

Capital Area School for the Arts Charter School
Meeting of the Board of Trustees
June 19, 2023

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, June 19, 2023 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA 17101

Board members in attendance: Karen Degenhart, Richard Fry, Brian Griffith, Dawn Mull, Elizabeth Mullaugh, Christy Pavlakovich (zoom) and Emily Klauer-Sullivan

Board members not in attendance: Chris Healy, Alicia McDonald and Fina Salvo

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

1. Call to Order – Brian Griffith called the meeting to order at 6:30 p.m.

2. Roll Call/Additions to the Agenda/Administrative – N/A

3. Executive Session – Act 44 Report

A motion to break for an Executive Session was made by Elizabeth Mullaugh and seconded by Karen Degenhart. Motion passed with all members voting in the affirmative unless otherwise noted.

A motion to return to the regular board meeting was made by Emily Klauer-Sullivan and seconded by Elizabeth Mullaugh. Motion passed with all members voting in the affirmative unless otherwise noted.

4. Public Comment on Agenda Items – N/A

5. Approval of Minutes

5.1. Board Meeting Minutes from May 15, 2023

A motion to approve the board meeting minutes from May 15, 2023 was made by Richard Fry and seconded by Elizabeth Mullaugh. Motion passed with all members voting in the affirmative unless otherwise noted.

6. Principal/CEO Report

6.1. Enrollment/Auditions Update – Tim Wendling stated that we currently have 169 students enrolled for the 2023-2024 school year. Visual Art class is full. We are in the process of music marketing and looking to use a billboard for further advertising. After the pandemic, music students' enrollment numbers dropped as students were not taking lessons. There is a possibility that we will need to rebrand our music program. We have been writing grants for monies for a state of the art sound/video system classroom.

6.2. Items For Approval

6.2.1. New Club Approval – Cultural Club

A motion to approve the Cultural Club was made by Fina Salvo and seconded by Dawn Mull. Motion passed with all members voting in the affirmative unless otherwise noted.

6.2.2. Musical Approval – “Bring it On”

A motion to approve “Bring it On” as the 2023-2024 school year musical was made by Emily Klauer-Sullivan and seconded by Karen Degenhart. Motion passed with all members voting in the affirmative unless otherwise noted.

6.2.3. Charter Approval – Mr. Wendling noted that he met with Harrisburg School District representatives a month ago. We need to approve the changes and updates that our solicitor made. *A motion to approve requested updates to the Charter from Harrisburg School District was made by Elizabeth Mullaugh and seconded by Karen Degenhart. Motion passed with all members voting in the affirmative unless otherwise noted.*

6.3. Billboard Agreement – Mr. Wendling stated there was ad money left over in the budget. He is requesting permission to advertise on a billboard. It will run for two weeks. As soon as he gets a proof from the vendor, he will share with the board. The billboard is located on Interstate 581 on the way to the Harrisburg area from the Mechanicsburg area.

A motion to approve billboard advertising for CASA was made by Elizabeth Mullaugh and seconded by Emily Klauer-Sullivan. Motion passed with all members voting in the affirmative unless otherwise noted.

6.4. Video Surveillance Agreement – Mr. Wendling informed the board that we have safety grant monies available and has looked at increasing our video surveillance. Sonitrol’s quote was \$29,000.00. A new company, Securewire Technology, quoted \$13,000 less. After meeting with a representative, we are recommending that we move our video surveillance with Securewire Technology.

A motion to approve a video surveillance agreement with Securewire Technology was made by Karen Degenhart and seconded by Dawn Mull. Motion passed with all members voting in the affirmative unless otherwise noted.

7. Board President’s Report - Mr. Griffith stated he emailed board members meeting dates for next year and resumes for two board members interested in joining us. We may bring them for approval at the next board meeting. One candidate has an educational background and the other coming from a financial background.

Fina Salvo and Chris Healy’s last board meeting would have been today. Since they were both unavailable to attend, we may invite them to the next meeting for a farewell.

