

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

Minutes

The Capital Area School for the Arts Charter School Board of Trustees met 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 (zoom), Jennifer Mariacher (zoom), Elizabeth Mullaugh, Christine Pavlakovich, Elizabeth Reusswig, Cheryl Rudawski (zoom), Emily Sullivan (zoom).

Not in attendance: None

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

1. Call to Order *Richard Fry called the meeting to order at 6:30 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 November 18, 2024 (Attachment)

A motion was made by Elizabeth Mullaugh and seconded by Cheryl Rudawski to approve the meeting minutes from November 18, 2024. The motion passed unanimously.

5. CEO Report

5.1. Enrollment update

5.1.1. Enrolled students as of December 11, 2024: **194**

George Ioannidis reviewed current school enrollment numbers, noting that one student transferred out of CASA while two more students transferred in.

5.2. Information Items

5.2.1. Student Achievement Scores (Attachment)

The review of the Student Achievements Scores will be moved to the January board meeting, as Erica Leonard is currently out sick.

5.2.2. Staffing Update (actions later in the agenda)

George Ioannidis shared that they have found a replacement for the school counselor position. A December graduate from Shippensburg will be starting on January 6th. Mrs. Resto is effectively finished as of Friday, 12/20. The IU will provide counseling support through January.

5.2.3. Preview of a calendar for 2025-2026 school year (Attachment)

At this time there is no action required from Board. George Ioannidis shared key dates for the student audition process. Letters for the second round of auditions are being sent out this week.

5.2.4. Preview of student enrollment for 2025-2026 school year (Attachment)

George Ioannidis shared that there are currently 177 students enrolled for the 2025-2026 school year. The goal is 210. Art remains the most popular discipline. CASA will be hosting counselors from Steelton-Highspire and holding an open house in an effort to attract more new students.

5.3. Items Recommended for Approval

5.3.1. Appointment of Steering Committee for the Comprehensive Plan Development:

Alicia McDonald (Board), Jody Forney-Cole (Community), Cheryl Rudawski (Board), Brian Griffith (community), Chris Healy (Board/parent), Adam Shickley (staff/parent), Erica Leonard (staff), George Ioannidis (staff)

George Ioannidis noted that he is excited to have Alicia and Brian's involvement in the steering committee.

5.3.2. Appointment of J. Mariacher, R. Fry, C. Pavlakovich, and E. Mullaugh to the newly formed

Independent Audit Committee

George Ioannidis shared that the solicitor told him that with changes to charter school law, CASA needs to form an independent audit committee and wondered if it could be comprised of members of the finance committee. This committee will be enacted for the 2025-2026 school year.

A motion was made by Jennifer Mariacher and seconded by Elizabeth Mullaugh to approve the proposed slate of steering committee members for the Comprehensive Development Plan, as well as the proposed slate of Independent Audit Committee members. The motion passed unanimously.

5.3.3. Approval of new position of Special Education Classroom Assistant and its position description

(Attachment)

George Ioannidis shared that the number of students requiring special services has increased. Currently, Adam Shickley is the only individual handling this workload. George has spoken with representatives at PCCD regarding a proposal for a two-year grant, which would provide \$70,000 over two years. The risk is that after the two years of funding, the position may no longer be supported by the grant. It is anticipated that the need for this role will remain, so it will likely be incorporated into the staffing plan moving forward.

A motion was made by Christine Pavlakovich and seconded by Jennifer Mariacher to approve the Special Education Classroom Assistant position and position description. The motion passed unanimously.

5.3.4. Approval of contract with CAIU for School Counselor Services (Attachment)

George Ioannidis explained the contract provides for two days of service per week, totaling nine days. It also allows for the handoff of the new school counselor. Part of the cost for the contract may be covered by the PCCD grant.

A motion was made by Elizabeth Mullaugh and seconded by Christine Pavlakovich to approve the contract with the CAIU for School Counselor Services. The motion passed unanimously.

5.3.5. Approval of contract with Cross Country Education for temporary staffing resources

(Attachment)

CASA is still in need of a science teacher, as the long-term sub is out indefinitely. George Ioannidis shared that the contract with Cross Country Education is an open contract that can be canceled at any time. They will get a teacher emergency certified if necessary.

Richard Fry offered to reach out to CAIU superintendents to assist in the search.

A motion was made by Christopher Healy and seconded by Elizabeth Mullaugh to approve the contract with Cross Country Education for temporary staffing resources. The motion passed unanimously.

5.3.6. Approval of Quote for Window Coverings using PCCD funds (Attachment to be provided at the meeting)

Matthew O'Connor served as the point person for this project and communicated with vendors. The proposed solution is a frosted white film to provide a measure of privacy. The coverings come with a ten-year warranty, and there is a commitment to removing any additional film on the exterior of the windows. The cost of the window coverings could also be covered by PCCD funds.

A motion was made by Jennifer Mariacher and seconded by Christine Pavlakovich to approve the quote for window coverings. The motion passed unanimously.

