

**Capital Area School for the Arts Charter School
Meeting of the Board of Trustees
December 16, 2019**

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, December 16, 2019 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA

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

Others/public in attendance: Tim Wendling, Sue Hill, CASA
Jon Bonawitz and Scott Henry, Brown/Schultz

Board members not in attendance: Glenn Zehner

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. Seniors of the Month Recognition

Sydnee Mull – Creative Writing student who has been attending since 9th grade. Her home school district is Palmyra Area School District. Sydnee is an active member of our National Honor Society. She also is a member of our spring musical, and assists with peer tutoring. Outside of CASA, she works part-time at Hershey's Chocolate World as a manager in the retail department, and models for Barbizon. In the future, Sydnee would like to attend college to major in Psychology, and then go on to become a member of the FBI.

Noah Smull - Music student who has been attending CASA since 9th grade. His home school district is East Pennsboro Area School District. Noah is the president of the Coexist Club, a member of National Honor Society, a member of the Music Theory Club, and the technical director of the fall play. Outside of CASA, he takes performance classes at Gamut Theatre, and plays in the bands, *The Watergate* and *Whit Waltman*. In the future, Noah would like to attend a college for music therapy.

5. Presentation of 2018-19 Audit Report

Jon Bonawitz and Scott Henry from Brown, Schultz, Sheridan and Fritz passed out the year end independent auditors' report as of June 30, 2019. They discussed the findings with the board.

6. Executive Session

A motion was made by Brian Griffith and seconded by Connie Kindler to break for an executive session to discuss a personnel matter. Motion passed with all members present voting in the affirmative unless otherwise noted.

A motion was made by Elizabeth Mullaugh and seconded by Frank Fleishman to exit the executive session and return to the regular board meeting. Motion passed with all members present voting in the affirmative unless otherwise noted.

7. Approval of Minutes

7.1. Board Meeting Minutes for November 18, 2019

A motion was made by Christopher Healy and seconded by Dawn Mull to approve the board meeting minutes of November 18, 2019. Motion passed with all members present voting in the affirmative unless otherwise noted.

8. Principal/CEO Report

8.1. Enrollment Update – Tim Wendling noted that current enrollment is 197 students enrolled.

8.2. Items for Approval

8.2.1. Whitaker Center Contract – Spring Musical and CASA Live! 2020

A motion was made by Elizabeth Mullaugh and seconded by Dawn Mull to approve a rental contract with the Whitaker Center for the Spring Musical and CASALive! Motion passed with all members present voting in the affirmative unless otherwise noted.

8.2.2. Fundraiser Bake Sale – French Club

A motion was made by Frank Fleishman and seconded by Elizabeth Mullaugh to approve a French Club bake sale fundraiser. Motion passed with all members present voting in the affirmative unless otherwise noted.

9. Board President's Report – Ms. Salvo distributed an updated board committee listing.

10. Treasurer's Report

10.1. Financial Statements – Dawn Mull gave an overview the financial statements.

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

11. Other Fiscal Matters – N/A

12. Budget Administration – N/A

13. Personnel Matters

13.1. Employment Recommendation

A motion was made by Elizabeth Mullaugh and seconded by Sean Galloway to approve Jeanne Harris as a Substitute Biology Teacher at a rate of \$150/day. Ms. Harris will fill in for Mrs. Cole during her childrearing leave. Motion passed with all members present voting in the affirmative unless otherwise noted.

13.2. Employment Recommendation

A motion was made by Elizabeth Mullaugh and seconded by Christopher Healy to approve Sara Palmer as a Substitute Creative Writing Teacher at a rate of \$150/day. Motion passed with all members present voting in the affirmative unless otherwise noted.

13.3. Recommended for Termination

A motion was made by Christopher Healy and seconded by Elizabeth Mullaugh to terminate Katherine Deane as Creative Writing Teacher effective at the end of the school day on December 13, 2019. Motion passed with all members present voting in the affirmative unless otherwise noted.

13.4. Internship Agreement with Kutztown University

A motion was made by Brian Griffith and seconded by Christopher Healy to approve a student teaching internship for Mick Corman with Kutztown University. Motion passed with all members present voting in the affirmative unless otherwise noted.

