

Capital Area School for the Arts Charter School
Meeting of the Board of Trustees
April 1, 2020

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a virtual meeting via Zoom on Wednesday, April 1, 2020 at 6:30 p.m.

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

Board members not in attendance: N/A

Others/public in attendance: David Skerpon, Tim Wendling and Sue Hill

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 – February 18, 2020

A motion was made by Frank Fleishman and seconded by Audrey Sanders to approve the board meeting minutes of February 18, 2020. Motion passed with all members present voting in the affirmative unless otherwise noted.

5. Principal/CEO Report – Mr. Wendling emailed board members an update of what staff have been doing to educate the students and future education plans. He stated this is an unusual time and we are trying to give students some normalcy to their day. Special Education teachers are reaching out to each student to ensure we meet their needs. A Continuity of Education Plan will be forwarded to the PA Department of Education by the end of the week. He stated he will continue to keep all updated. Fina Salvo stated she feels he's doing an outstanding job.
 - 5.1. Seniors of the Month Recognition – Tim Wendling noted that students were chosen but because of closing the school due to COVID-19, no information was received. We will postpone until the next meeting.
 - 5.2. Enrollment and Audition Update – Mr. Wendling stated that our current enrollment is 194 students. The first two nights of auditions went well. The third audition date had to be cancelled because of COVID-19. Staff are conducting auditions through ZOOM.
 - 5.3. Items for Approval
 - 5.3.1. Janitorial Services Quote – Mr. Wendling presented a janitorial service job proposal from Harrisburg Property Services for \$2,409/month for next school year.

A motion was made by Elizabeth Mullaugh and seconded by Glenn Zehner to accept the janitorial service job proposal from Harrisburg Property Services for \$2,409/month for the 2020-2021 school year. Motion passed with all members present voting in the affirmative unless otherwise noted.

6. Board President's Report

- 6.1. Statement of Financial Interest Forms – Fina Salvo noted that all board members must complete and return to Sue Hill by May 1, 2020.

7. Treasurer's Report

- 7.1. Financial Statements – Dawn Mull gave an overview of the financial statements.
- 7.2. Line of Credit Update – Mrs. Mull stated our line of credit is still at \$0.

Frank Fleishman mentioned the recent government loans due to COVID-19. Glenn Zehner asked if this is something we can do through a 501(c)3. Elizabeth Mullaugh stated that we are a 501(c)3. She stated that governmental public agencies may be excluded, but we would be remiss if we did not look into it to see if we qualify. Dawn Mull will reach out to Mid Penn Bank.

8. Other Fiscal Matters

- 8.1. Mid Penn Bank Commitment Letter - Mrs. Mull stated that Mid Penn Bank sent a commitment letter for a commercial term loan in the amount of \$1,350,000 based on our budget at the time. This is a ten-year loan being used for building the new academic space. Chris Healy inquired if we can ask for the call option to be removed. Ms. Mullaugh stated we do not have a lot of leverage in that, as she doesn't know what we could give as collateral. Dave Skerpon agreed. Ms. Salvo asked if we could get approval of this with the contingency of exclusion of that language. Ms. Mullaugh stated if we are going to approve the letter additionally, we give someone the ability to negotiate that or make decisions. She suggested seeking approval of the commitment letter with understanding that Tim Wendling will ask about removal of that language and has the approval to move forward.

A motion was made by Christopher Healy and seconded by Glenn Zehner to accept the commitment letter from Mid Penn Bank for a commercial term loan of \$1,350,000 with the understanding that Tim Wendling has the authority to negotiate/make decisions regarding the loan. Motion passed with all members present voting in the affirmative unless otherwise noted.

- 8.2. Landlord's Waiver Agreement

A motion was made by Audrey Sanders and seconded by Sean Galloway to approve the Landlord's Waiver Agreement between CASA, Mid Penn Bank and Strawberry Square Development Corporation. Motion passed with all members present voting in the affirmative unless otherwise noted.

9. Budget Administration – N/A

10. Personnel Matters – N/A

11. Committee Reports

11.1. Facility Committee Report – Brian Griffith gave a facility committee update. There is a lot going on behind the scenes. Diagrams of the space were sent to all board members. Mr. Griffith noted that he, David Herman and Tim Wendling worked online with the designers at Tanner Furniture. Tanner has the ability to store, if necessary, furniture and equipment ordered. We need to approve a request to move forward with the order. We will sign off on the requisition, send to Tanner, they will invoice ½ of the order and we will pay the rest in the fall. David Herman stated that the only caveat are the prices in the Science Lab—the science teacher will have to order the chemicals she plans to use. Items are approved as an approximate amount—Mr. Wendling can pay the actual cost of the invoices when received. Audrey Sanders asked if we had to bid this out. Mr. Griffith stated no bid is required because they are part of the state’s cooperative purchasing agents.

A motion was made by David Herman and seconded by Glenn Zehner to approve the order with Tanner Furniture. Motion passed with all members present voting in the affirmative unless otherwise noted.

12. Policies, Programs and Governing Documents - Connie Kindler stated these four policies are all new and being submitted for a first reading. Mr. Wendling noted that they came directly from the solicitor’s office.

12.1. Policy 805.1 – Active Shooter Procedures – First Reading

12.2. Policy 805.2 – Safe2Say Program – First Reading

12.3. Policy 805.3 – Lock down and Shelter in Place – First Reading

12.4. Policy 824 – Maintaining Adult/Student Boundaries – First Reading

13. Information Items

13.1. CASA Charter School Foundation Report - David Skerpon stated the foundation has formulated a campaign cabinet. He and Elizabeth Mullaugh are committee chairs. They have started meeting weekly and will continue as so. The foundation has over \$500,000 in pledges. They have reached out to all long term commitments with a very good response. He is concerned about Vibra Health Care. There has been no communication so far from them regarding their pledge.

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 scheduled as a virtual meeting on Wednesday, April 29, 2020 at 6:30 p.m.

<https://zoom.us/j/6706930365?pwd=Q1dQK2s0QIJZY2xnOG45cTh0dUFtZz09>