

Capital Area School for the Arts Charter School
Meeting of the Board of Trustees
Monday, September 16, 2024, at 6:30 PM

Agenda

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, September 16, 2024, at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA 17101.

Board members in attendance: Richard Fry, Chris Healy (Zoom), Jennifer Mariacher, Elizabeth Mullaugh, Christine Pavlakovich, Cheryl Rudawksi, Elizabeth Reusswig (Zoom), Emily Sullivan.

Board members not in attendance: Alicia McDonald

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

1. Call to Order – *Richard Fry 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 August 19, 2024 (Attachment)

A motion was made by Christine Pavlakovich and seconded by Jennifer Mariacher to approve the meeting minutes from August 19, 2024.

5. CEO Report

5.1. Enrollment update

George Ioannidis started his update by sharing that it has been a great start to the school year.

5.1.1. Enrolled students as of September 9, 2024: 194 (Attachment)

George Ioannidis shared that he feels good about the group of students currently with the school. He said that Erica Leonard compiled the breakout of students by the numbers. They are in the process of reevaluating the audition process and plan to provide prospective students with more feedback and send acceptance notices out earlier in the year.

5.1.1.1. Special Education numbers as of September 9, 2024: 19 – IEPs; 20 – 504 Plans; 4 under evaluation

Richard Fry asked if the school is staffed sufficiently to support special education students. George Ioannidis shared that it is, but we need to consider what it looks like for next school year. He reminded the group that CASA has contracted special education services through the IU.

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)

Nurse services via PA Lifesharing and Maureen O'Toole

George Ioannidis mentioned that Maureen O'Toole is on the agenda to be approved as the part-time school nurse. CASA will continue its relationship with PA LifeSharing. Maureen will start coming in regularly starting October 1, 2024.

5.2.2. CASA Newsletter

Student proposal to compose a Newsletter as part of the Creative Writing program.

George Ioannidis shared that the newsletter is a great opportunity to engage the students. It will be part of the creative writing program and under Mrs. Werner's leadership. There is an opportunity to share the newsletter with partner schools who could feed students to CASA.

Krista Werner provided a brief newsletter update. The students have a website established for submitting a copy and they hope to have the September issue out on the 30th.

5.2.3. Whitaker Center Agreement (Attachment)

FYI – looking at alternatives

George Ioannidis shared that he and Erica Leonard met with Mary Oliveira, CEO of the Whitaker Center. Mary shared the challenges the center is facing trying to fill their calendar. George said they are exploring new venues and will take a break from the Whitaker Center for this school year. The primary goal is to ensure there is a venue for graduation, CASA Live, and the school musical. He will figure out how we can work with the Whitaker Center moving forward.

5.3. Items Recommended for Approval

5.3.1. Student Request for Early Release (Attachment)

George Ioannidis shared that a student is asking for a waiver on an elective. This is something CASA has allowed before and he has no objection to it.

A motion was made by Christine Pavlakovich and seconded by Chris Healy to approve the student request for early release.

5.3.2. PDE Form 418 – Rental Subsidy Reimbursement Application (Attachment)

George Ioannidis explained that he submitted the application to the state that we made our debt payment, and we will receive reimbursement.

A motion was made by Elizabeth Mullaugh and seconded by Elizabeth Reusswig to approve PDE Form 418 – Rental Subsidy Reimbursement Application.

5.3.3.Creative Writing Book Project Proposal: K. Werner (Attachment)

Krista Werner presented the creative writing book project proposal to the board. One of her goals for the school year is to have writers come in and work with the students. She has a connection to a group of authors who are willing to participate. The book is “American Roulette” and contains sensitive content. Mrs. Werner wants to give students and families the chance to opt out of the project and she will provide alternative solutions for those who do not wish to participate.

Because of the heavy subject matter, a social worker (wife of one of the authors) has agreed to be available to students should they wish to speak with her.

A motion was made by Emily Sullivan and seconded by Elizabeth Mullaugh to approve the creative writing book project proposal.

5.3.4.Request to Conduct Research: Ryan Taylor, West Chester University (Attachment)

George Ioannidis explained that it is optional for staff to participate in the research.

A motion was made by Christine Pavlakovich and seconded by Chris Healy to approve the request to conduct research.

5.3.5.Field Trip Requests (Attachment)

5.3.5.1. Math

5.3.5.2. International Tour with EF – Trip to Greece, June 2026 (Attachment)

George Ioannidis shared that there will be a math competition held at Dickinson College.

Richard Fry asked if there was a policy regarding the EF Tours trip to Greece. It was mentioned that chaperones have to be current employees. Rich suggested we get something in writing to formalize the policy.

A motion was made by Elizabeth Mullaugh and seconded by Jennifer Mariacher to approve both field trip requests.

5.3.6.Updated Emergency Operations Plan (Attachment)

George noted that there were no major changes made to the emergency operations plan and that he is working on tailoring the plan so that it's more useable.