5.3.7. Approval of corporate partnership with the Jewish Federation of Greater Harrisburg

George Ioannidis shared that CASA was approached regarding a corporate partnership with the Jewish Federation of Greater Harrisburg, which would incur no cost to the school. The partnership provides benefits for staff, students, and board members, including discounted memberships and use of facilities. Information about the partnership will be shared in the next newsletter.

A motion was made by Elizabeth Mullaugh and seconded by Cheryl Rudawski to approve the corporate partnership with the Jewish Federation of Greater Harrisburg. The motion passed unanimously.

5.3.8. Approval of fundraiser for coach travel for the 2026 Trip to Europe (Attachment)

The board had no additional questions about the fundraiser.

A motion was made by Elizabeth Mullaugh and seconded by Elizabeth Reusswig to approve the fundraiser for coach travel for the 2026 trip to Europe. The motion passed unanimously.

5.3.9. Approval of a request for a Drexel University teacher education student to conduct field experience in CASA during the Winter 2025 term.

A motion was made by Christopher Healy and seconded by Cheryl Rudawski to approve the request for a Drexel University teacher education student to conduct field experience in CASA. The motion passed unanimously.

6. Board President's Report

No updates.

7. Treasurer's Report

7.1. Financials (Attachment)

7.2. Invoices for Payment (Attachment)

Jennifer Mariacher began the review of financials with the P&L statement, noting that the organization brought in \$375,000 in revenue, with expenses totaling \$351,000, resulting in a positive net income. The year-to-date net income stands at \$163,000, which does not include any additional loan funds or requests for the CASA Foundation to provide funds from the estate gift. Overall, the organization is in a strong financial position compared to last year. There were no questions from the board.

Jennifer and George have started working on the budget and will continue refining it in the new year, with an update expected in mid-January after the audit report is received.

The cash activity report showed a total of \$277,000, including the PSERS payment, payroll, and insurance loan payment. There is \$132,965 available to spend. Invoices that should be paid immediately are highlighted in yellow in the attachment. There are still outstanding receivables.

A motion was made by Elizabeth Mullaugh and seconded by Elizabeth Reusswig to move forward with the payment of the recommended invoices. The motion passed unanimously.

George Ioannidis briefly mentioned the audit and annual financial report and that he anticipates a clean audit.

8. Budget Administration

8.1. Approval for administration to process and pay benefits-related invoices during the payment due-period.

Jennifer Mariacher also asked for the Board's approval to stay current on the payments for benefits for faculty and staff and for George Ioannidis to prioritize paying any invoices that are benefits-related during the due period.

A motion was made by Christine Pavlakovich and seconded by Elizabeth Mullaugh to approve administration processing and paying pay and benefits-related invoices during the payment due period. The motion passed unanimously.

9. Other Fiscal Matters

10. Personnel Matters

10.1. Personnel Report

10.1.1. Employment Recommendations

10.1.1.1. Approve Employment of School Counselor (Attachment)

A motion was made by Elizabeth Mullaugh and seconded by Jennifer Mariacher to approve the employment of the new school counselor. The motion passed unanimously.

10.1.2. Resignations

None.

10.1.3. Searches-in-Progress

10.1.3.1. Science Teacher

George Ioannidis shared that the search for a new science teacher is still a work in progress.

10.1.4. Substitute Staff

10.1.4.1. Approval of Luis Resto as a teacher substitute, pending receipt of required clearance

A motion was made by Christine Pavlakovich and seconded by Elizabeth Reusswig to approve Luis Resto as a teacher substitute. The motion passed unanimously.

10.2. Future Planning

George Ioannidis reiterated that he is working on the budget.

11. Committee Reports

11.1. Committee discussions

12. CASA Charter School Foundation Report

David Skerpon provided an update on behalf of the CASA Foundation. He shared that they sent out an end-of-year appeal. The grant-writing committee is working on letters requesting EITC funding that will be sent out in January, and they are identifying all opportunities for grant funding that they should be applying for.

The sponsorship committee is hosting a fundraiser on May 28th. They are soliciting in-kind gifts and looking at the Willows at Ashcombe as a possible venue.

13. Policies, Programs, and Governing Documents

14. Information Items

14.1. 2024-2025 LEA McKinney-Vento Monitoring (Homeless Students) – Virtual Visit schedule for January 6, 2025

The monitoring visit has been rescheduled to February 5th in order to get the new school counselor on board.

14.2. Upcoming Dates:

December 23 through January 2 – Winter Recess

January 3 – Virtual Day

January 16 – Open House for Prospective Students

January 17 – Virtual Day

15. Public Comment on Non-Agenda Items

16. Next Board Meeting Date

The next CASA Charter School Board of Trustees meeting is **Tuesday**, January 21, 2025.

A motion was made by Jennifer Mariacher and seconded by Elizabeth Mullaugh to adjourn the regularly scheduled board meeting at 7:04 p.m. and move into executive session. The motion passed unanimously.

The executive session adjourned at 7:15 p.m.