

Capital Area School for the Arts Charter School
Meeting of the Board of Trustees
Tuesday, February 20, 2024 at 6:30 PM

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Tuesday, February 20, 2024 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA 17101.

Board members in attendance: Brian Griffith, Alicia McDonald, Dawn Mull, Elizabeth Mullaugh, Elizabeth Reusswig, Emily Sullivan

Board members not in attendance: Richard Fry, Jennifer Mariacher

Others/public in attendance: Rhonda Brunner

1. **Call to Order** – *Brian Griffith 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. Board Meeting Minutes from January 16, 2024 (handout) *Alicia and second Bebe*

A motion was made by Alicia McDonald and seconded by Elizabeth Mullaugh to approve the meeting minutes from January 16, 2024.

5. **CEO Report**

5.1. Enrollment Update *current enrollment 169 students. 3 new students this month. 2 new Feb 26th.*

Rhonda Brunner shared that there are currently 169 students enrolled at CASA. The school accepted three new students this month.

5.2. Senior of the Month - *Noam Di Giulio. Bio read.*

Noam is a visual arts student who has been attending CASA since 9th grade. They come to CASA from the School District of Lancaster. Noam plans to attend a college or university to acquire a degree in studio art.

5.3. Field Trip Request

Students from the planning committee attended the CASA Board meeting to present their field trip proposal to the Board. \$2,300 is needed to charter a bus for transportation. They have compiled a list of museums that have been pre-selected and prepaid for. They will be going to The Bond 45 for dinner and are exploring pricing. They will be attending the show Six on Broadway (\$60/student).

Chaperones have already been arranged, and it will be 5 students per chaperone. Discussion was had around the students' fundraising efforts for the trip. The total cost per student will be between \$190 - \$220 without fundraising. The trip will be April 25th. There was also a conversation about students who may not be able to join the trip because of the cost.

A motion was made by Elizabeth Reusswig and seconded by Emily Sullivan to approve the New York field trip.

5.4. Fundraiser Requests (handout)

5.4.1. Baked goods – Costumes/Student Activities

The information for the baked goods sale was not included in the board packet. This was a request from Nov. 14th that had never been approved. This fundraiser will support the purchase of uniforms and costumes for the dance teacher.

5.4.2. Little Amps – New York City Trip/Student Activities

The Little Amps fundraiser will take place on March 13, 2024.

5.4.3. Panera - New York City Trip/Student Activities

The Panera fundraiser will take place at the Camp Hill location on March 29, 2024.

5.4.4. My Fun Pasta - New York City Trip/Student Activities

A motion was made by Elizabeth Mullaugh and seconded by Alicia McDonald to approve the fundraiser requests.

5.5. Club Request – Reading Club (handout)

There will be no cost associated with the reading club. The students will use borrowed books and unite CASA readers.

A motion was made by Elizabeth Reusswig and seconded by Elizabeth Mullaugh to approve the Reading Club request.

5.6. Art Stoles / Cords for Graduation (handout)

A motion was made by Alicia McDonald and seconded by Elizabeth Mullaugh to approve the Art Stoles / Cords for Graduation.

6. Board President's Report

6.1. Supplemental Contract for Principal Duties – Erica Leonard

Rhonda Brunner explained to the Board that Erica Leonard's work day has been rearranged to allow her to take on some school principal duties. She will be provided a stipend of \$7,500 for her to take on those responsibilities for the remainder of the year.

A motion was made by Elizabeth Reusswig and seconded by Alicia McDonald to approve the \$7,500 stipend for Erica.

Elizabeth Mullaugh started a conversation about the stipend being a modest salary for the work that Erica is taking on.

6.2. Independent Contractor Agreement for select projects – Amanda Rhinehart

The board discussed whether we would need Amanda Rhinehart's help with special projects. Erica Leonard is seeking out additional information from Amanda as she needs to. Rhonda Bunner explained that they will be in better shape once they have permissions to access Amanda's files. Amanda has requested \$50 per hour, not to exceed 10 hours per week.

A motion was made by Alicia McDonald and seconded by Dawn Mull to approve Amanda Rhinehart as an independent contractor for select projects at \$50/hour and for no more than 10 hours/week.

