

**Capital Area School for the Arts Charter School**  
**Meeting of the Board of Trustees**  
**Tuesday, January 16, 2024, at 6:30 PM**

**Minutes**

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Tuesday, January 16, 2024, 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), Karen Degenhart, Elizabeth Reusswig, and Jennifer Mariacher, Howard Pollman, and Emily Klauer-Sullivan.

Board members not in attendance:

Others/public in attendance: Tim Wendling and Destinie Hills from CASA, and Dr. Alan Vandrew, Business manager.

**1. Call to Order** - Brian Griffith called the meeting to order at 6:33 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 December 18, 2023. (handout)

*A motion was made by Rich Fry, seconded Alicia McDonald, to approve board meeting minutes from December 18, 2023. Motion passed with all members voting in the affirmative.*

*Brian Griffith noted that Rhonda Brunner requested she be paid \$1000 per week instead of \$1500 per week.*

**5. Principal/CEO Report**

5.1. Senior of the month

Tim Wendling noted that there is not a senior of month. They will be selected next week.

5.2. Enrollment update

Tim Wendling noted that 166 students are fully enrolled. All art areas have openings. CASA is still accepting students for the 23-24 school year.

Destinie noted we would need approximately another 80 kids to reach our enrollment goal for 24-25 school year. Currently 30 kids applied for next school year and approximately 40 students registered for January open house.

5.3. Marketing proposal (handout)

*A motion was made by Jennifer Mariarcher and seconded Elizabeth Mullaugh to approve the Marketing proposal independent contract with Shannon Lawson for \$250 a week for 10 hours per week starting February 1<sup>st</sup> thru June 30<sup>th</sup>. Motion passed with all members voting in the affirmative.*

5.4. Field trip request (handout)

*A motion was made by Alicia McDonald and seconded by Rich Fry to approve the Math competition at Millersville University field trip request from Kaleigh Killian. Motion passed with all members voting in the affirmative*

5.5. Early graduation request (handout)

*A motion was made by Rich Fry and seconded by Jennifer Mariarcher to approve Molly Kitchen's early graduation request for June 2024 instead of June 2025. Motion passed with all members voting in the affirmative.*

**6. Board President's Report**

6.1. Resignation of board member Karen Degenhart – resigning due to relocation

6.2. Alan Vandrew contract (handout)

*A motion was made by Rich Fry and seconded by Alicia McDonald to approve Alan Vandrew's contract for \$65 per hour. Motion passed with all members voting in the affirmative.*

6.3. Statement of Financial Interest

**7. Treasurer's Report – N/A**

**8. Other Fiscal Matters**

8.1. Approval of final audit report (handout)

*A motion was made Alicia McDonald by and seconded Elizabeth Reusswig by to approve final audit report. Motion passed with all members voting in the affirmative.*

**9. Budget Administration**

**10. Personnel Matters**

10.1. Amanda Rhinehardt resignation (handout)

*A motion was made by Jennifer Mariacher and seconded by Alicia McDonald to approve Amanda Rinehart's resignation. Motion passed with all members voting in the affirmative.*

10.2. Supplemental contract – Katie Kowalik (handout)

*A motion was made by Jennifer Mariarcher and seconded by Elizabeth Reusswig to approve Katie Kowalik's Supplemental contract for \$600. Motion passed with all members voting in the affirmative.*

**10.3. Approval of Vivian Harris as office substitute pay rate approval (\$130/day)**

*A motion was made by Elizabeth Mullaugh and seconded by Christy Pavlakovich to approve Vivian Harris, office substitute, pay rate of \$130 a day. Motion passed with all members voting in the affirmative.*

**11. Committee Reports**

**Curriculum at 3pm on Monday she will touch base may postpone a few weeks. With Rhonda Brunner resigning there is an opening on the curriculum committee.**

**12. CASA Charter School Foundation Report**

**Shannon Lawson is in the process of transitioning and may bring her on a contract basis.**

**Annual appeal has ended and \$26000 was raised.**

**Income tax credits**

**Jan meeting next Monday**

**13. Policies, Programs, and Governing Documents**

**13.1. Dissolution policy/procedure**

*Will review next board meeting once documents have been reviewed.*

**13.2. Revised safety plan**

*Will review next board meeting once documents have been reviewed.*

**14. Information Items**

**Visual arts Thursday 5-7 9<sup>th</sup> and 10<sup>th</sup> graders**

**Film and Video Friday snow date**

**15. Public Comment on Non-Agenda Items -N/A**

**16. Executive Session**

*A motion was made by Jennifer Mariacher and seconded by Alicia McDonald to approve to move into executive session at 7:06pm. Motion passed with all members voting in the affirmative unless noted otherwise*

**17. Next Board Meeting Date**

The next board meeting will be held on Tuesday, February 20, 2024, at 6:30 pm.