

Capital Area School for the Arts Charter School  
Meeting of the Board of Trustees  
March 20, 2023

**Minutes**

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, March 20, 2023 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board members in attendance: Brian Griffith, Chris Healy, Emily Klauer Sullivan, Dawn Mull, Karen Degenhart (phone), Richard Fry (phone), Alicia McDonald, Elizabeth Mullaugh, Christy Pavlakovich (phone) and Fina Salvo

Others/public in attendance: Tim Wendling, Sue Hill

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

CASA's dance teacher, Molly Misgalla, gave a brief overview of field trips and performances her students have recently participated in.

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 February 21, 2023

*A motion was made by Chris Healy and seconded by Alicia McDonald to approve the board meeting minutes of February 21, 2023. Motion passed with all members present voting in the affirmative unless otherwise noted.*

5. Principal/CEO Report

- 5.1. Enrollment Update – Tim Wendling noted 184 students are currently enrolled. Faculty have finished the first round of auditions. The second round of auditions will begin sometime after CASA LIVE!

- 5.2. Senior of the Month – Kate Murray is our current senior of the month. Kate is a Theatre student who resides in the Camp Hill School District. This is her fourth year at CASA.

- 5.3. Recent Events – Mr. Wendling informed the board of several activities held for Black History Month. A committee of administrators and staff met with students to come up with ideas. Group "signature" barbershop quartet did a master class with some of our students. Music students composed and performed in Strawberry Square. The black history month day event consisted of speakers and other activities. Student feedback was phenomenal.

- 5.4. Discussion – Restructured Administrative Positions – Mr. Wendling gave an explanation of the planned restructuring of administrative duties. All duties were reviewed and restructured. Mrs. Hill's vacant position will be filled as an assistant principal. Mr. Wendling asked board members if they had questions on how we've restructured these duties. Rich Fry asked who would handle discipline issues. Amanda Rhinehart will handle discipline issues. Official job descriptions will be brought to the board for approval next month. Brian Griffith met with Tim and the personnel committee to discuss implementation of the restructure. Mr. Griffith inquired about the budget impact of this restructure. Tim stated the amount is not much of an increase at all. With the departure of Mrs. Hill and Mrs. Shellenberger, the amount spent

on insurances will decrease, hopefully using this to supplement the assistant principal salary. Ms. Mullaugh stated that this would allow Tim to do more grant work, being out in the community, promoting and being the public face of CASA. He has not had the latitude to do this. Rich stated that a succession plan is important. Rich also inquired as to whether there was a qualified individual who is interested in the position already employed at CASA. Tim told him that there is not. Brian stated the next steps will be looking at a draft budget with these numbers already being included. Then we would approve and review the job descriptions. Once approved, we would be able to go ahead and post the position.

#### 5.5. Items for approval:

- 6.6.1. Course Selection Guide – a few new CAOLA electives and one new live elective have been added. The new live elective for 9<sup>th</sup> grade students highlights teaching students how to collaborate, and become good students and members of the community.

*A motion was made by Alicia McDonald and seconded by Dawn Mull to approve the 2023-2024 Course Selection Guide. Motion passed with all members present voting in the affirmative unless otherwise noted.*

- 6.6.2. Europe Fundraiser

*A motion was made by Alicia McDonald and seconded by Chris Healy to approve a fundraiser for the Europe trip. Motion passed with all members present voting in the affirmative unless otherwise noted.*

- 6.6.3. Joslyn Hill – Substitute Receptionist  
6.6.4. Supplemental Contract – Sue Hill – Board  
6.6.5. Supplemental Contract – Katie Flood – Student Council

*A motion was made by Emily Klauer Sullivan and seconded by Elizabeth Mullaugh to approve Joslyn Hill as a substitute receptionist; a supplemental contract for Sue Hill as board minutes recorder; and a supplemental contract for Katie Flood as a student council advisor. Motion passed with all members present voting in the affirmative unless otherwise noted.*

- 6.6.6. Grant Application (PACSP) to increase enrollment to 205 – Mr. Griffith, Mr. Wendling and Mr. Healy discussed this grant. This grant would assist with the expansion of technical programming at CASA. Mr. Griffith inquired about our student enrollment cap. Mr. Wendling informed him that our cap is 205 students enrolled.

