

Capital Area School for the Arts Charter School  
Meeting of the Board of Trustees  
August 19, 2019

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, August 19, 2019 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

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

Others/public in attendance: Tim Wendling and Sue Hill

Board members not in attendance: N/A

1. Call to Order – Fina Salvo called the meeting to order at 6:30 p.m.
2. Roll Call/Additions to the Agenda/Administrative - An executive session will be held before the end of the Personnel Report.
3. Public Comment on Agenda Items – N/A
4. Approval of Minutes – Board Meeting Minutes for June 17, 2019

*A motion was made by Elizabeth Mullaugh and seconded by Frank Fleishman to approve the board meeting minutes of June 17, 2019. Motion passed with all members present voting in the affirmative unless otherwise noted.*

5. Principal/CEO Report
  - 5.1. Safe Schools Report – Mr. Wendling reviewed the annual safe schools report for the 2018-2019 school year. This report was submitted to the Pennsylvania Department of Education in July.
  - 5.2. CASA Charter Annual Report – Mr. Wendling discussed the Charter Annual Report that was submitted to the Pennsylvania Department of Education.
  - 5.3. Enrollment Update – Mr. Wendling stated that as of today's date, 201 students are enrolled for the 2019-2020 school year.
  - 5.4. Items for Approval

5.4.1. Fall Play 2019-2020 – *The Bad Seed* will show at Gamut Theatre at 7:00 p.m. on December 19-20, 2019 at 7:00 p.m.

*A motion was made by Elizabeth Mullaugh and seconded by Audrey Sanders to approve the production of The Bad Seed as the Fall Play for 2019-2020 school year. Motion passed with all members present voting in the affirmative unless otherwise noted.*

5.4.2. Staff buyback of laptop – Policy 706 attached for reference – Mr. Wendling informed the board of staff interest in buying old laptops that were replaced this summer. Staff from the CAIU will take all old laptops to swipe clean before the sale. They stated the computers were worth no more than \$100/each.

*A motion was made by Sean Galloway and seconded by Brian Griffith to approve the staff buy back of laptops for \$100 each. 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 distributed and reviewed financial statements.

7.2. Line of Credit Update – Mrs. Mull stated the line of credit is still at \$0.

8. Other Fiscal Matters

8.1. Annual Auditor Agreement – Brown, Shultz Sheridan & Fritz

*A motion was made by Elizabeth Mullaugh and seconded by Sean Galloway to approve a letter of understanding regarding services to be provided by Brown, Schultz, Sheridan & Fritz for the year ending on June 30, 2019. Motion passed with all members present voting in the affirmative unless otherwise noted.*

8.2. Musical Production Agreement – Weary Arts Group

*A motion was made by Elizabeth Mullaugh and seconded by Audrey Sanders to approve an agreement with Weary Arts Group to provide musical production services for the school musical for the 2019-2020 school year. Motion passed with all members present voting in the affirmative unless otherwise noted.*

8.3. Lunch Contract – Harrisburg School District

*A motion was made by David Herman and seconded by Sean Galloway to approve a lunch contract with Harrisburg School District for the 2019-2020 school year.*

*Motion passed with all members present voting in the affirmative unless otherwise noted.*

- 8.4. Supplemental Contracts for Fall Play and Student Council – Supplemental contracts were presented for fall play directors and student council advisors for the 2019-2020 school year. The fall play contracts will be paid in December, 2019 and the student council contracts will be paid in June, 2020.

Robert Campbell	Fall Play Director	\$500.00
Kim Dickerson	Fall Play Asst. Director	\$500.00
Kenna Ryder	Student Council Advisor	\$500.00
Kim Dickerson	Student Council Advisor	\$500.00

*A motion was made by David Herman and seconded by Sean Galloway to approve fall play and student council supplemental contracts for the 2019-2020 school year. Motion passed with all members present voting in the affirmative unless otherwise noted.*

- 8.5. Facility Use Agreement – Temple University Classroom Space

*A motion was made by Frank Fleishman and seconded by Dawn Mull to approve the facility use agreement with Temple for the 2019-2020 school year. Motion passed with all members present voting in the affirmative unless otherwise noted.*

