

Capital Area School for the Arts Charter School
Meeting of the Board of Trustees
Monday, August 17, 2020

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, August 17, 2020 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board members in attendance: Karen Degenhart (Zoom), Cathy Harlow (Zoom), Connie Kindler (Zoom), Dawn Mull (Zoom), Elizabeth Mullaugh, and Fina Salvo (Zoom)

Others/public in attendance: Cheryl Howard, CASA Foundation (Zoom), Tim Wendling and Sue Hill

Board members not in attendance: Frank Fleishman, Brian Griffith, and Christopher Healy

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. **Approval of Minutes**

4.1. Board Meeting Minutes for July 20, 2020

A motion was made by Elizabeth Mullaugh and seconded by Connie Kindler to approve the board meeting minutes of July 20, 2020. Motion passed with all members present voting in the affirmative.

5. **Principal/CEO Report**

5.1. Enrollment and Audition Update – Tim Wendling stated 200 students are currently enrolled for the start of the 2020-2021 school year. We have a few auditions being conducted through zoom and are creating a wait list.

5.2. Update on Plans for Reopening – Mr. Wendling stated we are planning on opening on the hybrid schedule. We have students from 30 different school districts. Several of those districts are moving to all virtual. We currently have 21 students opting for all virtual learning. He has concerns regarding staffing. We have zero substitute teachers to start the school year. We have one of our special education teachers moving to part-time teaching from home. Quarantine will definitely cause a huge problem. He is working with David Herman in getting information regarding air filtration. New metrics measuring the positivity rate were received from the Pennsylvania Department of Education (PDE). He noted concern with these new metrics--when we have two cases, we have to close school for three to five days. PDE also issued a new mask mandate. Mr. Wendling there are a ton of factors weighing heavily on his decision making and he wants to be consistent with what's best for the staff and students. He asked the board if he has the authority to move through the school instruction delivery

methods without any board vote or discussion. Fina Salvo stated he does not need board approval to move through the methods; we want to keep it moving very quickly. The board has already approved all of the instruction delivery methods. Cathy Harlow and Connie Kindler agreed. Connie Kindler stated that there is no right or wrong answer. You must take into consideration the best data you have available, appropriate staffing, air circulation, and potential for disruption to learning. She stated her concerns with students coming from so many different locations.

5.3. Construction Update – Tim Wendling stated the construction has been going well with just a few hiccups. The science lab will be unavailable for the first four days of instruction—the floor must still be laid. The Wi-Fi wireless access points have not been installed yet. Connie Kindler inquired if delaying the start of school is an option. Mr. Wendling noted he should know by Wednesday if the Wi-Fi will be ready for the first day of school.

5.4. CASA Annual Report to PDE – Tim Wendling submitted the annual report to PDE.

5.5. Items for Approval:

5.5.1. Fall Play Titles – No Exit (First Choice), Peter & the Starcatcher (Second Choice)
Mr. Campbell chose plays that can be done virtually and without audience members.

A motion was made by Connie Kindler and seconded by Elizabeth Mullaugh to approve the selection of two possible Fall Play titles. Motion passed with all members present voting in the affirmative.

5.5.2. All Hazards Emergency Operations Plan

5.5.3. Radiological Emergency Response Plan

5.5.4. Emergency Response Guide

A motion was made by Elizabeth Mullaugh and seconded by Cathy Harlow to approve the All Hazards Emergency Operations Plan; the Radiological Emergency Response Plan; and, the Emergency Response Guide as presented. Motion passed with all members present voting in the affirmative.

5.5.5. Janitorial Services Agreement - Cathy Harlow inquired about clearances for the janitorial staff. Mr. Wendling stated cleaning takes place mostly in the evenings and if needed during the school day, we make sure to always have a staff member with them. The janitorial staff have been doing great to get the school sanitized and have supplied us with essentials so we are ready for the first day of school.

A motion was made by Elizabeth Mullaugh and seconded by Connie Kindler to approve the Janitorial Services Agreement with Harrisburg Property Services, LLC for the 2020-2021 school year. Motion passed with all members present voting in the affirmative.

6. **Board President's Report** – Fina Salvo welcomed Cathy Harlow to the board. She also noted that she will be sending out the committee assignments soon.

7. Treasurer's Report

7.1. July Financial Statement – Dawn Mull presented the report.

8. Other Fiscal Matters – N/A

9. Budget Administration – N/A

10. Personnel Matters

10.1. 2020-21 Personnel Report – Tim Wendling submitted Personnel Report for the 2020-2021 school year. He noted the change in status for Julie Segarra who will be working part-time due to a family emergency. Mrs. Segarra will be able to perform duties at home and the change in status is temporary.

A motion was made by Karen Degenhart and seconded by Connie Kindler to approve the Personnel Report for the 2020-2021 school year. Motion passed with all members present voting in the affirmative.

10.2. Retirement of Victoria Chambers, Main Office Administrative Assistant – Mrs. Chambers will be retiring effective December 31, 2020. Mr. Wendling is requesting approval to post the position.

A motion was made by Karen Degenhart and seconded by Connie Kindler to accept the resignation of Victoria Chambers and approve posting the position of Main Office Administrative Assistant. Motion passed with all members present voting in the affirmative.

10.3. Substitute Teacher List

A motion was made by Elizabeth Mullaugh and seconded by Dawn Mull to approve the Substitute Teacher List for the 2020-2021 school year. Motion passed with all members present voting in the affirmative.

11. Committee Reports – N/A

12. Policies, Programs, and Governing Documents

12.1. Title IX Policy – Mr. Wendling apologized that this did not go through the policy committee. The policy came directly from our school solicitor. The solicitor will conduct a Title IX Policy training on August 18, 2020 with Tim Wendling and Sue Hill.

A motion was made by Cathy Harlow and seconded by Connie Kindler to approve the Title XI Policy. Motion passed with all members present voting in the affirmative

13. Information Items

13.1. CASA Charter School Foundation Report – Cheryl Howard noted that the Alexander Grass Foundation and has submitted their contribution.

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

15. Next Board Meeting Date - The next CASA Charter School Board of Trustees meeting is Monday, September 21, 2020 at 6:30 p.m.

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

A motion was made by Cathy Harlow and seconded by Elizabeth Mullaugh to adjourn the meeting. Motion passed with all members present voting in the affirmative.

Upcoming Board Meeting Dates

Monday, September 21, 2020

Monday, October 19, 2020

Monday, November 16, 2020

Monday, December 21, 2020

Tuesday, January 19, 2021 (note different day)

Tuesday, February 16, 2021 (note different day)

Tuesday, March 16, 2021 (note different day)

Monday, April 19, 2021

Monday May 17, 2021

Monday, June 21, 2021