6.3. Joint meeting with the CASA Foundation board to be held prior to our March board meeting

Brian Griffith reminded the group about the joint meeting with the Foundation Board prior to our regularly scheduled board meeting in March. The meeting will start at 5:30 PM. Joint meetings will be ongoing in the future. This information was brought to the board as an FYI.

6.4. CASA Student Performance at the Annual Art Association of Harrisburg Fund Raising event on 4/6

The performance will take place at the Country Club of Harrisburg and will be 15 minutes long. The theme is onboard to Broadway. This was a great opportunity for CASA students to be out in the community.

6.5. Statement of Financial Interests Due ASAP.

Brian Griffith reminded the Board that their Statement of Financial Interest is due ASAP.

7. Treasurer's Report

7.1. January Financials (handout)

Dawn Mull reviewed up-to-date financials. There were no additional questions about the financial statements. There was a conversation about the statements showing the original budget. Discussion was had around the mid-year budget correction and whether the Board should approve the revised budget at the next Board meeting. The group is unsure about how that works with Diana Reed, but it will be discussed further at the next finance committee meeting.

8. Other Fiscal Matters – N/A

9. Budget Administration – N/A

10. Personnel Matters

10.1. Approval of the following substitute teachers

10.1.1. Christina Baker *former school counselor.*

10.1.2. Molly Masser *former substitute teacher.*

10.1.3. Kai Barclay *former substitute teacher at local district.*

A motion was made by Elizabeth Mullaugh and seconded by Elizabeth Reusswig to approve Christina Baker, Molly Masser, and Kai Barclay as substitute teachers.

10.2. Permission to Enroll – Corman (handout)

Rhonda shared that Mick Corman shared some changes he would like to make to his program. Further professional development would go along with that and support those efforts. There is a graphic design course he would like to take.

A motion was made by Elizabeth Mullaugh and seconded by Elizabeth Reusswig to approve Mick Corman's enrollment in Graphic Design EDUC500.

11. Committee Reports – N/A

12. Policies, Programs and Governing Documents

12.1. Dissolution Policy and Procedures (handouts)

12.2. Updated Emergency Response Plan (handout)

12.3. E-Signature Resolution (handout)

It was explained to the Board that this is a requirement for Rhonda Brunner to be able to sign for federal programs.

12.4. Dual Enrollment Agreement with Messiah University (handout)

Messiah University was late getting their dual enrollment agreement back to CASA.

A motion was made by Alicia McDonald and seconded by Elizabeth Mullaugh to approve the Dissolution policy and procedures, the updated Emergency Response Plan, the e-signature resolution, and the dual enrollment agreement with Messiah University.

13. CASA Charter School Foundation Report

Howard Pollman gave an update on behalf of the CASA Charter School Foundation Board. He shared that they are getting used to a new normal since Shannon Lawson is no longer part of their team. CASA Live is the first order of business. They are planning on having the visual arts students design the invites and manage the graphic design for the event. Howard briefly mentioned that the Foundation has a working grants committee. The Foundation is working on bringing potential donor names to the table and identifying new opportunities for fundraising. They are looking at adding family representation to the CASA Foundation Board. He said they are looking forward to the joint board meeting and working in lockstep with the CASA Board of Trustees.

14. Information Items

Rhonda Brunner made a reminder about the mid-year performances and asked the Board to take advantage of opportunities to attend the school's performances. She mentioned that the school musical is coming up and tickets are available now.

Rhonda also mentioned that Brian Griffith helped to coordinate auditions. 92 students are signed up for auditions in the next couple of weeks.

The Board had a conversation about students who are only interested in one program, and the possibility of offering an intro to art or foundations course for those who are not accepted as regular students.

Executive Session

Brian Griffith requested a pause on the regular board meeting to move into executive session for the purpose of discussing personnel matters.

A motion was made by Alicia McDonald and seconded by Emily Sullivan to enter executive session.

Following the executive session, a motion was made by Elizabeth Mullaugh and seconded by Elizabeth Ruesswig to exit executive session and resume the regular board meeting.

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

16. Next Board Meeting Date

The next board meeting will be held on Monday, March 18th, 2024 at 6:30 pm.

*A motion was made by **Emily Sullivan** and seconded by **Alicia McDonald** to adjourn the board meeting. The meeting adjourned at 7:45 PM*