

Capital Area School for the Arts Charter School
Meeting of the Board of Trustees
Monday, November 18, 2024, at 6:30 PM

Agenda

The Capital Area School for the Arts Charter School Board of Trustees held a boarding on Monday, November 18, 2024, at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA 17101.

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

Board members not in attendance:

Others/public in attendance: George Ioannidis, Erica Leonard, Matthew O'Connor, David Skerpon, Jill Seltzer.

1. Call to Order – *Alicia McDonald called the meeting to order at 6:31 p.m.*

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 October 21, 2024 (Attachment)

A motion was made by Christine Pavlakovich and seconded by Elizabeth Reusswig to approve the meeting minutes from October 21, 2024. The motion was passed unanimously.

5. CEO Report

5.1. Enrollment update

5.1.1.Enrolled students as of November 11, 2024: **195**

Erica Leonard explained that the auditions are being split into 3 rounds. They can provide the prospective students with feedback and encourage them to reaudition in later rounds. There were 35 applicants in the first round of auditions. The enrollment goal for next school year is 210.

Erica Leonard also shared that the school is pushing out videos and hosting workshops to help the students better prepare for auditions.

5.2. Information Items

5.2.1.Staffing Update (actions later in the agenda)

George Ioannidis shared that the school is advertising for the newly open school counselor position following Mrs. Resto's resignation. The IU will fill in in the interim to ensure there are still supports in place for students. Mrs. Palmer will finish out the year as a science teacher and her role will be filled in the new school year.

5.2.2.PCCD Grant Application

George Ioannidis shared that the school submitted a new round of grant applications for \$70k for two years. They have discussed using the funds to hire a part-time classroom assistant for special education. They will put a position description together and bring it to the board for approval in December.

5.2.3.Major/minor (student proposal)

Erica Leonard brought up the idea of creating a minor track for students. CASA students will form a committee and meet with the art teachers to formulate a plan for implementation.

5.3. Items Recommended for Approval

5.3.1.Establish Steering Committee for the Comprehensive Plan Development

George Ioannidis explained that the steering committee will be comprised of board members, parents, students, and staff.

5.3.2.Contract with CAIU for Comprehensive Plan Development Services (Attachment)

George Ioannidis shared that the contract allows the IU to provide support as needed through the Comprehensive Plan Development process.

Alicia McDonald suggested adding the curriculum committee to the steering committee.

When asked about the committee size, George Ioannidis explained that different subcommittees will work on various parts of the plan.

5.3.3.Request to Conduct Research, Brian Robinson (Attachment)

George Ioannidis explained it is voluntary for staff to participate in the request for research.

Items 5.3.1 and 5.3.2 were combined for approval. A motion was made by Richard Fry and seconded by Elizabeth Mullaugh to approve the establishment of the steering committee and the contract with the CAIU for the Comprehensive Development Plan. The motion passed unanimously.

A motion was made Christine Pavlakovich and seconded by Christopher Healy to approve the request for research. The motion passed unanimously.

George Ioannidis brought forth a fundraiser request. It will be a bake sale, and the proceeds will be put towards the cost of the Penn State Harrisburg venue.

A motion was made by Jennifer Mariacher and seconded by Elizabeth Reusswig to approve the bake sale fundraiser request. The motion passed unanimously.

6. Board President's Report

Alicia McDonald encouraged the board to get involved with various activities and events happening at CASA

7. Treasurer's Report

7.1. Financials (Attachment)

7.2. Invoices for Payment (Attachment)

Jennifer Mariacher walked the board through the most recent financial statements and mentioned that the school will have a net income for month of October. She will meet with George Ioannidis to review the financial status of the school year-to-date and discuss a plan for next year.

Jennifer Mariacher also highlighted expenses we should hold off on pay. She mentioned that we have not drawn down from our line of credit this year. There is enough of a cash balance to cover payroll for two months. There is currently \$198K outstanding in accounts receivable.

A motion was made by Christopher Healy and seconded by Christine Pavlakovich to approve the invoices for payment. The motion was passed unanimously.

8. Budget Administration

9. Other Fiscal Matters

10. Personnel Matters

10.1. Personnel Report

10.1.1. Employment Recommendations

10.1.1.1. Approve Sara Palmer as Science Teacher for the second semester at a pro-rated salary of \$55,748 and an additional 5 days of compensation at the current daily rate of \$261.69, payable over the course of the school year.