14. Committee Reports

14.1. Facility Committee Presentation – Brian Griffith gave a power point presentation on progress made with regards to the potential new space/floor plan. The committee worked many hours on this pressing task. He discussed the extremely tight timeline we are up against as space at Temple will no longer be available after June, 2020. Harrisburg University is taking over this space and has no available space to rent to us. Printouts of the layout were distributed. Audrey Sanders questioned the estimates for lease of new space and the cost of the project management with Pyramid. David Herman stated we are not required by law to bid professional services. We have a very short timeline and the committee felt it was in our best interest to proceed with an established company. Pyramid is very competitive and knows our facility. Mr. Griffith stated the numbers Pyramid came in at were at the very low end in comparison. We worked with Pyramid since the beginning. With the tight turnaround, to put out for bid, we would not have time to keep the project moving forward. The larger parts of the contract will be bid. Mr. Herman noted that this is in line with our policy and we should stay with what is statutorily required.

14.1.1. Items for Approval:

14.1.1.1. Project moving forward to build out and lease new classroom space

A motion was made by Elizabeth Mullaugh and seconded by Dawn Mull to approve moving forward with the project to build out and lease the new classroom space on the third floor of Strawberry Square. Motion passed with all members present voting in the affirmative unless otherwise noted.

14.1.1.2. Lease Negotiation

A motion was made by Frank Fleishman and seconded by Christopher Healy to authorize CEO, Tim Wendling and Board Treasurer, Dawn Mull to negotiate a lease agreement with Harristown. Motion passed with all members present voting in the affirmative unless otherwise noted.

14.1.1.3. Professional Services Agreement – Space Design and Layout

A motion was made by David Herman and seconded by Frank Fleishman to approve a Professional Service Agreement with Michele Wierman for space design and layout. Motion passed with all members present voting in the affirmative unless otherwise noted.

14.1.1.4. Professional Services Agreement – Architectural Design/Bid

A motion was made by David Herman and seconded by Dawn Mull to approve a professional services agreement with By Design Consultants, Inc. for development of architectural design. Motion passed with all members present voting in the affirmative unless otherwise noted.

14.1.1.5. Professional Services Agreement – Construction Management

A motion was made by Christopher Healy and seconded by Dawn Mull to approve a professional services agreement with Pyramid Constructions Services, Inc. for construction management services and appointing Tim Wendling, CEO, as the owner's representative for this project. Audrey Saunders opposed the motion. Motion passed with all other members present voting in the affirmative.

14.1.1.6. Funding Agreement with Mid Penn Bank

A motion was made by Brian Griffith and seconded by Christopher Healy to approve authorization for Dawn Mull, Board Treasurer, to pursue a funding agreement with Mid Penn Bank. Motion passed with all members present voting in the affirmative unless otherwise noted.

15. Policies, Programs, and Governing Documents

15.1. Policy 204 – Attendance/Tuancy – This policy is being revised with updated language regarding compulsory school age and homeless students. This policy is presented for a first reading.

15.2. Policy 822 – AED and CPR – This is a new board policy addressing new training language for students. This policy is presented for a first reading

15.3. Policy 209 – Health Examinations and Screenings – This policy is being revised with updated responsibility for health exams and screenings. This policy is presented for a first reading.

16. Information Items

16.1. CRAE Report – CASA Charter School Foundation – Now official – CASAfound.org
The annual appeal has been sent out and we have begun receiving donations. This is the first fundraiser of the 2020 season and CASALive!

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

18. Next Board Meeting Date – The next meeting of the CASA Charter School Board of Trustees is scheduled for Tuesday, January 21, 2020 at 6:30 p.m.

19. Adjourn Meeting

A motion to adjourn the meeting was made by Christopher Healy and seconded by Elizabeth Mullaugh. 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

Tuesday, January 21, 2020
Tuesday, February 18, 2020
Monday, March 16, 2020
Monday, April 20, 2020
Monday, May 18, 2020
Monday June 22, 2020