

Capital Area School for the Arts Charter School
Meeting of the Board of Trustees
August 15, 2022

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, August 15, 2022 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board members in attendance: Karen Degenhart (on phone), Brian Griffith, Elizabeth Mullaugh, Fina Salvo (on phone) and Emily Klauer Sullivan. Howard Pollman, Foundation Representative (on phone)

Others/public in attendance: Tim Wendling, Sue Hill, and Michelle Shellenberger

Board members not in attendance: Richard Fry, Cathy Harlow, Christopher Healy, Dawn Mull

1. Call to Order – Brian Griffith called the meeting to order at 6:30 p.m. Mr. Griffith welcomed all and introduced Michelle Shellenberger, administrative assistant who will be supporting the Board moving forward.

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 June 20, 2022

A motion was made by Karen Degenhart and seconded by Fina Salvo to approve the board meeting minutes of June 20, 2022. Motion passed with all members present voting in the affirmative unless otherwise noted.

5. 2022-2023 Board Composition

5.1. Resignation of board member – Cathy Harlow

A motion was made by Emily Klauer Sullivan and seconded by Fina Salvo to approve the resignation of Cathy Harlow. Motion passed with all members present voting in the affirmative unless otherwise noted.

5.2. Appointment of New Board Members - Alicia McDonald, Elizabeth Mullaugh, and Christy Pavlakovich

A motion was made by Karen Degenhart and seconded by Emily Klauer Sullivan to accept the slate of new board members with the new term starting 9/1/22. The motion to be effective September 1, 2022. Motion passed with all members present voting in the affirmative unless otherwise noted.

5.3. Election of Board Officers: List of proposed officers follows.

President – Brian Griffith

Vice-President – Chris Healy

Secretary – Emily Klauer Sullivan

Treasurer – Dawn Mull

A motion was made by Fina Salvo and seconded by Karen Degenhart to approve the slate of Board Officers. Motion passed with all members present voting in the affirmative unless otherwise noted.

6. Principal/CEO Report

6.1. Enrollment and Audition Update – Tim Wendling stated current enrollment is 182 students to begin the first day of school.

6.2. Items for approval:

6.2.1. Charter School Annual Report (handout)

A motion was made by Fina Salvo and seconded by Emily Klauer Sullivan to approve the Charter School Annual Report. Motion passed with all members present voting in the affirmative unless otherwise noted.

6.2.2. Comprehensive Plan (handouts) There were ~~also~~ several sub plans submitted as well. Once board approves, they will be submitted to PDE.

A motion was made by Karen Degenhart and seconded by Emily Klauer Sullivan to approve The Comprehensive Plan. Motion passed with all members present voting in the affirmative unless otherwise noted.

6.2.3. Contract with CAIU for use of 48 CARATS system (handout) – This is \$5 per person/how we report act 48 credits.

A motion was made by Fina Salvo and seconded by Emily Klauer Sullivan to approve the Contract with CAIU for use of 48 CARATS system @ \$5.00 per staff member. Motion passed with all members present voting in the affirmative unless otherwise noted.

6.2.4. Emergency Instructional Time Report (handout) This is the form stating that we are still in a state of emergency and that we have a plan to move to virtual learning due to a COVID-19 outbreak.

A motion was made by Fina Salvo and seconded by Karen Degenhart to approve The Emergency Instructional Time Report. Motion passed with all members present voting in the affirmative unless otherwise noted.

6.2.5. 2022-23 Employee Handbook (handout) – No changes to the handbook.

A motion was made by Fina Salvo and seconded by Emily Klauer Sullivan to approve the Employee Handbook. Motion passed with all members present voting in the affirmative unless otherwise noted.

Tim announced - Charter Schools are now able to offer dual enrollment. This will be a great selling point for our school.

7. Board President's Report

7.1. Conflict of Interest Forms to be completed by all board members (handout) Should be returned to Michelle Shellenberger. Tim stated that they need to be submitted with the charter renewal in October.

7.2. Board Committees – Start thinking about what committees we have and what committee you would like to serve on - Personnel, Curriculum, Communication and Finance. All but Finance can meet quarterly. Finance meets monthly.

8. Treasurer’s Report – No report given.

9. Other Fiscal Matters – N/A

10. Budget Administration – N/A

11. Personnel Matters

11.1. 2022-2023 Personnel Report (handout)

A motion was made by Fina Salvo and seconded by Karen Degenhart to approve the Personnel Report. Motion passed with all members present voting in the affirmative unless otherwise noted.

11.2. Resignations (handout)

11.2.1. Robert Campbell, Theater

11.2.2. Victoria Sexsmith, Dance

11.2.3. Kim Dickerson, Mathematics

11.2.4. Liam Hicklin, Creative Writing

A motion was made by Fina Salvo and seconded by Emily Klauer Sullivan to accept all resignations. Motion passed with all members present voting in the affirmative unless otherwise noted.

11.3. Recommended for Employment beginning in 22/23 School Year: We are currently interviewing for Math and Dance.

Brian Massey, 9th/10th grade English, with salary of \$61,754

Krista Werner, Special Education, with salary of \$69,842

Elielen Morano, Science, with salary of \$72,865

Lauren Callen, Theater, with salary of \$69,842

Carolyn Mills, Creative Writing, with salary of \$66,205

A motion was made by Fina Salvo and seconded by Karen Degenhart to accept the recommendations for employment. Motion passed with all members present voting in the affirmative unless otherwise noted.

11.4. Approval of Tuition Reimbursement for Erica Leonard (handout) and permission to enroll in graduate courses for Amanda Rhinehart.

A motion was made by Emily Klauer and seconded by Fina Salvo to approve tuition reimbursement for Erica Leonard and grant permission to enroll in graduate courses for Amanda Rhinehart. Motion passed with all members present voting in the affirmative unless otherwise noted.

12. Committee Reports – No reports given.

13. Policies, Programs, and Governing Documents – NA

14. Information Items

14.1. CASA Charter School Foundation Report – Howard Pollman thanked the Board of Trustees for having him at the meeting. Howard gave an update. There are new officers for the upcoming year and sees this as a rebuilding year. Brian Griffith thanked Howard for taking the position and the support provided.

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

16. Next Board Meeting Date - The next CASA Charter School Board of Trustees meeting is Monday, September 19, 2022 at 6:30 p.m. Brian thanked the staff for hard work done over the summer and wished everyone luck for a great start to the school year.

A motion was made by Fina Salvo and seconded by Karen Degenhart to adjourn. Motion passed with all members present voting in the affirmative unless otherwise noted.

Upcoming Board Meeting Dates

Monday, September 19, 2022
Monday, October 17, 2022
Monday, November 21, 2022
Monday, December 19, 2022
Tuesday, January 17, 2023 – note different day
Tuesday, February 21, 2023 – note different day
Monday, March 22, 2023
Monday, April 17, 2023
Monday May 15, 2023
Monday, June 19, 2023