George Ioannidis stressed the importance of giving Sara credit for the years of service and experience she brings to her position. He has been pleased with her approach to the subject matter and the work she is doing with students. He feels good about her taking on the role for the rest of the year and is comfortable offering her this rate, which will be effective as of the second semester.

10.1.2. Resignations

10.1.2.1. Tonya Resto, School Counselor, on or about January 8, 2025.

George Ioannidis accepted Tonya Resto's resignation last week. He has already received inquiries about the position. He has already begun the advertising process for her replacement. The goal is to continue providing services to the students.

Alicia McDonald shared that she always found Tonya helpful and that we appreciate her service.

A motion was made by Elizabeth Mullaugh and seconded by Richard Fry to approve the change in salary for Sara Palmer and the resignation of Tonya Resto as school counselor. The motion was approved unanimously.

10.1.3. Searches-in-Progress

10.1.3.1. Science Teacher, School Counselor

10.1.4. Substitute Staff

10.1.4.1. None at this time

10.2. Future Planning

10.2.1. None at this time

11. Committee Reports

11.1. Committee discussions – function, meeting schedule, membership

Alicia McDonald shared that the chairs of each committee will be reaching out to school liaisons. A timeline of committee meetings will be provided by the next board meeting.

12. CASA Charter School Foundation Report

David Skerpon shared that the Foundation will not be hosting a fall fundraising event and will instead focus on their end-of-year appeal that will be sent out the Monday after Thanksgiving. The Foundation Board has formed its committees, and they will meet in the board meeting off-months.

Emily Reusswig recently came to speak to the Foundation Board and David Skerpon expressed that it is beneficial to hear from CASA alumni. He also shared that CASA parents are interested in starting a 5K race and they are willing to plan it. There will be further discussions.

Elizabeth Reusswig inquired about EITC funds and if the foundation is reaching out to the board and CASA parents to discuss those opportunities. David shared that they are including parents in the end-of-year appeal.

13. Policies, Programs, and Governing Documents

14. Information Items

14.1. Open

14.2. Upcoming Dates:

14.2.1. Leadership Harrisburg Area Visit on December 4, 2024

George Ioannidis expressed excitement for the Leadership Harrisburg cohort to see CASA and get to know the school better.

The deputy chief of the fire dept has expressed interest in visiting the school to see the space.

CASA students are performing at an upcoming UPMC event, and the Winter Formal is also coming up.

15. Public Comment on Non-Agenda Items

Jill Seltzer, a CASA parent, joined the CASA Board meeting. Her daughter is a senior in the film department. Mrs. NAME brought the following topics to the meeting for discussion:

- School applications –CASA is not usually an option on the dropdown menu for online college applications.
- CASA teachers should wear their academic regalia on stage at graduation.
- PTO – is it still in existence? Especially with the Winter Formal happening soon, the school usually asks parents for help.

Erica Leonard responded that there is no longer a student council or PTO. She has instead been holding a principal's council. She shared there is a lack of interest in people wanting to run those groups. Mrs. Seltzer asked if a survey will be sent out for students to donate, provide refreshments, chaperone, etc. for the Winter Formal. Erica Leonard said that she will improve communication around events to parents moving forward.

- End of marketing period schedule – currently missing from academic calendar.
- Dual enrollment – it would be beneficial to have Penn State as a partner for dual enrollment.
- Tonya Resto's resignation.

Mrs. Seltzer asked what support students will have when applying for schools, applying for scholarships, requesting dual enrollment transcripts, etc. Mrs. Resto has been a resource for all of these things. David Skerpon mentioned that TFEC has many scholarships and is always looking for more people to apply. Erica Leonard said that she has asked Mrs. Resto to compile a how-to-do list so that support for students will continue after she leaves.

- Pushback from home school districts

Mrs. Seltzer's daughter received pushback about participating in Middletown School District's driver's ed class. She was only able to enroll in the class after attending a Middletown SD board meeting. She asked if it was common to receive pushback from School Districts and suggested collaborating with local superintendents to show them that we are all on the same team.

16. Next Board Meeting Date

The next CASA Charter School Board of Trustees meeting is Monday, December 16, 2024.

David Skerpon reminded the group about the CASA Board of Trustees and CASA Foundation networking event.

A motion was made by Elizabeth Mullaugh and seconded by Richard Fry to adjourn the board meeting and move into executive session at 7:23 PM. The motion was approved unanimously.