

Capital Area School for the Arts Charter School  
Meeting of the Board of Trustees  
May 15, 2023

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, May 15, 2023 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA 17101

Board members in attendance: Brian Griffith (zoom), Chris Healy (zoom), Emily Klauer Sullivan (zoom), Dawn Mull (zoom), Elizabeth Mullaugh and Fina Salvo (zoom)

Board members not in attendance: Karen Degenhart, Richard Fry, Alicia McDonald and Christy Pavlakovich

Others/public in attendance: Tim Wendling and Sue Hill (zoom) from CASA; Howard Pollman from CASA Charter School Foundation (zoom)

1. Call to Order – Brian Griffith called the meeting to order at 6:32 p.m.
2. Roll Call/Additions to the Agenda/Administrative – N/A
3. Public Comment on Agenda Items – N/A
4. Approval of Minutes from April 17, 2023

*A motion was made by Fina Salvo and seconded by Chris Healy to approve the board meeting minutes of May 15, 2023. Motion passed with all members present voting in the affirmative unless otherwise noted.*

5. Presentation – Erica Leonard – Tabled until next school year.
6. Principal/CEO Report
  - 6.1. Enrollment/Auditions Update – Tim Wendling noted that there are currently 183 students enrolled. We are currently auditioning Round 2 students
  - 6.2. Senior of the Month – Grace Hartman is our current senior of the month. Grace is a Theatre student who resides in the Central Dauphin School District. This is her second year at CASA.
  - 6.3. Items for Approval
    - 6.3.1. Approval of IU Contract for 23-24 School Year

Mr. Wendling noted that the amount for social work has doubled because of a grant we are receiving next school year, we are able to add more social work hours.

*A motion was made by Elizabeth Mullaugh and seconded by Fina Salvo to approve the CAIU Contract for Special Education Services for the 23-24 school year.*

- 6.3.2. Approval of Cafeteria Substitute

Mr. Wendling stated that Jacqueline Keever currently works as a substitute at West Shore Christian Academy. We would like to add her as a substitute cafeteria aide.

*A motion was made by Fina Salvo and seconded by Emily Sullivan to approve Jacqueline Keever as a substitute cafeteria aide at \$15 per hour effective immediately.*

### 6.3.3 Musical Approvals

Tim Wendling presented five potential musicals to the board for their review and approval. The musicals are: Jesus Christ Superstar, Mean Girls, In the Heights, Moulin Rouge, and Heathers.

*A motion was made by Fina Salvo and seconded by Elizabeth Mullaugh to approve the list of possible musicals with the exception of Moulin Rouge. Motion passed with all members present voting in the affirmative unless otherwise noted.*

### 6.3.4. Approval of Job Descriptions and Administrative Reorganization

Brian Griffith stated the job descriptions for the CEO, Principal, Assistant Principal and Executive Assistant and the reorganization request have been reviewed. There was one sentence removed from the CEO's job description.

*A motion was made by Elizabeth Mullaugh and seconded by Fina Salvo to approve the above-mentioned job descriptions and reorganization request for the 23-24 school year. Motion passed with all members present voting in the affirmative unless otherwise noted.*

### 6.3.5. Curricular Approvals

The curriculum committee brought two items to the board for approval:

- Diagnostic and Growth Testing – NWEA Map (Paid with Title I money)
- SEL Curriculum – Navigate 360 (Paid for with PCCD grant money)

Mr. Wendling noted that this is the first time we will be using a diagnostic and growth program that we have to pay for (used CDT before). The second item is a comprehensive curriculum of social emotional learning lessons for students, teachers, and parents. Navigate 360 also comes with physical school safety programs for mapping the school, housing emergency drill information, etc.

*A motion was made by Dawn Mull and seconded by Emily Klauer to approve the above mentioned curricular additions for the 23-24 school year. Motion passed with all members present voting in the affirmative unless otherwise noted.*

### 6.3.6. Permission to Raise Funds - Environmental Club Clothing Sale – The club will be selling donated and used clothing to raise funds.

### 6.3.7. Permission to Raise Funds – National Honor Society – Little Amps Coffee Fundraiser – A portion of sales on May 23, 2023 will be donated to the club.