8. Treasurer’s Report – March, April and May Financials - Dawn Mull discussed the above mentioned financials.

9. Other Fiscal Matters

- 9.1. Diana Reed Engagement Letter – The accounting firm’s cost did increase for the upcoming school year.

BSSF Engagement Letter – The auditor’s cost did increase for the upcoming school year.

Elizabeth Mullaugh suggested that the board needs to start the process of reviewing both for the 2024-2025 school year’s budget. As we have an extremely tight budget to begin with, it’s fiscally responsible to do this.

A motion to approve engagement letters with Diana Reed & Associates and BSSF was made by Elizabeth Mullaugh and seconded by Emily Klauer-Sullivan. Motion passed with all members voting in the affirmative unless otherwise noted.

- 9.2. Employee Retention Credit – This was also discussed at the board meeting last month. The general idea is that we are not moving forward with this. The finance and personnel committee decided not to move forward. Ms. Mullaugh stated that we must technically table this. Richard Fry stated that tabling a motion stays tabled until it is brought up again. No vote to table this is necessary.

10. Budget Administration

- 10.1. Budget – Final Approval – Mr. Wendling noted that the school counselor, math teacher and pre-algebra/English teacher’s position be cut in half and restructure in the future as a paraprofessional. Money for a paraprofessional is budgeted but we need to go to finance committee for discussion.

A motion to approve the final budget for the 2023-2024 school year was made by Richard Fry and seconded by Elizabeth Mullaugh. Motion passed with all members voting in the affirmative unless otherwise noted.

11. Personnel Matters

11.1. Resignations

11.1.1. Sara Palmer – Pre-Algebra/English Teacher

11.1.2. Monique Johnson – Visual Art Teacher

11.1.3. Jen Young – Math Teacher

A motion to accept the resignations of Sara Palmer, Monique Johnson and Jen Young effective at the end of the 2022-2023 school year was made by Emily Klauer-Sullivan and seconded by Karen Degenhart. Motion passed with all members voting in the affirmative unless otherwise noted.

11.2. Employment Offers

11.2.1. Emily Rudy – School Counselor – \$72,819 – for the 2023-2024 school year

11.2.2. Kaleigh Killian – Math Teacher - \$58,947 for the 2023-2024 school year

11.2.3. Ann Marie Cirillo-Creekmore – Assistant Principal - \$78,000 for the 2023-2024 school year

A motion to approve employment offers for Emily Rudy, Kaleigh Killian and Ann Marie Cirillo-Creekmore for the 2023-2024 school year was made by Elizabeth Mullaugh and seconded by Richard Fry. Motion passed with all members voting in the affirmative unless otherwise noted.

11.3. Tuition Reimbursement Request – Amanda Rhinehart

A motion to approve a tuition reimbursement request from Amanda Rhinehart was made by Elizabeth Mullaugh and seconded by Karen Degenhart. Motion passed with all members voting in the affirmative unless otherwise noted.

11.4 Title Changes – Timothy Wendling to Chief Executive Office and Amanda Rhinehart to Principal

A motion to restructure and change Timothy Wendling as CEO and Amanda Rhinehart to Principal was made by Elizabeth Mullaugh and seconded by Karen Degenhart. Motion passed with all members voting in the affirmative unless otherwise noted.

11.5 CEO Employment Agreement

A motion to approve the CEO's employment agreement effective July 1, 2023 at a salary of \$115,391.83 was made by Elizabeth Mullaugh and seconded by Karen Degenhart. Motion passed with all members voting in the affirmative unless otherwise noted.

12. Committee Reports - N/A

13. CASA Charter School Foundation Report – Howard Pollman stated they are looking to introduce committees for CASALive! They are currently re-evaluating all grant proposals. They foundation will also start having monthly meeting. They are looking to market CASA's 10th Anniversary.

14. Policies, Programs, and Governing Documents – N/A

15. Information Items – N/A

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, July 17th, 2023.