Capital Area School for the Arts Charter School
Meeting of the Board of Trustees
Monday, August 18, 2025, at 6:30 PM

Minutes

The Capital Area School for the Arts Charter School Board of Trustees met on Monday, August 18, 2025, at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA 17101.

Board members in attendance: Christopher Healy, Jennifer Mariacher (zoom), Michele Balliet (zoom), Alicia McDonald, Elizabeth Mullaugh, Elizabeth Reusswig, Emily Sullivan (zoom). Not in attendance: Christine Pavlakovich, Cheryl Rudowski.

Others/public in attendance: George Ioannidis, Erica Leonard, Matthew O'Connor, Darby Valego, Max Valego

1. **Call to Order:** *Alicia McDonald called the meeting to order at 6:30 PM.*

2. **Roll Call/Additions to the Agenda/Administrative**

   After the roll call of members in attendance, McDonald announced that an executive session was held on August 18, 2025, for the Board to receive the School Safety and Security Report from the Administration.

3. **Public Comment on Agenda Items**

   The was no public comment.

4. **Approval of Minutes**

   4.1. Approval of the Minutes of June 23, 2025, meeting (Attachment)

   The motion was made by Reusswig, seconded by Mullaugh, to approve the meeting minutes from June 23, 2025. The motion was passed unanimously.

5. **Board President's Report**

   5.1. Election of Darby Valego to the Board of Trustees, effective immediately

   The motion was made by Mullaugh, seconded by Healy, to elect Darby Valego to the Board of Trustees, effective immediately. The motion was passed unanimously.

   Upon taking her seat (via zoom), Valego introduced herself to the Board, as did Dr. Balliet attending her first meeting of the Board.

5.2. Election of Christopher Healy as Vice-President of the Board

The motion was made by Mariacher, seconded by Mullaugh, to elect Healy as Vice-President. Following discussion and the determination that the entire slate of officers needed to be elected, the motion was rescinded by Mariacher and Mullaugh.

5.3. Election of Officers for the 2025-2026 School Year

The motion was made by Mullaugh, seconded by Reusswig, to elect the following officers: President – McDonald, Vice-President – Healy, Treasurer – Mariacher, Secretary - Sullivan. The motion was passed unanimously.

5.4. McDonald announced the establishment of the following Committees of the Board, replacing the prior Committees, with membership to be determined: Executive, Finance, Personnel, Community/Communications, Strategic Planning & Curriculum.

6. CEO Report

6.1. Enrollment update

Enrolled students as of August 1, 2025: 205 (Attachment)

Ioannidis reported that we expect to open the school year with 205 students enrolled. There have always been changes in the early days of the school year. At this time, there is a wait list of students if any drop out.

6.2. Information Items

Ioannidis noted that a calendar of school events will be shared with the Board for their use to participate in future activities.

6.3. Items Recommended for Approval

6.3.1. Approval of Student Handbook for the 2025-2026 school year (Attachment)

6.3.2. Approval of Employee Handbook for the 2025-2026 school year (Attachment)

6.3.3. Approval of Emergency Operations Handbook for the 2025-2026 school year (Attachment)

6.3.4. Approval to Submit Annual Charter Report with Board Affirmations (Attachment)

The motion was made by Mullaugh, seconded by Valego, to approve the items noted above: Items 6.3.1, 6.3.2, 6.3.3, and 6.3.4. The motion was passed unanimously.

6.3.5. Approval of contract with PA Lifesharing, LLC for the provision of school nurse services for the SY 2025-2026 (Attachment)

6.3.6. Approval of Agreement for staffing services related with the Lunch Program with Southwest Foodservice Excellence for Nutrition Services for the SY 2025-2026 (Attachment)

6.3.7. Approval of the five-year Memorandum of Understanding (MOU) between Capital Area School for the Arts and the Dauphin County Department of Drug and Alcohol Services (Attachment)

6.3.8. Approval/ratification of placement of property & liability, educators' legal liability, and workers compensation insurance coverages (Attachment)

6.3.9. Approval of Memorandum of Understanding with York College of PA to provide college-level courses within our School (Attachment)

The motion was made by Reusswig, seconded by Healy, to approve the items noted above: Items 6.3.5, 6.3.6, 6.3.7, 6.3.8, and 6.3.9. The motion was passed unanimously.