*A motion was made by Richard Fry and seconded by Fina Salvo to approve the grant application for the expansion of CASA's technical programming. Motion passed with all members present voting in the affirmative unless otherwise noted.*

- 6.6.7. Permission to Enroll – Erica Leonard – Final courses for obtaining her Principal certification.

*A motion was made by Chris Healy and seconded by Dawn Mull to approve Mrs. Leonard's Permission to Enroll in College Credits Request. Motion passed with all members present voting in the affirmative unless otherwise noted.*

- 6.6.8. Upcoming Events

- Music End of Year Show (Grades 9/10) - April 12, 2023 @ 6:30 p.m. @ Whitaker Center
- Theatre End of Year Show (Grades 9/10) - April 13, 2023 @ 6:30 p.m. @ Whitaker Center
- Dance End of Year Show (Grades 9/10) - April 13, 2023 @ 6:30 p.m. @ Whitaker Center

- Creative Writing End of Year Show (Gr. 9/10) - April 23, 2023 @ 6:00 p.m. @ Open Stage
- CASA Live! (Grades 11/12) – May 18, 2023 @ 7:00 p.m. @ Whitaker Center
- Film/Video End of Year Show (Gr. 9/10) - June 1, 2023 @ 6:00 p.m. @ West Shore Theatre
- Senator’s Game – June (date to be determined)

7. Board President’s Report – Brian Griffith met with Tim Wendling to review his overall goals and performance. He is currently working on a contract for Mr. Wendling and has been meeting with the personnel committee.

Announcements/Reminders

- Statement of Financial Interests – Due no later than April 30, 2023
  - Board Member Transitions: We have a few members who are at the end of their terms and need to think about looking for candidates. If any board members are thinking of making changes, etc., let us know so we can work this out over the next few months. If you know of anyone who would be an asset to the board, please reach out.
6. Treasurer’s Report – Dawn reviewed the February financial report. She noted we did have to borrow from the line of credit to pay for the PSERS bill this month.
  7. Other Fiscal Matters – N/A
  8. Budget Administration – N/A
  9. Personnel Matters – N/A
  10. Committee Reports – Alicia McDonald will forward her notes from the curriculum committee meeting. A lot of changes were included with the course selection guide. Moving into a face to face chemistry class. The art teachers are reviewing their curriculum. Two things other than the guide, the screening and benchmarks we’ve been using, CDT’s and state assessments. They are looking at purchasing iReady. This will give CASA a good universal screening – better skill description of where students are coming in. Basic understanding of where the kids benchmarks are. Also discussed the strategic and comprehensive plan. Gathering a lot of data and doing analysis to possibly move to block scheduling for the 2024-2025 school year. Possibly moving to a four-day instructional week – giving teacher professional time and really looking at the student needs on that extra day, i.e. tutoring, project or individual work. Big picture for comprehensive planning. Please review the committee minutes. Alicia stated it was nice to have so many staff involved with this planning process.

Chris Healy stated his daughter’s school, Londonderry is also looking at a four day schedule. Seems to be a move of the future. Interesting aspect to look at the future of assisting students overall. Ms. McDonald liked the opportunity of working with the staff to see what could be next. The staff seemed really open to these suggestions.

Mr. Wendling noted that Amanda Rhinehart has the college and career readiness event this Wednesday and will give an update next month at the board meeting.

Alicia stated that having snapshot information. It is very insightful to see videos and pictures of what’s going on at CASA.

CASA Charter School Foundation Report - Howard Pollman is pleased to announce that Shannon Lawson is now fulltime. The March Appeal just went out. Work is continuing with CASALive!. We are looking at about \$20,000 for the appeal and \$50,000 from CASALive!. They’re also looking for new board members as we have folks who will be cycling off the board. There will be a reception and a small auction at CASA

Live! Information should be going out in the next week or two. Still waiting to hear from a potential corporate sponsor. Brian asked that they share the sponsorship program with the board.

11. Policies, Programs and Governing Documents – N/A
12. Informational Items – N/A
13. Public Comment on Non-Agenda Items – N/A
14. Next Board Meeting Date - The next CASA Charter School Board of Trustees meeting is Monday, April 17, 2023 at 6:30 p.m.

*A motion was made by Christy Pavlakovich and seconded by Emily Klauer Sullivan to adjourn. Motion passed with all members present voting in the affirmative unless otherwise noted.*

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Upcoming Board Meeting Dates

Monday, April 17, 2023

Monday May 15, 2023

Monday, June 19, 2023