George also shared that the fire department was not aware that CASA was in Strawberry Square. Elizabeth Mullaugh brought up the MOU with Harrisburg Police and that no one had brought up something similar with the fire department.

A motion as made by Elizabeth Mullaugh and seconded by Emily Sullivan to approve the updated emergency operations plan.

5.3.7.Contract with CAIU for Agreement for ELD/ESL Services (Attachment)

George Ioannidis brought up a young student in the dance program who requires support.

A motion was made by Jennifer Mariacher and seconded by Christine Pavlakovich to approve the contract with the CAIU for ELD/ESL services.

6. Board President's Report

Because Alicia McDonald was traveling and unable to attend the CASA board meeting, there was no board president's report.

7. Treasurer's Report

7.1. Financials (Attachment)

7.2. Invoices for Payment (Attachment)

Jennifer Mariacher shared the school's financials and mentioned that the total current income is under budget. That is because of timing and how financials are posted. Expenses are also under budget and close to net zero. She revisited the conversation about CASA's line of credit. It's been decided not to automatically pull down from the line of credit and pay it off promptly.

Jennifer provided the board with a list of invoices she is suggesting we pay as soon as possible. We aim to eliminate all outstanding invoices from 2023.

Richard Fry inquired as to whether or not we made budget adjustments for 194 students when we planned for 200. students Jennifer and George will sit down to reevaluate.

CASA should be receiving an additional \$150K in before end of month.

A motion was made by Elizabeth Mullaugh and seconded by Elizabeth Reusswig to approve the proposed invoices for payment.

8. Other Fiscal Matters

8.1. Visa Credit Card with Mid Penn Bank

George Ioannidis has been working with MidPenn Bank to get a credit card instead of a debit card. The card will be in the operations manager's name.

George introduced Matthew O'Connor, CASA's new operations manager.

9. Budget Administration

9.1. Information – purchases of updated materials and supplies were needed for the Visual Arts and

Science classes, including curricular materials. Also, an order for 25 more Chromebooks was placed to start school and we need another 6 for new enrollees.

George Ioannidis talked through the new materials needed. It was discovered that supplies were not correctly handled or stored in both the science and visual arts classes. Lab equipment, supplies, etc. needed to be replaced. Some funds will be directed towards the replacement of materials.

10. Personnel Matters

10.1. Personnel Report

10.1.1. Employment Recommendations

10.1.1.1. Approve employment offer (Attachment)

Maureen O'Toole will be brought on as a part-time nurse.

A motion was made by Christine Pavlakovich and seconded by Elizabeth Mullaugh to approve the employment offer of Maureen O'Toole.

10.1.2. Searches-in-Progress

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

George Ioannidis will continue the search for a science teacher. He recently received an unsolicited contact from a firm that brings on temp staff for grades K-12. The goal is to hire someone for the second semester. He said that Sarah is doing well in the role and willing to stay for the school year.

10.1.3. Resignations

10.1.3.1. None

10.1.4. Substitute Staff

10.1.4.1. None

Maureen O'Toole will be listed as substitute staff as needed.

A motion was made by Jennifer Mariacher and seconded by Emily Sullivan to approve Maureen O'Toole as a substitute staff as needed.

10.2. Future Planning

10.2.1. Mid-day coverage

George Ioannidis is considering bringing someone onboard in an assistant position to ensure adequate mid-day coverage. It will ultimately depend on the budget and availability of current staff. More coordination is required but he will bring a plan back to the board for consideration.

Elizabeth Mullaugh asked if we would consider floating that idea to parents during parents' night. Erica Leonard mentioned that they may look at a former student who expressed interest in being involved with the school.

11. Committee Reports

12. CASA Charter School Foundation Report

David Skerpon provided an update on behalf of the CASA Charter School Foundation board. They are working on growing the board and have 3 new members starting (Beth Taylor, Sue Hill, and Sue Pera). They are short of their goal of \$650K but there are a few significant asks out still. The Foundation board has formed committees for fundraising, grant-making, nominating, and executive. During their October meeting they will discuss end-of-year campaigns. The goal is to have that out in early December.

13. Policies, Programs, and Governing Documents

George Ioannidis told the board that CASA's solicitor shared updates on Title IX, but is not ready to present anything.

George is asking Matthew O'Connor to spend time reviewing current policies and see what needs to be refreshed.

14. Information Items

Upcoming Dates:

10/17 - POSSIBLE CASA Mixer 6-7:30 PM

10/24 - POSSIBLE CASA Alumni Event; time TBD

11/7 - Open House for prospective students 6:00-7:00 PM

1/16 - Open House for prospective students 6:00-7:00 PM

3/6 - Open House for prospective students 6:00-7:00 PM

5/7 - Senior awards 8:30-10:30 AM

15. Public Comment on Non-Agenda Items

16. Next Board Meeting Date

The next CASA Charter School Board of Trustees meeting is **Monday, October 21, 2024**.

17. Request for Executive Session regarding student matter (no action needed)

A motion was made by Elizabeth Mullaugh and seconded by Christine Pavlakovich to move to executive session at 7:25 PM.