

Capital Area School for the Arts Charter School
Meeting of the Board of Trustees
Monday, May 20, 2024 at 6:30 PM

Agenda

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, May 20, 2024 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA 17101.

Board members in attendance: Richard Fry (zoom), Brian Griffith, Jennifer Mariacher, Alicia McDonald (zoom), Dawn Mull (zoom), Elizabeth Mullaugh, Emily Sullivan.

Board members not in attendance: Elizabeth Reusswig

Others/public in attendance: Rhonda Brunner, Howard Pollman, Erica Leonard, and several student council members.

1. Call to Order – *Brian Griffith called the meeting to order at 6:31 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 February 20, 2024 (handout)

4.2. Board Meeting Minutes from April 15, 2024 (handout)

A motion was made by Jennifer Mariacher and seconded by Elizabeth Mullaugh to approve the February 20, 2024, and April 15, 2024 meeting minutes.

5. Principal/CEO Report

Rhonda Brunner began her report by introducing the class officers for the 2024-2025 school year. The students explained their fundraising plans month by month. They spoke about the budget and what they wish to raise funds for. Some funds will be used for activities while others will support academic needs. They are exploring having senior dues next year.

5.1. Enrollment/Auditions Update

Rhonda Brunner told the Board that enrollment is up to 204 students. The goal is still 210. The school is reaching out to last year's students who were rejected. She mentioned a social media post highlighting the number of students expected next year.

5.2. Senior of the Month – *Charlotte Phillips. Bio read.*

Charlotte is a visual arts student attending CASA since the 9th grade and comes to CASA from the West Shores School District. She plans on attending Moore College of Art and Design where she will major in fine arts and minor in business.

5.3. Items for Approval

5.3.1. Agreement for School-Age Services with Capital Area IU (handout)

Rhonda Brunner mentioned that CASA has students in need of these services, but the cost is lower than what was put in the budget. Usage went down from this year.

A motion was made by Alicia McDonald and seconded by Elizabeth Mullaugh to approve the agreement for school-age services with the Capital Area Intermediate Unit.

5.3.2. Fundraisers – 2025 Senior Class (handouts)

- 5.3.2.1. Double Good Virtual Popcorn
- 5.3.2.2. Gertrude Hawk
- 5.3.2.3. R&K Subs
- 5.3.2.4. Melodies for the Future – Gamut Theatre
- 5.3.2.5. Skid Row Concert
- 5.3.2.6. Bake Sale/Raffle Ticket
- 5.3.2.7. Two Brothers Pizza

The various fundraising activities were discussed at the beginning of the CEO report.

A motion was made by Elizabeth Mullaugh and seconded by Jennifer Mariacher to approve the 2025 Senior Class fundraisers.

6. Board President's Report

6.1. 24/25 Board composition and leadership – to be voted on and approved at June meeting.

Brian Griffith discussed the reorganization of the Board will be voted on at the June CASA Board meeting. Two candidates are willing to come on the board - Chris Healy will be coming back and Cheryl Rudowski (former Principal of CASA when it was a magnet school) will join as well. The board reviewed the slate of officers for next year.

6.2. Board meeting dates for 24/25 (handout)

Brian Griffith mentioned that the board will have a July meeting this year. With transitions happening on the Board and within the school, it would make sense to have a meeting.

6.3. Discussion of Musical Finances

The board discussed finances related to the Musical. There is still some confusion regarding payment of the contract for the Director and how that is offset by the revenue generated from ticket sales. It was suggested that the details be clarified during the contracting process for 24/25.

There was also discussion about whether or not the musical could be funded by the Foundation moving forward.

6.4. Promissory Note – Amanda Rhinehart – Tuition Reimbursement (handout)

Brian Griffith presented a Promissory Note which spells out how tuition will be repaid by former principal, Amanda Rhinehart. Based on the agreement, Amanda will pay \$200 every 2 weeks, then a lump sum in August.

A motion was made by Elizabeth Mullaugh and seconded by Jennifer Mariacher to approve the promissory note for Amanda Rhinehart.

7. Treasurer’s Report

7.1. April Financials (handout)

Dawn Mull reviewed April financials. The fund balance still at a negative. There were no questions from the group about the financials. It was mentioned that CASA financials are looking brighter.

8. Other Fiscal Matters

9. Budget Administration

9.1. 24/25 Budget – 1st Reading (handout)

Brian Griffith discussed the first official reading of the budget. The Board must vote to approve it tonight and it will be posted for 30 days. Allen Vandrew updated the current year budget to reflect anticipated donations. We are now anticipating that we will wipe out CASA’s fund deficit and that we will end the year in the black.

CASA is looking at another year in the black next year based on donations and adjustments made by Dr. Brunner and Erica Leonard.

A motion was made by Jennifer Mariacher and seconded by Elizabeth Mullaugh to post the 24/25 budget.

