

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

Agenda

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

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

Others/public in attendance: Rhonda Brunner, Erica Leonard, Howard Pollman (Zoom), Alan Vandrew.

1. Call to Order - *Brian Griffith called the meeting to order at 6:29 pm.*

2. Roll Call/Additions to the Agenda/Administrative

3. Public Comment on Agenda Items – N/A

4. Approval of Minutes

4.1. Board Meeting Minutes from March 17, 2024 (handout)

A motion was made by Jennifer Mariacher and seconded by Elizabeth Reusswig to approve the meeting minutes from March 18, 2024.

5. Interim-CEO Report

5.1. Enrollment/Auditions Update

Rhonda Brunner shared that CASA currently has 166 students enrolled. We recently lost 3 students. There are currently 178 students slated for next year.

Rhonda also mentioned the possibility of offering foundational classes to boost enrollment. Erica Leonard sent emails and letters to students who had not been accepted originally to gauge their interest. She reached out to a total of 14 students.

5.2. Senior of the Month – Sam Hale. Bio read.

Rhonda Brunner shared that the Senior of the Month for the month of March is Sam Hale.– Sam Hale. Same is a CASA Ambassador. He is a musician and has been attending CASA since 10th grade. Sam comes to CASA from the Harrisburg School District. He plans on attending college and pursuing a double degree in jazz and African studies.

5.3. Items for Approval:

5.3.1. Field Trip requests

5.3.1.1. Ned Smith Center (handout)

5.3.1.2. Senators Game (handout)

Rhonda Brunner shared that the Foundation for the Ned Smith Center has extra funds and they want to give it to CASA students in the form of a field trip. They will pay for everything, including transportation. This will be a field trip for underclassmen and they would like to make it an annual event.

Rhonda also shared that CASA dance students are performing at an upcoming Senators game. They want to take seniors to the game using student activity money. The cost is \$6/ticket.

A motion was made by Christy Pavlakovich and seconded by Alicia McDonald to approve the Ned Smith Center and Senators Game field trip requests.

6. Board President's Report

6.1. 24/25 Board composition and leadership

Brian Griffith shared that the CASA Board is good to go with completed Statements of Financial Interest. He mentioned that he and Dawn Mull are rotating off the board this year. Chris Healy wants to come back to the board. Brian is in conversations with a couple other people about board involvement.

Brian shared that the slated officer positions are as follows: Richard Fry as Vice President, Emily Sullivan as Secretary, Jennifer Mariacher as Treasurer, and Alicia McDonald as President. These individuals have said they are willing to fill these officer positions.

Brian shared that CASA hosted local superintendents at the school last week. It was an excellent meeting and they were all very impressed with school. Student ambassadors gave tours. Erica Leonard shared positive comments from attendees and mentioned that the CV superintendent is actively promoting CASA to students and teachers. The next step is inviting high school counselors here for lunch or some type of gathering.

CASA students performed at the Art Association event on April 6th. They said the CASA students made the whole event. Great feedback.

Discussion was had about the treasurer and secretary being bonded officer positions. A \$250K bond was taken out in Brian's name at one point, but was cancelled because the bill was not paid. Brian is in contact with Gunn Mowery. Emily Sullivan needs to apply for a bond, which Brian will explore further.

7. Treasurer's Report

Dawn Mull shared that she doesn't have official numbers, just preliminary. She will email it out to the full board once it's finalized.

8. Other Fiscal Matters

8.1. Recommended changes to Group Life and Long-term Disability Insurance Coverages

Alan Vandrew brought up ending the current short and long-term disability insurance policy for the teachers as of May 1st, 2024. This will allow for \$10K in savings. This information was shared with staff and Rhonda did not receive any pushback. In order to qualify for short and long-term disability, staff must work 40 hours per week, and CASA staff work 37.5 hours.

A motion was made by Christy Pavlakovich and seconded by Elizabeth Mullaugh to approve the elimination of the short and long-term disability insurance policy.

9. Budget Administration

9.1. Draft 24/25 Budget (handout)

The CASA Board took at first look at the 24-25 budget. It will be revisited in May, posted for review for 30 days, then it will be approved at the June CASA Board meeting.

CASA has seen a decrease of \$511K in revenue. Nothing will change with the salary plan on the expenditures side. There are plans to reduce the CAOLA contract, adding in a PIMS reporting contracting to the budget, and putting together a budget for CASA Live.

CASA is relying on 200 students for the 24-25 school year and \$250k in funding from the CASA Foundation.

The board had a conversation about potential cost savings. The group discussed whether we have a musical next school year. CASA spends \$30k annually spent on the musical. It was also mentioned that the board could consider charging for school lunches.

Circling back to the school musical, Brian Griffith asked who is handling the contact at the box office at the Whitaker Center. CASA did not receive any revenue for the musical yet this year. Whitaker wants CASA to schedule musicals 2 years in advance.

10. Personnel Matters

10.1. Updated Job Descriptions – First Reading

10.1.1. CEO/CFO (handout)

10.1.2. School Operations Manager (handout)

10.1.3. Office Aid (handout)

The CASA Board reviewed the job descriptions drafted for the CEO/CFO, School Operations Manager, and Office Aid positions. These positions were crafted to support Rhonda's vision for restructuring these key roles. It was decided that a line needed to be added about a business degree or business experience to the CEO/CFO position.

Brian Griffith said that CASA's solicitor will give advice around whether we can create the prospective CEO/CFO as an independent contract. Rhonda Brunner will be speaking with the staff on Friday about the candidate for the CASA CEO/CFO.

11. Committee Reports

Richard Fry said there would be more to come from the policy committee next month.

Alicia McDonald mentioned that she will be postponing the next curriculum committee meeting.

12. CASA Charter School Foundation Report

Howard Pollman gave a CASA Foundation Board update. He referenced the joint Foundation/Board of Trustee meetings. David Skerpon agreed to convene a meeting on May 14th for CASA donors. The Foundation and Board

will focus on telling the story of where we are now and what we're doing moving forward. The CASA Board is invited to attend the event on May 14th.

Howard also shared that there will be no CASA Live reception and they will instead make a push for fundraising efforts during CASA Live instead.

13. Policies, Programs, and Governing Documents

13.1. Revised Policy 217 – Graduation Requirements

Rhonda Brunner discussed the need to add the new credit requirements for graduation that were approved last month. This will be added as an addendum to the current policy.

Richard Fry made a motion that was seconded by Alicia McDonald to approve the addition of the new credit requirements for graduation to the existing policy as an addendum.

14. Information Items

A conversation was had about publicizing the number of National Honors Society students at CASA, as it is a strong data point. There are currently 36 NHS students at CASA.

15. Public Comment on Non-Agenda Items – N/A

16. Next Board Meeting Date

The next CASA Charter School Board of Trustees meeting is Monday, May 20, 2024.

A motion was made by Christy Pavlakovich and seconded by Alicia McDonald to adjourn the meeting. The meeting adjourned at 7:45 PM.