

**Capital Area School for the Arts Charter School
Meeting of the Board of Trustees
June 22, 2020**

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, June 22, 2020 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA and via Zoom Virtual Meeting @ <https://zoom.us/join>; Meeting ID: 670 696 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, Audrey Sanders, and Glenn Zehner

Others/public in attendance: Tim Wendling and Sue Hill

Board members not in attendance: Fina Salvo

1. Call to Order – In Fina Salvo’s absence, Elizabeth Mullaugh called the meeting to order at 6:30 p.m.
2. Roll Call/Additions to the Agenda/Administrative – Ms. Mullaugh announced that four of our longest serving board members’ terms expire this month. This is their last meeting as CASA Board Members. They are Sean Galloway, David Herman, Audrey Sanders, and Glenn Zehner. They have been critical and essential to CASA’s success and will be immensely missed. As they have been here since the beginning, we hope they will not be strangers. There are plans with the opening of the new academic wing to have an appropriate goodbye.
3. Public Comment on Agenda Items – N/A
4. Approval of Minutes – Board Meeting Minutes for May 11, 2020 – Will be approved at July meeting.
5. Principal/CEO Report

5.1. Senior Students of the Month

Greta Diehl – Theatre student residing in the Central Dauphin School District.

Chance McConnell – Film/Video student residing in the Steelton-Highspire School District.

India Scott – Dance student residing in the East Pennsboro School District.

5.2. Enrollment and Audition Update – Mr. Wendling stated that 196 students are registered for the fall. There are still auditions being held throughout the summer.

5.3. Plan for Reopening – This will be discussed extensively at the July meeting. The Pa Department of Education is requiring a plan for reopening in the fall during a yellow or green zone. A plan is currently being worked on that brings all the students back into the building at a reduced number or all online instruction.

5.4. Items for Approval

5.4.1. Summer Painting Agreement – The cost of the agreement is lower than last year and is mainly for covering touch-ups.

A motion was made by Glenn Zehner and seconded by Audrey Sanders to approve the summer painting agreement noted above. Motion passed with all members present voting in the affirmative unless otherwise noted.

5.4.2. New Student Club – “Social Justice and Equality”

A motion was made by Brian Griffith and seconded by David Herman to approve the Social Justice and Equality Club. Motion passed with all members present voting in the affirmative unless otherwise noted.

5.4.3. Early Graduation Request – Chyenne Cooper has met all of the requirements for her request to graduate early. Tina Baker, our school counselor, attests to her ability to graduate early. Mr. Wendling also agrees to this request.

A motion was made by Frank Fleishman and seconded by Connie Kindler to approve a request from Chyenne Cooper to graduate early. Motion passed with all members present voting in the affirmative unless otherwise noted.

5.4.4. Network/Technology Services Agreement with Capital Area Intermediate Unit (CAIU)

A motion was made by Audrey Sanders and seconded by Frank Fleishman to approve the Network/Technology Services Agreement with the CAIU. Motion passed with all members present voting in the affirmative unless otherwise noted.

6. Board President’s Report

6.1 2020-2021 Board Meeting Dates

A motion was made by Frank Fleishman and seconded by Karen Degenhart to approve the Board Meeting Dates for 2020-2021. Motion passed with all members present voting in the affirmative unless otherwise noted.

7. Treasurer's Report

7.1. Financial Statements – Dawn Mull reviewed the financial statements that were handed out.

7.2 Financial Projections for June – A handout was distributed with June projections and recommended transfers.

7.3 Transfers – Mrs. Mull stated money needed to be moved to cover overages and unexpected expenditures.

A motion was made by David Herman and seconded by Glenn Zehner to approve the transfers that would modify the budget line items to accommodate overages and unexpected expenditures. Motion passed with all members present voting in the affirmative unless otherwise noted.

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

8. Other Fiscal Matters – N/A

9. Budget Administration

9.1. Proposed 2020-2021 Budget – The proposed budget was tentatively adopted in May. It was posted on our website for the required timeline. No comments were received. No changes were made. This is the final budget for approval

A motion was made by Glenn Zehner and seconded by Audrey Sanders to approve the 2020-2021 Budget. Motion passed with all members present voting in the affirmative unless otherwise noted.

10. Personnel Matters

10.1. Permission to Enroll/Tuition Reimbursement Requests – Mr. Wendling stated that Tori Sexsmith submitted a request to enroll in a class on building an online dance course. Mick Corman submitted a request to be reimbursed for college credits (Copies of both are attached).

A motion was made by Glenn Zehner and seconded by Karen Degenhart to approve the above-mentioned Permission to Enroll and Tuition Reimbursement requests. Motion passed with all members present voting in the affirmative unless otherwise noted.

11. Committee Reports

11.1 Curriculum and Professional Development Committee – Glenn Zehner stated the committee discussed scheduling options. Possibilities of hybrid, totally online

schedules. We are waiting for further instructions from the PA Department of Education. CANVAS training has begun for staff. More information will follow at future board meetings. With Dr. Zehner's departure from the board, Connie Kindler will now chair the Curriculum and Professional Development Committee.

11.2. Nominating Committee – Ms. Mullaugh noted that we are looking to fill slots on the board. We currently have one candidate in the works and working on another. We are hopeful to find one more candidate after that. David Herman has also submitted a name to the board for follow-up. She stated we are open to suggestions and will have more information at a later time.

12. Policies, Programs, and Governing Documents

12.1. 2020-2021 Student Handbook and 2020-2021 Employee Handbook – Mr. Wendling noted the only change in the employee handbook was regarding obtaining clearances from every five years to every three years to comply with our Selective Insurance policy.

A motion was made by Frank Fleishman and seconded by Connie Kindler to approve the 2020-2021 Student and Employee Handbooks. Motion passed with all members present voting in the affirmative unless otherwise noted.

12.2. Flexible Instruction – Mr. Wendling noted that the Flexible Instruction Days Proposal (separate from any COVID-19 mandated closure), needs to be approved and submitted to the PA Department of Education (PDE).

A motion was made by Glenn Zehner and seconded by Frank Fleishman to approve the Flexible Instruction Days Proposal for submission to PDE. Motion passed with all members present voting in the affirmative unless otherwise noted (Eleven yes votes).

13. Information Items

13.1. CASA Charter School Foundation Report – David Skerpon stated the Campaign Committee is ready to roll. Honorary Chairs are Glenn Zehner and Lois Lehrman-Grass. Campaign Chairs are Elizabeth Mullaugh and David Skerpon. The campaign goal is \$2 million and we currently have a little over \$300,000.00. We are looking to reach a few new donors. We are also hoping to increase our EITC efforts and use that for CASA operating revenue.

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

15. Executive Session

15.1 Act 44 Safety Report

A motion was made by Frank Fleishman and seconded by Audrey Sanders to break for an executive session. Motion passed with all members present voting in the affirmative unless otherwise noted.

A motion was made by Brian Griffith and seconded by Audrey Sanders to end the executive session and return to the regular board meeting. Motion passed with all members present voting in the affirmative unless otherwise noted.

15.2. Approve Act 44 Safety Report

A motion was made by Frank Fleishman and seconded by Dawn Mull to approve the Act 44 Safety Report. Motion passed with all members present voting in the affirmative unless otherwise noted. A roll call was taken of all members present and all voted aye.

15. Next Board Meeting Date – The next CASA Charter School Board of Trustees meeting is scheduled for Monday, July 20, 2020 at 6:30 p.m.
16. Adjourn Meeting – The meeting was adjourned at 7:15 p.m.