Elizabeth Mullaugh pointed out that if we approve the budget at the June board meeting it will not have been posted for 30 days. The Board can hold the board meeting open or hold an online meeting on the 24th to approve the budget.

10. Personnel Matters

10.1. Updated Job Descriptions – Second Reading

10.1.1. School Operations Manager (handout)

10.1.2. Office Aid (handout)

Brian Griffith reviewed the updated job descriptions.

A motion was made by Elizabeth Mullaugh and seconded by Emily Sullivan to approve the updated job descriptions for the School Operations Manager and Office Aid positions.

10.2. Approval of CEO/CFO Independent Contractor Agreement (handout)

Brian Griffith said that the contract has been sent to PSERS for review. The contract will be approved pending the positive determination of PSERS. – meet our needs but also meet PSERS. Has been sent to PSERS for review. Approve pending the positive determination of PSERS.

Jennifer Mariacher asked if there is a plan B and the short answer is no. CASA would have to post the CEO/CFO position. Elizabeth Mullaugh said she doesn't expect PSERS to come back with any issues and that George Ioannidis is excited about the position.

A motion was made by Elizabeth Mullaugh and seconded by Alicia McDonald to approve the CEO/CFO Independent Contractor agreement.

10.3. Counselor – Summer Hours (handout)

Rhonda Brunner discussed having 5 days in the Summer for the school counselor to work at a rate of \$33/hour. The counselor already has scheduled existing students and has to do incoming freshmen schedules.

A motion was made by Alicia McDonald and seconded by Richard Fry to approve the school counselor's summer hours.

10.4. Discussion of Best Practice – Supplemental Pay for Auditions and CASA Live

Brian Griffith mentioned that he was unaware that staff were expecting to be paid for the time they put in for auditions or CASA Live. Teachers have been paid at the sub rate in the past for each day that they put in extra time but this was not included in the budget.. Dawn pointed out that supplemental pay is not in the budget.

Elizabeth Mullaugh said CASA administration should come to the board with a proposed package.

Brian asked how this is handled at public schools and Richard Fry shared they are teachers are paid stipends.

Dawn Mull added that the supplemental contracts were worked into the budget were not including audition days.

The board agreed that additional pay needs to be worked into the CASA Live budget and handled as a supplemental contract moving forward.

10.5. Ann Stillwater Retirement (handout)

A motion was made by Elizabeth Mullaugh and seconded by Richard Fry to approve the retirement of Ann Stillwater.

10.6. Permission to Enroll

10.6.1. Tonya Resto (handout)

10.6.2. Adam Shickley (handout)

Rhonda said that Tonya Resto's courses were approved last fall and that Rhonda had Tonya resend them with updated dates.

A motion was made by Elizabeth Mullaugh and seconded by Jennifer Mariacher to approve Tonya Resto and Adam Shickley's course enrollment.

11. Committee Reports

12. CASA Charter School Foundation Report

Howard Pollman provided a brief CASA Foundation Board update. He commended Rhonda Brunner and Brian Griffith on meeting with CASA funders. At the next CASA Foundation Board meeting they will talk about new board members. Dave Skerpon has agreed to take on the chairmanship position. The Foundation is talking about what kind of projects they should fund, and they will discuss further as Dave comes in as chair.

Howard Reiterated that the meeting with potential donors went well and that people have responded favorably.

Elizabeth Mullaugh mentioned that they have secured \$110,500 in funding and are expecting another \$50,000 to come in this week. Even more has been pledged over the summer.

Donors want to be reassured that CASA will not be in the same financial situation again.

13. Policies, Programs, and Governing Documents

13.1. Policy 626 - Federal Fiscal Compliance including attachments 1-5 (handouts)

13.2. Policy 827 – Conflict of Interest (handout)

Rhonda Brunner said that these policies need to be approved because CASA accepts federal funds. These policies are boilerplate and the updates made to them are not significant.

Dawn Mull had comments on policy 626 - some small edits need to be made.

A motion was made by Elizabeth Mullaugh and seconded by Jennifer Mariacher to approve policies 626 and 827 with Dawn Mull's suggested changes.

13.3. Dual Enrollment Agreement with Harrisburg University of Science and Technology (handout)

Rhonda Brunner shared that she met with the VP of enrollment at HU to discuss ways to expand dual enrollment. They are looking at precalculus. CASA is also looking at grant opportunities to cover full or partial costs. The rest of the students would be on CAOLA. The CASA math teacher would be the teacher of record and HU also has science courses they would be able to offer.

A motion was made by Alicia McDonald and seconded by Elizabeth Mullaugh to approve the dual enrollment agreement with Harrisburg University of Science and Technology.

14. Information Items

15. Public Comment on Non-Agenda Items

16. Next Board Meeting Date

The next CASA Charter School Board of Trustees meeting is Monday, July 15, 2024.

*A motion was made by Elizabeth Mullaugh and seconded by Jennifer Mariacher to adjourn the board meeting.
The meeting adjourned at 8:00 PM.*