

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

**Minutes**

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

Board members in attendance: Karen Degenhart (on phone), Richard Fry, Brian Griffith, Alicia McDonald, Dawn Mull (on phone), Elizabeth Mulluagh, Christy Palakovich (on phone), Fina Salvo (on phone) and Emily Sullivan. Howard Pollman, Foundation Representative

Others/public in attendance: Tim Wendling (on phone) Michelle Shellenberger

Board members not in attendance: Christopher Healy

1. Call to Order – Brian Griffith called the meeting to order at 6:30 p.m. Mr. Griffith welcomed all and asked all in attendance to introduce themselves so we can get to know the new board members.
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 August 15, 2022

*A motion was made by Fina Salvo and seconded by Elizabeth Mulluagh to approve the board meeting minutes of August 15, 2022. Motion passed with all members present voting in the affirmative unless otherwise noted.*

5. Principal/CEO Report

5.1. Enrollment Update

Tim shared enrollment is at 185 students and we have a few auditions in the pipeline. Tim also reported that all new teachers are doing well.

5.2. Items for Approval

5.2.1. HACC Dual Enrollment MOU

5.2.2. Harrisburg University Dual Enrollment MOU

*A motion was made by Richard Fry and seconded by Elizabeth Mulluagh to approve the Dual Enrollment Agreements with HACC and Harrisburg University. Motion passed with all members present voting in the affirmative unless otherwise noted.*

5.2.3. Lunch contract with Harrisburg School District

*A motion was made by Christy Palakovich and seconded by Alicia McDonald to approve the lunch contract with Harrisburg School District. Motion passed with all members present voting in the affirmative unless otherwise noted*

5.2.4. Musical Contract with Weary Arts

*A motion was made by Elizabeth Mulluagh and seconded by Fina Salvo to approve the musical contract with Weary Arts Group. Motion passed with all members present voting in the affirmative unless otherwise noted.*

5.2.5. IDEA – Part B subgrant contract

*A motion was made by Alicia McDonald and seconded by Christy Palakovich to approve the IDEA part B subgrant contract. Motion passed with all members present voting in the affirmative unless otherwise noted.*

5.2.6. Charter Renewal Letter

*A motion was made by Elizabeth Mulluagh and seconded by Karen Degenhart to approve the Charter Renewal Letter. Motion passed with all members present voting in the affirmative unless otherwise noted.*

5.2.7. Substitute teacher list

*A motion was made by Christy Palakovich and seconded by Fina Salvo to approve the list of substitutes. Motion passed with all members present voting in the affirmative unless otherwise noted.*

5.3. New Club Requests

5.3.1 Pokémon Go

5.3.2 Tutoring

5.3.3 Newspaper

*A motion was made by Alicia McDonald and seconded by Fina Salvo to approve the new clubs. Motion passed with all members present voting in the affirmative unless otherwise noted.*

6. Board President's Report

6.1. Conflict of Interest Forms to be completed by all board members (handout) Should be returned to Michelle Shellenberger. Tim stated that they need to be submitted with the charter renewal in October.

6.2. Board Committees – Brian shared a draft list of committees and members. All board members should review it and let Brian know if they have any changes.

7. Treasurer's Report – No report given. Dawn Mull expects to have a report at the October meeting.

8. Other Fiscal Matters – N/A

9. Budget Administration – N/A

10. Personnel Matters

10.1. 2022-2023 Personnel Report (handout)

*A motion was made by Richard Fry and seconded by Elizabeth Mulluagh to approve the Personnel Report. Motion passed with all members present voting in the affirmative unless otherwise noted.*

- 10.2. Employment offers 22/23 school year:
  - 10.2.1. Misgalla, Dance, with salary of \$70,819
  - 10.2.2. Young, Math, with salary of \$61,754

*A motion was made by Elizabeth Mulluagh and seconded by Christy Palakovich to accept the recommendations for employment. Motion passed with all members present voting in the affirmative unless otherwise noted.*

- 10.3. Supplemental contracts for the 22/23 school year
  - 10.3.1. Jessica Christ – Student Council Advisor
  - 10.3.2. Mick Corman – Esports Coach
  - 10.3.3. Michelle Shellenberger – Board Meeting Minutes Manager
  - 10.3.4. Michelle Shellenberger – Student Council Advisor
  - 10.3.5. Adam Shickley – Esports Coach

*A motion was made by Christy Palakovich and seconded by Fina Salvo to accept the supplemental contracts. Motion passed with all members present voting in the affirmative unless otherwise noted.*

- 10.4. Permission to enroll for Erica Leonard

*A motion was made by Elizabeth Mulluagh and seconded by Christy Palakovich to grant permission to enroll in courses for Erica Leonard. Motion passed with all members present voting in the affirmative unless otherwise noted.*

- 11. Committee Reports – No reports given.

- 12. Policies, Programs, and Governing Documents – NA

- 13. Information Items

- 13.1. CASA Charter School Foundation Report – Howard Pollman gave an update on the activities of the Foundation. He shared they are hosting an Open House on October 26, 2022 here at CASA.

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

- 15. Next Board Meeting Date - The next CASA Charter School Board of Trustees meeting is Monday, October 17, 2022 at 6:30 p.m.

- 16.

*A motion was made by Elizabeth Mulluagh and seconded by Richard Fry 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