

Capital Area School for the Arts Charter School
Meeting of the Board of Trustees
Monday, October 21, 2024, at 6:30 PM

Agenda

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, October 21, 2024, at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA 17101.

Board members in attendance: Christopher Healy, Jennifer Mariacher, Alicia McDonald, Elizabeth Mullaugh, Christine Pavlakovich (zoom), Cheryl Rudawski, Elizabeth Reusswig, Emily Sullivan (zoom).

Board members not in attendance: Richard Fry

Others/public in attendance: George Ioannidis, Erica Leonard, Matthew O'Connor, Kirsten Page.

1. Call to Order – *Alicia McDonald called the meeting to order at 6:30 PM*

2. Roll Call/Additions to the Agenda/Administrative

3. Public Comment on Agenda Items

4. Approval of Minutes

4.1. Approval of the Minutes of September 16, 2024 (Attachment)

A motion was made by Christopher Healy and seconded by Elizabeth Mullaugh to approve the meeting minutes from September 16, 2024. The motion passed unanimously.

5. CEO Report

5.1. Enrollment update

5.1.1. Enrolled students as of October 9, 2024: 195

5.1.2. List of Sending School Districts (Attachment)

George Ioannidis shared that CASA has students who come from as far away as Lancaster and Upper Adams School Districts.

5.2. Information Items

5.2.1. Staffing Update (if needed)

George Ioannidis mentioned that it continues to be difficult to find a science teacher and he may take Sara up on her offer to teach for the rest of the school year. He continues to put feelers out through the Handshake Program, and also mentioned a potential partnership with Harrisburg University.

5.2.2. Update on Alumni Association (verbal report)

Erica Leonard shared that the CASA Alumni Association is off to a strong start. They are managing an alumni database and reaching out to CASA graduates to get them engaged with CASA. They are planning to connect with CASA alumni parents as well.

5.2.3. Care Solace Utilization (verbal report)

George Ioannidis updated the CASA board on the school's partnership with Care Solace, which connects students with mental health resources and support services. He shared that the program is being utilized regularly by students and their families. If the services continue to be utilized, we can look into staying with the program longer.

5.3. Items Recommended for Approval

5.3.1. Board Policy Updates (Attachments)

- 5.3.1.1. 626.1 – Procurement Policy Using Federal Funds (new)
- 5.3.1.2. 626.2 – Cash Management Policy (new)
- 5.3.1.3. 626.3 – Allowability for Costs Policy for Federal Funds (new)
- 5.3.1.4. 013 – Conflict of Interest (edits)
- 5.3.1.5. Policy 626 – Federal Fiscal Compliance (new language)
- 5.3.1.6. 830.1 – Attachments of Records Retention Schedule (affirmation)
- 5.3.1.7. 103.2 – Title IX (new language)
- 5.3.1.8. 103.2 – Grievance Procedures Title IX (new language)

A motion was made by Elizabeth Reusswig and seconded by Jennifer Mariacher to approve agenda items 5.3.1.1 through 5.3.1.8. The motion passed unanimously.

5.3.2. Contract with Commonwealth of Pennsylvania for use of State Museum for 2025 Graduation
(Attachment)

5.3.3. Contract with Harrisburg Area Community College for use of Lehrman Center for 2025 Musical and
CASALive! (Attachment)

George Ioannidis reminded the board that these are contracts for the venues that will be alternatives to the Whitaker Center for the 24-25 School Year.

5.3.4. Contract with Keystone Human Services to provide Student Assistance Program (SAP) services at
Capital Area School for the Arts Charter School (Attachment)

George Ioannidis shared that these services support both staff and students.

5.3.5. Agreement with CAIU for IDEA Part B – Subgrant Services (Attachment)

A motion was made by Elizabeth Mullaugh and seconded by Christine Pavlakovich to approve agenda items 5.3.2 through 5.3.5. The motion passed unanimously.

5.3.6. Senior Trip Proposal (Attachment)

George Ioannidis and Erica Leonard shared plans for the proposed senior trip. The students would like to do an overnight camping-themed trip to a lodge in November, leaving at 11 AM on a virtual Friday and returning Saturday afternoon. The board expressed the need for a more concrete proposal – How many students, what are the dates? What is the budget? The students need to ensure that if they don't raise the funds required for the trip to happen, they will have the opportunity to back out of the agreements with the transportation company and the lodge where they will be staying.