6.3.10. Approval of Contract with Ehrlich for pest control services (Attachment)

6.3.11. Approval of contract with CAIU for the provision of English Language Development (ELD)/English as a Second Language (ESL) services for the SY 2025-2026 (Attachment)

6.3.12. Approval to pay Navigate360 in accordance with instructions discussed with the company to end the contracted agreement (Attachment)

The motion was made by Mullaugh, seconded by Reusswig, to approve the items noted above: Items 6.3.10, 6.3.11, and 6.3.12. The motion was passed unanimously.

7. Treasurer's Report

7.1. Financial Reports

7.1.1. June 2025 (Attachment)

7.1.2. July 2025 (Attachment)

7.2. Invoices for Payment (Attachment)

The motion was made by Healy, seconded by Mullaugh, to accept the monthly reports and approve the payments as noted in 7.2. The motion was passed unanimously.

8. Budget Administration

Ioannidis provided an update on the ongoing State Budget impasse. The concern is that certain school districts may delay their tuition payments. This would negatively impact our cash flow as there will be no recourse for us to request a subsidy redirect due to no payments being made to the districts.

9. Other Fiscal Matters

10. Personnel Matters

10.1. Personnel Report

10.1.1. Review of staffing for the 2025-2026 school year (Attachment)

Ioannidis presented the staffing profile of the School for the 2025-2026 school year. All positions are staffed and prepared to serve our students.

10.1.2. Recommendations

10.1.2.1. Approval of Jovana Sarver for the position of Visual Arts teacher.

The motion was made by Mariacher, seconded by Mullaugh, to approve the appointment of Jovana Sarver for the position of Visual Arts teacher. The motion was passed unanimously

10.1.3. Resignations

10.1.3.1. None

10.1.4. Searches-in-Progress

10.1.4.1. None

10.1.5. Substitute Staff

10.1.5.1. Approval of Substitute Staff for the 2025-2026 School year (Attachment)

The motion was made by Healy, seconded by Mullaugh, to approve the listing of substitute teachers/staff for the 2025-2026 school year. The motion was passed unanimously.

10.2. Future Planning

11. Committee Reports

11.1. Committee discussions / Future Items

11.1.1. Venues – CASA*Live!* and Graduation 2026

Ioannidis shared an update on the efforts to secure facilities for the activities for the school year. Agreements are pending and will be presented to the Board for review and approval at a future meeting.

11.1.2. Strategic Planning

11.1.3. Personnel Compensation Plan

McDonald and Ioannidis shared information on the convening of the Strategic Planning and Personnel Committees to support the discussions for future actions of the Board and the School. Their function will be concurrent to the Comp Plan work and in advance of the work to submit the renewal application of the Charter.

12. CASA Charter School Foundation Report

Members of the Foundation Board reported that planning for the "Taste of the Arts" fundraiser. Additionally, the Foundation Board is considering a proposal for contracting with a grant writer to support fundraising efforts for the School.

13. Policies, Programs, and Governing Documents

None.

14. Information Items

14.1. Upcoming Dates:

August 19 - Opening Day In-Service with staff

August 21 – Back-to-School Bash with students and families

August 25 – First Day with Students

15. Public Comment on Non-Agenda Items

None.

16. Next Board Meeting Date

The next CASA Charter School Board of Trustees meeting is Monday, September 15, 2025.

17. Adjournment

The motion was made by Healy, seconded by Mullaugh, to adjourn the meeting at 7:34 PM. The motion was passed unanimously.