

Capital Area School for the Arts Charter School
Meeting of the Board of Trustees
July 24, 2023

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, July 24, 2023 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA 17101

Board members in attendance: Brian Griffith, Dawn Mull, Emily Klauer-Sullivan, Karen Degenhart, Elizabeth Mullaugh, Alicia McDonald, Christy Pavlakovich

Board members not in attendance: Richard Fry

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

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. Principal/CEO Report
 - 4.1. Upcoming Enrollment/Art Area Openings – Tim Wendling noted that 170 students are fully enrolled. We have a few students not fully enrolled and a couple to be auditioned. Anticipated enrollment to be at 175-180 for the first day of school
 - 4.2. Items for Approval
 - 4.2.1. Annual Report to PDE – Advance copy sent to members for review.

A motion was made by Karen Degenhart and seconded by Alicia McDonald to approve CASA's annual report to the PA Department of Education. Motion passed with all members voting in the affirmative unless otherwise noted.
 - 4.2.2. Lunch agreement with Harrisburg School District – This is a standing agreement as in other years. Lunches have increased to \$5/lunch.

A motion was made by Christy Pavlakovich and seconded by Elizabeth Mullaugh to approve a lunch agreement with Harrisburg School District for the 2023-2024 school year. Motion passed with all members voting in the affirmative unless otherwise noted.
 - 4.2.3. Kutztown University Agreement – Agreement is for CASA to accept interns and student teachers from Kutztown University.

A motion was made by Emily Klauer-Sullivan and seconded by Christy Pavlakovich to approve the above-mentioned agreement with Kutztown University. Motion passed with all members voting in the affirmative unless otherwise noted.

- 4.2.4. Calendar Revision for the 2023-2024 School Year – Mr. Wendling noted that CASALive! has been changed from one to two days. The school calendar states that we are off on May 24, 2024. We are requesting that May 24, 2024 be changed to a regular school day. This would move the last day of school up to June 6, 2024.

A motion was made by Karen Degenhart and seconded by Elizabeth Mullaugh to update the 2023-2024 school calendar as noted above. Motion passed with all members voting in the affirmative unless otherwise noted.

5. Board President’s Report – N/A

6. Treasurer’s Report – N/A

7. Other Fiscal Matters

- 7.1. Brian Griffith and Tim Wendling updated the board on CASA’s financial state. Meetings are currently being held with the CASA Charter School Foundation as cash flow is low until district billing and reconciliations are completed. We are short about \$240,000.00. Dawn Mull stated that we should be able to borrow from the Mid Penn line of credit. Ms. Mullaugh stated we have a serious cash flow concern. There will be a foundation event fundraiser on September 28, 2023, please mark your calendars. This fundraiser will be to celebrate CASA’s 10th anniversary and 3rd charter. Also, we want to get enthusiasm going towards fundraising. We are asking that CASA board members be on a host committee. We are asking people on our existing list and others not on the list (\$100/ticket) to attend. Mr. Griffith asked if we need action from the board to draw on the line of credit. Mr. Wendling stated no. The CASA Charter School foundation is also depositing \$50,000 into the CASA account.

8. Budget Administration – N/A

9. Personnel Matters

9.1. New Staff Approval

Mr. Wendling requested approval to hire the following new staff members:

- Dan Cook as the Visual Art teacher. He is a 20+ year veteran teacher coming to us from Manheim Central School District with an Art K-12 teaching certificate. Mr. Cook will be paid \$77,719.00 for the 2023-2024 school year.
- Dasha Brown as the Creative Writing teacher. She is a newly graduated teacher with a creative writing teaching certificate. Her salary will be \$48,150.

A motion was made by Christy Pavlakovich and seconded by Alicia McDonald to approve the appointment of Dan Cook as the Visual Art teacher and Dasha Brown as the Creative Writing teacher for the 2023-2024 school year at the above-mentioned salaries. Motion passed with all members voting in the affirmative unless otherwise noted.

10. Committee Reports – N/A

11. CASA Charter School Foundation Report – Howard Pollman stated that EITC letters are going out this week. There are two new board members: Corey Dupree and Michelle Shellenberger. Elizabeth Mullaugh stated there is a short list of contacts with the EITC listing and asked if board members had any contacts to add.

12. Policies, Programs, and Governing Documents

- 12.1. Policy 138 – LIEP (Language Instruction Educational Program) – Harrisburg School District requires us to add this policy to fulfill our charter renewal.

A motion was made by Karen Degenhart and seconded by Christy Pavlakovich to approve Policy 138 – LIEP (Language Instruction Educational Program). Motion passed with all members voting in the affirmative unless otherwise noted.

13. Information Items – N/A
14. Public Comment on Non-Agenda Items – N/A
17. Next Board Meeting Date

The next CASA Charter School Board of Trustees meeting is Monday, August 21, 2023 at 6:30 p.m.

Upcoming Board Meeting Dates

Monday, August 21, 2023