

**Capital Area School for the Arts Charter School  
Meeting of the Board of Trustees  
May 11, 2020**

**Minutes**

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, May 11, 2020 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA and via Zoom Virtual Meeting @ <https://zoom.us/join>; Meeting ID: 670 693 0365; Password 783050

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

Others/public in attendance: Mike Klinepeter, Pyramid Construction  
Tim Wendling and Sue Hill

Board members not in attendance: Audrey Sanders

1. Call to Order – Fina Salvo called the meeting to order at 6:30 p.m.
2. Roll Call/Additions to the Agenda/Administrative - A tuition reimbursement request will be added to the items for approval under 6.3.4.
3. Public Comment on Agenda Items – N/A
4. Approval of Minutes – April 29, 2020

*A motion was made by Glenn Zehner and seconded by Frank Fleishman to approve the board meeting minutes of April 29, 2020. Motion passed with all members present voting in the affirmative unless otherwise noted.*

5. Construction Bid Presentation & Contract Awards
  - 5.1. Presentation of Construction Project Bid Process & Results – Brian Griffith introduced Mike Klinepeter, Pyramid Construction. Mr. Klinepeter discussed the current situation with Covid-19 and shutting down construction. Timing is everything, but in this circumstance, this project benefitted from resoliciting bids. Contractors are looking to fill bids for the summer that have been lost due to the virus. The apparent low bidders are noted on the handout. The determination was made to accept Alternate, 1, 3 and 4. Alternative 2 did not pan out. He felt there was good response from bidders with very competitive pricing. With board approval, we will issue a notice to proceed on May 18, 2020 and hope to have construction wrapped up by August 17, 2020. Speaking with the bidders, they have expressed no concerns at this time. Brian Griffith noted, to be clear, the

alternates that have been added are based on low bids. The contracts are finalized and are finishing up with the solicitor. We are requesting approval to award contracts pending final review from solicitor.

5.2. Request Approval to Award Construction Contracts Based on Low Bids

5.2.1. General Contractor – East Coast Contracting (with Alternate 1 and 4) – \$422,700.00

5.2.2. HVAC Construction – SSM Industries (with Alternate 4) – \$97,800.00

5.2.3. Plumbing Construction – Mann Plumbing & Heating, LLC (with Alternate 4)– \$234,800.00

5.2.4. Electrical Construction – Secco Electric (with Alternate 3 and 4) – \$197,000.00

5.2.5. Fire Protection Construction – Triangle Fire Protection (with Alternate 4) – \$46,550.00

*A motion was made by Elizabeth Mullaugh and seconded by Chris Healy to approve the above-mentioned construction contracts based on low bids. Motion passed with all members present voting in the affirmative unless otherwise noted.*

6. Principal/CEO Report

6.1. Senior Students of the Month

Zoe Peters – Creative Writing Student residing in the West Shore School District.

Genevieve Ehrman – Visual Art Student residing in the Lebanon School.

6.2. Enrollment and Audition Update – Tim Wendling stated the enrollment is still at 194 students. Round Two auditions are currently being done via Zoom. We have 176 students confirmed for next school year, 20 unconfirmed and auditions will continue throughout the summer as applications are received.

Mr. Wendling gave a graduation update. He has been in communication with the State Museum and noted they are hesitant to confirm a date with us in July due to COVID-19. He has also been in contact with other districts and most are in agreement to try to keep it as normal as possible. He is also looking at the Sunoco Theatre in the Whitaker Center and will be meeting with them on May 13, 2020. More information will be forwarded to the board by the end of the week.

### 6.3. Items for Approval

#### 6.3.1. Special Education Contract – Capital Area Intermediate Unit

*A motion was made by Frank Fleishman and seconded by Elizabeth Mullaugh to approve a contract with the Capital Area Intermediate Unit for Special Education services for the 2020-2021 school year. Motion passed with all members present voting in the affirmative unless otherwise noted.*

#### 6.3.2. EduPlanet21 Subscription Agreement

*A motion was made by Glenn Zehner and seconded by Dawn Mull to approve a subscription to EduPlanet21 for the 2020-2021 school year. Motion passed with all members present voting in the affirmative unless otherwise noted.*

#### 6.3.3. Audit Engagement – Brown, Shultz, Sheridan and Fritz

*A motion was made by Sean Galloway and seconded by Frank Fleishman to approve the audit engagement letter with Brown, Shultz, Sheridan and Fritz. Motion passed with all members present voting in the affirmative unless otherwise noted.*

#### 6.3.4. Permission to Enroll and Tuition Reimbursement Request – Stef Adlon

*A motion was made by Glenn Zehner and seconded by Elizabeth Mullaugh to approve a Permission to Enroll and a Tuition Reimbursement Request of \$502.64 from Stef Adlon. Motion passed with all members present voting in the affirmative unless otherwise noted.*

#### 7. Board President's Report – N/A

#### 8. Treasurer's Report

8.1. Financial Statements – No report for this month.

8.2. Line of Credit Update - \$0

#### 9. Other Fiscal Matters – N/A

#### 10. Budget Administration

10.1. Proposed 2020-21 Budget - Tim Wendling stated there were not many changes. He was able to include the actual health insurance numbers and we are increasing the premiums staff pays from 9 to 10 percent. A line item for a school

physician who can write standing prescriptions and a line item for CANVAS (A learning management system) has been added if we need it. The CAIU contract was revised as well.

*A motion was made by Frank Fleishman and seconded by Elizabeth Mullaugh to approve the tentative Proposed Budget for 2020-2021. Motion passed with all members present voting in the affirmative unless otherwise noted.*

11. Personnel Matters – N/A
12. Committee Reports – N/A
- 12.1. Facility Committee Report Update
  - 12.1.1. Construction Timeline: 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
13. Policies, Programs, and Governing Documents – N/A
14. Information Items
  - 14.1. CASA Charter School Foundation Report – Elizabeth Mullaugh asked if anyone has had communication with the foundation with regards to the construction update. Tim Wendling stated he will contact them with an update this week.
15. Public Comment on Non-Agenda Items – N/A
16. Next Board Meeting Date - The next CASA Charter School Board of Trustees meeting is scheduled for Monday, June 22, 2020 at 6:30 p.m.
17. Adjourn Meeting – The meeting was adjourned at 7:40 p.m.