

Capital Area School for the Arts Charter School  
Meeting of the Board of Trustees  
December 19, 2022

**Minutes**

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, December 19, 2022 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board members in attendance: Brian Griffith, Christopher Healy (on phone), Alicia McDonald (on phone), Dawn Mull (on phone), Elizabeth Mulluagh, Christy Palakovich (on phone), Fina Salvo and Emily Sullivan (on phone).

Others/public in attendance: Tim Wendling, Michelle Shellenberger, Scott Henry, Jeff Walker

Board members not in attendance: Karen Degenhart, Richard Fry, Howard Pollman Foundation Representative

1. Call to Order –President Brian Griffith called the meeting to order at 6:30 p.m. Mr. Griffith welcomed all in attendance.
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 November 21, 2022

*A motion was made by Elizabeth Mulluagh and seconded by Fina Salvo to approve the board meeting minutes of November 21, 2022. Motion passed with all members present voting in the affirmative unless otherwise noted.*

5. Discussion of the Audit Report

Scott Henry & Jeff Walker, Representatives from Brown, Schultz, Sheridan and Fritz, CASA Auditors, reviewed the audit report with the Board. They pointed out that donations overall were down last year, but overall CASA's financial health is excellent.

The Board discussed meeting with the Foundation Board to discuss fundraising and professional development.

6. Principal/CEO Report

6.1. Enrollment Update - Tim shared enrollment is at 186 students. Applications for 2023-2024 school year are live and the deadline for the 1<sup>st</sup> round is January 31, 2023.

6.2. Senior of the Month – Lena Bubnis is November's Student of the Month. She is very involved with the Harrisburg Gallery Walk and planning to attend college in Europe.

6.3. 23-24 School Calendar (draft) – Tim presented the draft 2023-2024 school calendar. The Board will vote on the calendar at the January board meeting.

#### 6.4. Items for Approval

##### 6.4.1. Approval of attendance policy (handout)

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

##### 6.4.2. LTS hire Creative Writing (handout)

*A motion was made by Christy Palakovich and seconded by Alicia McDonald to approve Ms. Johnson as the Long Term Substitute for Creative Writing with a daily rate of \$140. Motion passed with all members present voting in the affirmative unless otherwise noted.*

##### 6.4.3. Approval of Policy 113.2 – Behavior Support (handout)

*A motion was made by Alicia McDonald and seconded by Emily Sullivan to approve Policy 113.2. Motion passed with all members present voting in the affirmative unless otherwise noted.*

##### 6.4.4. Approval for Tuition Reimbursement – Amanda Rhinehart (handout)

*A motion was made by Fina Salvo and seconded by Christopher Healy to approve tuition reimbursement for Amanda Rhinehart. Motion passed with all members present voting in the affirmative unless otherwise noted.*

7. Board President’s Report – Mr. Griffith asked all committee chair to reach out to Tim to schedule committee meetings. He also informed the Board that a contract is being developed for Timothy Wendling moving forward. Contractors for additional administrators will be developed after Mr. Wendling’s.
8. Treasurer’s Report – Treasurer, Dawn Mull, gave a financial overview. Please refer to the financials sent with the board packet.
9. Other Fiscal Matters – N/A
10. Budget Administration – N/A
11. Personnel Matters
12. Committee Reports – None
13. Policies, Programs, and Governing Documents – NA
14. Information Items
  - 14.1. CASA Charter School Foundation Report – Elizabeth Mulluagh, in Howard Pollman’s absence, gave a report on the activities of the Foundation. The December Foundation Board Meeting moved to January 2023. The Foundation Board will be reviewing the Summary of plans for the 2023 fundraising year.
15. Public Comment on Non-Agenda Items – N/A
16. Next Board Meeting Date - The next CASA Charter School Board of Trustees meeting is Tuesday, January 17, 2023 at 6:30 p.m.

17.

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

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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