman

*A motion was made by Elizabeth Mullaugh and seconded by Audrey Sanders to approve Permission to Enroll requests from Erica Leonard, Stefanie Adlon and Mick Corman. Motion passed with all members present voting in the affirmative unless otherwise noted.*

## 11. Committee Reports

### 11.1. Curriculum and Professional Development Committee

- 11.1.1. Minutes from 4/7/2020 meeting are attached for information.
- 11.1.2. Draft Graduation Policy is attached for information.

### 11.2. Facility Committee Report – Brian Griffith updated the board on statuses of the 3<sup>rd</sup> floor construction. The bid opening was held last Friday via Zoom. Many questions came up regarding the current crisis we are in and how that would affect the construction. We are in the process of qualifying the bids and look to present the bids at the next meeting.

- 11.2.1. Revised Construction Timeline: 4/24/2020 – Bid Opening Via Zoom; 5/11/2020 – Award Contracts at CASA Board Meeting; 5/12/2020 – Notification of Contract Awards; 5/18/2020 – Notice to Proceed; and 8/17/2020 – Completion Date

### 11.2.2 Request Approval – Approval for the following one-time purchases related to the 3<sup>rd</sup> floor construction is being requested.

- 11.2.2.1 Sonitrol Security System for keypads and monitoring at \$6,038.12
- 11.2.2.2 Sonitrol Security System for video surveillance equipment at \$7,245.02
- 11.2.2.3 CDW-G for Smart Boards for 3<sup>rd</sup> Floor Classrooms at \$20,036.76
- 11.2.2.4 CDW-G for 3<sup>rd</sup> Floor Large Panel Digital Display Panel at \$992.94

*A motion was made by David Herman and seconded by Frank Fleishman to approve the above mentioned one-time purchases related to the 3<sup>rd</sup> floor construction. Motion passed with all members present voting in the affirmative unless otherwise noted.*

12. Policies, Programs, and Governing Documents Approve

- 12.1. Policy 805.1 – Active Shooter Procedures
- 12.2. Policy 805.2 – Safe2Say Program
- 12.3. Policy 805.3 – Lock Down and Shelter in Place
- 12.4. Policy 824 – Maintaining Appropriate Adult/Student Boundaries

*A motion was made by Chris Healy and seconded by Audrey Sanders to approve Board Policies 805.1; 805.2; 805.3 and 824. Motion passed with all members present voting in the affirmative unless otherwise noted.*

13. Information Items

- 13.1. CASA Charter School Foundation Report – Elizabeth Mullaugh stated the foundation was reviewing the five year projections to see what the needs are. She feels they are close to having the campaign ready to go with existing and new pledges.

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 as a virtual meeting on Monday, May 11, 2020 at 6:30 p.m.

16. Adjourn Meeting

*A motion to adjourn the meeting at 7:00 p.m. was made by Audrey Sanders and seconded by Brian Griffith. Motion passed with all members present voting in the affirmative unless otherwise noted.*