

Capital Area School for the Arts Charter School
Meeting of the Board of Trustees
January 17, 2023

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Tuesday, January 17, 2023 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board members in attendance: Karen Degenhart (on phone), Brian Griffith, Christopher Healy (on phone), Alicia McDonald, Dawn Mull, Elizabeth Mullaugh, Christy Palakovich (on phone), and Emily Sullivan, Howard Pollman - Foundation Representative

Others/public in attendance: Tim Wendling, Michelle Shellenberger

Board members not in attendance: Richard Fry, Fina Salvo

1. Call to Order –President Brian Griffith called the meeting to order at 6:30 p.m. Mr. Griffith welcomed all in attendance. Brian distributed the Statement of Financial Interest forms to all board members present. Please complete and return to Michelle Shellenberger before the April board meeting.

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 December 19, 2022

A motion was made by Alicia McDonald and seconded by Elizabeth Mullaugh to approve the board meeting minutes of December 19, 2022. Motion passed with all members present voting in the affirmative unless otherwise noted.

5. Discussion of the Audit Report – There was no discussion of the Audit Report.

6. Principal/CEO Report

6.1. Enrollment Update - Tim shared enrollment is at 185 students. The January Open House was a success – largest turnout for a winter open house. Applications for 2023-2024 school year are live and the deadline for the 1st round is January 31, 2023. So far, visual art has the most applications and Music is in last place.

6.2. Senior of the Month – Robert Myers is December’s Student of the Month. He is a member of Student Council, National Honor Society and always willing to perform when asked. He is looking to attend the Berklee School of Music.

6.3. Items for Approval

6.3.1. Approval of 23-24 school calendar (handout)

A motion was made by Christopher Healy and seconded by Elizabeth Mullaugh to approve the 2023-2024 school calendar. Motion passed with all members present voting in the affirmative unless otherwise noted.

6.3.2. Approval of application to apply for lease reimbursement (handout)

A motion was made by Dawn Mull and seconded by Emily Sullivan to approve the application to apply for lease reimbursement. Motion passed with all members present voting in the affirmative unless otherwise noted.

6.3.3. Approval for tuition reimbursement – Erica Leonard (handout)

A motion was made by Christy Palakovich and seconded by Alicia McDonald to approve the tuition reimbursement for Erica Leonard. Motion passed with all members present voting in the affirmative unless otherwise noted.

6.3.4. Approval of audit report

A motion was made by Brian Griffith and seconded by Elizabeth Mullaugh to approve the audit report. Motion passed with all members present voting in the affirmative unless otherwise noted.

7. Board President’s Report – Mr. Griffith reminded all present that the Statement of Financial Interest are due by the April board meeting.
8. Treasurer’s Report
9. Other Fiscal Matters – N/A
10. Budget Administration – N/A
11. Personnel Matters
12. Committee Reports – None
13. CASA Charter School Foundation Report – Howard Pollman gave a report on the activities of the Foundation. The next meeting is January 23, 2023. They will be refocusing Shannon Lawson’s priorities moving forward to better align her role. The spring appeal will be a “RENT” theme with a goal of \$50,000. They are looking to do a combined meeting of the board of directors and the foundation board in February or March.
14. Policies, Programs and Governing Documents
15. Informational Items
16. Public Comment on Non-Agenda Items – N/A
17. Next Board Meeting Date - The next CASA Charter School Board of Trustees meeting is Tuesday, February 21, 2023 at 6:30 p.m.

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

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