

Capital Area School for the Arts Charter School
Meeting of the Board of Trustees
Monday, July 15, 2024, at 6:30 PM

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, July 15, 2024 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA 17101.

Board members in attendance: Alicia McDonald, Jennifer Mariacher, Christy Pavlakovich (via Zoom), Elizabeth Mullaugh, Elizabeth Reusswig Christopher Healy (via Zoom), Cheryl Rudawski.

Board members not in attendance: Emily Klauer, Richard Fry

Others/public in attendance: Dr. George Ioannidis.

1. **Call to Order** – *Alicia McDonald called the meeting to order at 6:32 PM*
2. **Roll Call/Additions to the Agenda/Administrative**
3. **Public Comment on Agenda Items**
4. **Approval of Minutes of June 17, 2024**

A motion was made by Elizabeth Reusswig and seconded by Jennifer Mariacher to approve the June 17, 2024, meeting minutes.

5. Principal/CEO Report

5.1. Enrollment Update. Dr. Ioannidis reported that as of this date, enrollment is at 199 students. There are between 8 and 9 additional students who have not yet confirmed their enrollment. Mrs. Leonard and Vivian are following up with them. We anticipate opening the school year with the highest enrollment at CASA Charter School to date.

5.2. Information Items. *Dr. Ioannidis reported on the various administrative tasks he's been working on to prepare for the new academic year, including working with our health care insurance agents to ensure accurate enrollment and termination of coverage. In addition, he has been working on the following items:*

5.2.1 Submission of Insurance Renewal Applications

5.2.2 Review of engagement letters with BrownPlus (audit) and Diana M. Reed (accounting services). These will be presented to the board at the next meeting for approval.

5.3. Items Being Prepared for Review:

5.3.1. Student handbook for 2024-25

5.3.2. Staff Handbook for 2024-25

5.3.3. Master Schedule/Calendar for 2024-25

6. Board President's Report. Alicia McDonald welcomed everyone, especially our new board members, Chris Healy, who is returning after a time away and is a current parent, and Cheryl Giles Rudawski, CASA's school leader prior to the Charter, an experienced educator, and a longtime supporter of CASA. She reminded board members that, in taking our fiduciary and ethical responsibilities seriously, we are each obligated to review the board materials and to ask questions. She also underscored the importance of the presence of board members at school for periodic events.

- 6.1. Board meeting dates for 24/25 (handout). Alicia expressed an intent to get certain meeting materials out earlier in the month for review.
- 6.2. Committee List (handout). Alicia asked that board members contact her regarding serving on various board committees, preferably by mid-August.
- 6.3. Conflict of Interest Statement (handout). Please sign and return this to Alicia. The policy was also sent out to each board member for review.

7. Treasurer's Report

7.1. June Financials (pending). The financial reports with accruals were not available for review as Jennifer Mariacher is working with our former Treasurer and Diana M. Reed to finalize the numbers.

Jennifer Mariacher reviewed April financials.

8. Other Fiscal Matters

9. Budget Administration

9.1. CEO Meeting with Diana M. Reed for Budget review and Update. Dr. Ioannidis has been speaking with DMR & Associates to better understand coding of invoices, workflow and our financial and cash flow position. DMR has been very responsive.

10. Personnel Matters

10.1. Personnel Report.

10.1.1. Searches in Progress. Interviews have been scheduled for academic and staff positions.

10.1.1.1. School Operations Manager

10.1.1.2. Office Assistant

10.2. Resignations. The following positions are vacant due to the resignations of three faculty members:

10.2.1.1. English Language Arts (Mrs. Kowalik)

10.2.1.2. Film and Media Arts (Mr. Corman)

10.2.1.3. Science (Ms. Moreno)

A motion was made by Christy Pavlakovich and seconded by Elizabeth Reusswig to approve the resignations of the above faculty members.

10.3. Future Planning

10.3.1. Nurse Position. Dr. Ioannidis is reviewing various options to provide nursing services in compliance with applicable law.

10.3.2. Mid-day Coverage. Dr. Ioannidis is considering various options to provide coverage for the middle of the school day to include lunch coverage and other needs. This may be an opportunity for a part-time position. Jennifer Mariacher asked about the PTO and whether that organization could be a resource for such coverage. Elizabeth Reusswig made suggestions for PTO recruitment.

11. Committee Reports None.

12. CASA Charter School Foundation Report. David Skerpon was not in attendance. Elizabeth Mullaugh reported that the Foundation Board is working on development efforts for the new year, including an event perhaps in early November to welcome alumni and Dr. Ioannidis. She gave an overview of current fundraising and discussed pending funding requests, including to the Harrisburg Public Schools Foundation. Jennifer Mariacher suggested that the CASA Foundation pursue requests to other district foundations to similarly support CASA students from those districts.

13. Policies, Programs, and Governing Documents. N/A

14. Information Items.

14.1. Alicia asked for brief bios from each board member for the website.

14.2. Virtual meetings will utilize Teams as a part of the School's office software platform.

14.3. Dr. Ioannidis shared a draft communication to parents regarding the new year.

15. Public Comment on Non-Agenda Items. None.

16. Next Board Meeting Date

The next CASA Charter School Board of Trustees meeting is Monday, August 19, 2024.

A motion was made by Elizabeth Mullaugh and seconded by Jennifer Mariacher to adjourn the board meeting. The meeting adjourned at 7:18 PM.