*A motion was made by Fina Salvo and seconded by Elizabeth Mullaugh to approve fundraisers for the Environmental club and National Honor Society. Motion passed with all members present voting in the affirmative unless otherwise noted.*

7. Board Presidents Report – Mr. Griffith discussed the CEO’s contract. It will be voted on at the next board meeting. He also wanted to remind members of the upcoming turnover and to keep in mind any ideas for potential new board members. Mr. Griffith stated that we should, at the very minimum, start with a resume. He has spoken with a soon to be retiree and reached out to a few board members that are speaking with people who have expressed interest.
8. Treasurer Report – Dawn Mull discussed the March Financials. Elizabeth Mullaugh asked about the increase in our accounting services. Mr. Wendling stated one of the reasons for the increase was for all of the information and copies required for the charter renewal, increased time for payroll, health insurance changes, PDE reports and Title I reporting.

Mr. Griffith asked if this is something we should be looking at in the future. Fina Salvo stated that everyone’s prices have increased, but it is always good to explore other options. She said to possibly issue an RFP opportunity to see if there is anyone else out there. Mr. Griffith asked if there was a specific time to do this. We would very hard pressed to get a better price from a larger firm. Ms. Salvo stated she still feels like it’s something the board should look into. Possibly something for the fall or next school year.

9. Other Fiscal Matters

- 9.1. Alliant Group Employee Credit Recovery Proposal – The finance committee met with the Alliant Group to speak about the employee retention credit. Presented and gave us an engagement letter to just do the study and see if we are even eligible for this program. If we are not eligible, the contract would be terminated. Ms. Salvo stated that the Alliant Group is being investigated by the IRS. She is very hesitant to move forward with this group. BSSF has been and is very reliable, but not with this recommendation. She suggested her group would do this for free. Ms. Salvo asked why we believe we are eligible for this credit. Ms. Mullaugh stated her understanding is that this is a preliminary review to see if we are eligible for a claim. She initially thought we would not be eligible... Her understanding is that there is an additional review period to see if we are eligible at all. Ms. Salvo stated that we should be cautious with this. Boyer and Ritter would look to see if we are even eligible. Ms. Mullaugh said these are good points. Ms. Mullaugh feels we don’t have eligibility at all. Ms. Salvo said she would hate for them to tell us we are eligible and then end up being fined. Mr. Griffith stated we will table this as an informational item not approval. This is something that needs more review.

10. Budget Administration

- 10.1. Proposed 2023-2024 Budget – This is the second reading of the proposed budget. It will now be available for public review. It will be brought for final approval at the June board meeting.

*A motion was made by Chris Healy and seconded by Elizabeth Mullaugh to approve the tentative proposed 2023-2024 Budget. Motion passed with all members present voting in the affirmative unless otherwise noted.*

11. Personnel Matters

- 11.1. Tina Baker – Retirement

- 11.2. Sue Hill – Retirement

Mr. Wendling stated that Tina Baker, School Counselor and Sue Hill, Assistant to the CEO, will be retiring this summer. Mr. Wendling and Mr. Griffith appreciated their 10 years of service and wish them well with their future endeavors.

*A motion was made by Emily Klauer and seconded by Fina Salvo to accept retirement requests from Tina Baker and Sue Hill effective at the end of the current school year. Motion passed with all members present voting in the affirmative unless otherwise noted.*

12. Committee Reports - N/A

13. CASA Charter School Foundation Report

Howard Pollman reminded the board that Thursday, May 18, 2023 is CASALive! At the present time, they have about ten individual purchases. He asked all board members to purchase tickets. We are looking to have a successful event. We are moving to more corporate giving mode and sponsorships for next year.

Mr. Griffith requested a list of sponsors and who has purchased tickets. Mr. Pollman will send list out tomorrow. Mr. Pollman thanked Chris Healy for being a sponsor. A full report of the event will be presented at the next meeting.

14. Policies, Programs, and Governing Documents

14.1. Policy 113- Special Education

Mr. Wendling stated that during our special education review, it was discovered that we needed to add a phrase in policy 113. Tim stated we need to add information regarding students experiencing homelessness. The information was added to the policy.

*A motion was made by Elizabeth Mullaugh and seconded by Fina Salvo to approve the updated policy. Motion passed with all members present voting in the affirmative unless otherwise noted.*

15. Information Items

Mr. Wendling noted that graduation is June 8, 2023 at the Whitaker Center at 6:30 p.m. Please let him know if any board members will be attending. If not we will give that extra ticket to a student.

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

17. Next Board Meeting Date

The next CASA Charter School Board of Trustees meeting is Monday, June 19, 2023 at 6:30 p.m.

*A motion was made by Fina Salvo and seconded by Elizabeth Mullaugh adjourn the meeting at 7:18 p.m. Motion passed with all members present voting in the affirmative unless otherwise noted.*

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Upcoming Board Meeting Dates

Monday, June 19, 2023