Alicia McDonald said she would like to see more detailed information. It was decided that the board is not comfortable approving the senior trip proposal at this time.

A motion was made by Jennifer Mariacher and seconded by Christopher Healy to table the senior class trip proposal vote until the board is provided with more information. The motion passed unanimously.

6. Board President's Report

Alicia mentioned that the executive committee will be reviewing the committees the CASA Board currently has, with the goal of making them more functional or phasing some of them out. More information will be brought to the November board meeting.

7. Treasurer's Report

7.1. Financials (Attachment)

7.2. Invoices for Payment (Attachment)

Jennifer Mariacher reviewed CASA's financials. She and George Ioannidis will meet to look at the budget to ensure there are no major changes expected through the end of the year. Expenses are currently slightly over budget.

Jennifer and George recently met with the bank and explained to the board that the original loan was structured as a 40-year cycle. They are looking at the terms of the loan - this will increase the payment. This will go into effect in July of 2025, but they will proactively build the increased amount into the current loan payment.

Jennifer reiterated the importance of paying down balances quickly and trying not to draw on the line of credit. A list of payments that will be made immediately was shared with the board for review.

A motion was made by Elizabeth Mullaugh and seconded by Alicia McDonald to approve the invoices for payments. The motion passed unanimously.

8. Other Fiscal Matters

8.1. Procurement (Credit) Card with Mid Penn Bank (verbal report)

The bank is pulling George Ioannidis' credit in order to issue the credit card.

9. Budget Administration

George Ioannidis is working with Matthew O'Connor to get him acclimated to the budgeting process in preparation for the coming year.

10. Personnel Matters

10.1. Personnel Report

10.1.1. Employment Recommendations

10.1.1.1. None

10.1.2. Searches-in-Progress

10.1.2.1. Science Teacher (ongoing via Shippensburg and other State Schools)

10.1.3. Resignations

10.1.3.1. None

10.1.4. Substitute Staff

10.1.4.1. Approve substitute staff as listed (attachment)

10.2. Future Planning

10.2.1. Mid-day coverage

George Ioannidis shared that they are in conversation with Mr. Shickley about coverage for the special ed students.

A motion was made by Jennifer Mariacher and seconded by Elizabeth Reusswig to approve the list of substitute staff as listed. The motion passed unanimously.

11. Committee Reports

12. CASA Charter School Foundation Report

Kirsten Page provided the Foundation report in David Skerpon's absence. She shared that the foundation recently welcomed three new members, and they will be attending their first foundation board meeting next week. They are still short of their \$650,000 fundraising goal but they continue to make asks in the community. They will be holding a meeting to discuss CASA's financial status and discuss the best next steps. The foundation has decided against having a fall fundraiser and will instead have one associated with the end of year performance. Aside from an end of year appeal letter, their focus is on securing EITC funds.

13. Policies, Programs, and Governing Documents

14. Information Items

14.1. Application link is live! Mixer was held on October 17th.

George Ioannidis commended the staff's efforts for streamlining the online application process. This will allow the school to easily share expectations and updates with parents and prospective students.

The recent mixer exceeded everyone's expectations. We now have a list of 10 students who have expressed their interest in the school; 6 of the 10 have already applied. St. Stephen's has since requested a private tour of CASA. The highlight of the evening was Dr. Henry, the new superintendent for Harrisburg School District, attending and watching the students' performance.

Cheryl Rudawski asked when CASA starts making a push for students to apply each year. Erica Leonard shared they usually start in early November with auditions beginning in January, hence the need for a streamlined application process.

14.2. Upcoming Dates:

Future open houses and student auditions were briefly mentioned.

15. Public Comment on Non-Agenda Items

16. Next Board Meeting Date

The next CASA Charter School Board of Trustees meeting is **Monday, November 18, 2024.**

A motion was made by Christopher Healy and seconded by Cheryl Rudawski to adjourn the meeting at 7:15 PM. The motion passed unanimously.