- 8.6. Custodial Services Agreement – Harrisburg Property Services LLC

*A motion was made by Karen Degenhart and seconded by Frank Fleishman to approve the custodial services agreement with Harrisburg Property Services, LLC for the 2019-2020 school year. Motion passed with all members present voting in the affirmative unless otherwise noted.*

- 8.7. Educational Services – The Meadows Psychiatric Center

*A motion was made by Elizabeth Mullaugh and seconded by Brian Griffith to approve an educational services agreement with The Meadows Psychiatric Center for the 2019-2020 school year. Motion passed with all members present voting in the affirmative unless otherwise noted.*

- 8.8. Construction Contracts--Approval of three contracts: Creative writing classroom relocation (Pyramid), Summer repair work (Pyramid) and power/cable relocation (SECCO)

*A motion was made by David Herman and seconded by Sean Galloway to approve three summer construction contracts (as mentioned above). Motion passed with all members present voting in the affirmative unless otherwise noted.*

9. Budget Administration – N/A

10. Personnel Matters

10.1. Tuition Reimbursements

*A motion was made by Frank Fleishman and seconded by Christopher Healy to approve tuition reimbursement requests from Tim Wendling and Erica Leonard. Motion passed with all members present voting in the affirmative unless otherwise noted.*

10.2. Permission to Enroll

*A motion was made by Sean Galloway and seconded by Audrey Sanders to approve a request to enroll in reimbursable credits from Erica Leonard. Motion passed with all members present voting in the affirmative unless otherwise noted.*

10.3. Substitute Teacher List

*A motion was made by Frank Fleishman and seconded by Elizabeth Mullaugh to approve the substitute teacher list for the 2019-2020 school year. Motion passed with all members present voting in the affirmative unless otherwise noted.*

10.4. Approval of Cafeteria Aide

*A motion was made by David Herman and seconded by Frank Fleishman to approve the appointment of Amanda Wingard as part-time cafeteria worker at \$11/hour effective August 26, 2019. Motion passed with all members present voting in the affirmative unless otherwise noted.*

10.5. Approval of Substitute Cafeteria Aide

*A motion was made by Sean Galloway and seconded by Frank Fleishman to approve the appointment of Khadija Frias as a substitute, part-time cafeteria worker at \$11/hour effective August 26, 2019. Motion passed with all members present voting in the affirmative unless otherwise noted.*

**\*\*EXECUTIVE SESSION\*\***

*A motion was made by Frank Fleishman and seconded by Audrey Sanders to go into executive session.*

*A motion was made by David Herman and seconded by Frank Fleishman to exit the executive session and continue the regular board meeting. Motion passed with all members present voting in the affirmative*

10.6. Principal/CEO Bonus

*A motion was made by Sean Galloway and seconded by David Herman to approve a bonus payment of \$5,000 to Timothy Wendling, CEO/Principal. The bonus will be paid out of the anticipated surplus from fiscal year 2019 funds as it was earned in said fiscal year. This bonus is based on Mr. Wendling's exemplary performance review for calendar years 2016, 2017 and 2018. Motion passed with all members present voting in the affirmative.*

11. Committee Reports

11.1. Finance Committee Dates – Copies of the Finance Committee Meeting dates were distributed.

12. Policies, Programs, and Governing Documents

12.1. Policy #113.3 – Screening & Evaluation for Students with Disabilities

*A motion was made by Connie Kindler and seconded by Glenn Zehner to approve Board Policy 113.3. Motion passed with all members present voting in the affirmative unless otherwise noted.*

13. Information Items

13.1. CRAE Report – Copies of updates from the CRAE board were distributed.

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 Monday, Sept. 16, 2019 at 6:30 p.m.

16. Adjourn Meeting – The meeting was adjourned at 7:05 p.m.

**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, September 16, 2019  
Tuesday, October 15, 2019  
Monday, November 18, 2019  
Monday, December 16, 2019  
Tuesday, January 21, 2020  
Tuesday, February 18, 2020  
Monday, March 16, 2020  
Monday, April 20, 2020  
Monday, May 18, 2020  
Monday June 22, 2020