

Capital Area School for the Arts Charter School
Meeting of the Board of Trustees
Monday, December 18, 2023, at 6:30 PM

Agenda

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, December 18, 2023 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA 17101.

Board members in attendance: Brian Griffith, Dawn Mull, Elizabeth Mullaugh, Christy Pavlakovich (Zoom), Richard Fry, Alicia McDonald (Zoom), Rhonda Brunner (Zoom), and Emily Klauer-Sullivan.

Board members not in attendance: Karen Degenhart, Elizabeth Reusswig, and Jennifer Mariacher.

Others/public in attendance: Tim Wendling and Destinie Hills from CASA

1. Call to Order - Brian Griffith called the meeting to order at 6:34 pm

2. Roll Call/Additions to the Agenda/Administrative

3. Public Comment on Agenda Items

4. Approval of Minutes

4.1. Board Meeting Minutes from November 20, 2023. (handout)

A motion was made by Elizabeth Mullaugh and seconded by Richard Fry to approve board meeting minutes from November 20, 2023. Motion passed with all members voting in the affirmative unless noted otherwise.

5. Audit (handout)

Jeff Walker (Audit Principal) and Scott Henry (Senior Audit Manager) were in attendance. Scott Henry reviewed the condensed audit report.

6. Principal/CEO Report

6.1. Enrollment Update/Student of the Month

Tim Wendling noted that 168 students are fully enrolled. All art areas have openings. CASA is still currently accepting students for the 23-24 school year.

Jenna Rhoads is the Senior of the Month. She has attended CASA all 4 years. She lives in CD school district and is a part of the dance program. She plans on attending a liberal arts college majoring in Political Science.

6.2. Custodial Agreement for 23-24 (handout)

A motion was made by Emily Klauer-Sullivan and seconded by Dawn Mull to approve the 23-24 Custodial Agreement. Motion passed with all members voting in the affirmative unless noted otherwise.

6.3. Lease Amendment (handout)

A motion was made by Richard Fry and seconded by Elizabeth Mullaugh to approve the lease amendment with Strawberry Square. Motion passed with all members voting in the affirmative unless noted otherwise.

6.4. Parking Update

Tim Wendling noted that the staff will move to the Chestnut Street lot for \$100.00 a month. The school will pay for parking therefore a stipend will not be added to staff paychecks.

A motion was made by Christy Pavlakovich and seconded by Emily Klauer-Sullivan to change parking agreement from \$100.00 stipend to school continuing to pay for parking. Motion passed with all members voting in the affirmative unless noted otherwise.

7. Board President's Report

7.1. Resignation of Board Member, Dr. Rhonda Brunner

A motion was made by Elizabeth Mullaugh and seconded by Dawn Mull to approve the resignation of board member Dr. Rhonda Brunner. Motion passed with all members voting in the affirmative unless noted otherwise.

7.2. Interim CEO

Brian Griffith noted that Rhonda Brunner's contract will be \$1500 per week and parking will be provided. Rhonda Brunner's contract will not require her to be in attendance 5 days a week for 8 hours.

A motion was made by Christy Pavlakovich and seconded by Alicia McDonald to approve Dr. Rhonda Brunner Interim CEO effective January 4, 2024. Motion passed with all members voting in the affirmative unless noted otherwise.

8. Treasurer's Report

8.1. CASA November Financial Statements (handout)

Dawn Mull reviewed the financial statements for November.

9. Other Fiscal Matters

9.1. Charter School Capital Discussion

Brian Griffith noted that as this time this is not a matter we are in a position to move forward with and will revisit this matter at a later time.

10. Budget Administration

11. Personnel Matters

11.1. Resignations

11.1.1. Tim Wendling (effective 1/19)

A motion was made by Elizabeth Mullaugh and seconded by Richard Fry to approve Tim Wendling's resignation effective 01/19/2024. Motion passed with all members voting in the affirmative unless noted otherwise.

11.1.2. Jess Christ (1/26)

A motion was made by Elizabeth Mullaugh and seconded by Richard Fry to approve Jess Christ's resignation effective 01/26/2024. Motion passed with all members voting in the affirmative unless noted otherwise.

11.2. Supplemental Contract Payment for Student Council – Jess Christ (handout)

Tim Wendling requested that Jess Christ receives half of her contracted (\$1200.00) amount equaling \$600.00.

A motion was made by Elizabeth Mullaugh and seconded by Richard Fry to approve Jess Christ's supplemental contract payment. Motion passed with all members voting in the affirmative unless noted otherwise.

11.3. Tina Baker Retirement Sick Leave Payment

Tim Wendling requested that Tina Baker receives \$55.00 per day for 55 days totaling \$3025.00.

A motion was made by Emily Klauer-Sullivan and seconded by Dawn Mull to approve Tina Baker's Retirement Sick Leave Payment. Motion passed with all members voting in the affirmative unless noted otherwise.

11.4. Approval of April Gill as Substitute Cafeteria Worker

A motion was made by Christy Pavlakovich and seconded by Elizabeth Mullaugh to approve April Gill as Substitute Cafeteria Worker. Motion passed with all members voting in the affirmative unless noted otherwise.

12. Committee Reports

Richard Fry noted that Emergency Planning documents have been reviewed and modified. There will be finalized documents for the January meeting.

13. CASA Charter School Foundation Report

Elizabeth Mullaugh noted that foundation annual appeal is still ongoing. They have received some gifts from donors, but not many.

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

15. Information Items – N/A

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

17. Executive Session

Brian Griffith requested to end the regular board meeting and move into executive session.

A motion was made by Emily Klauer-Sullivan and seconded by Alicia McDonald to enter Executive Session for the purpose of discussing a personnel matter. Motion passed with all members voting in the affirmative unless noted otherwise.

Following the Executive Session, a motion was made by Richard Fry and seconded by Elizabeth Mullaugh to exit the Executive Session.

The board meeting was adjourned at 8:00 p.m.

18. Next Board Meeting Date

The next board meeting will be held on Tuesday, January 16, 2023 at 6:30 pm.