

Capital Area School for the Arts Charter School
Meeting of the Board of Trustees
Monday, August 19, 2024, at 6:30 PM

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, August 19, 2024 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA 17101.

Board members in attendance: Jennifer Mariacher, Alicia McDonald, Elizabeth Mullaugh, Elizabeth Reusswig (zoom), Cheryl Rudawski (zoom), Emily Sullivan (zoom).

Board members not in attendance: Richard Fry, Christopher Healy, Christine Pavlakovich.

Others/public in attendance: George Ioannidis, Erica Leonard.

1. **Call to Order** – *Alicia McDonald called the meeting to order at 6:36 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 July 15, 2024 (Attachment)

A motion was made by Elizabeth Mullaugh and seconded by Jennifer Mariacher to approve the meeting minutes from July 15, 2024.

5. **CEO Report**

5.1. Enrollment update

5.1.1. **Enrolled students as 8/13/2024: 196**

George Ioannidis shared that student enrollment has been updated to 198. This is thanks in large part to the work of Erica Leonard.

5.2. Information Items

5.2.1. Staffing Update (Attachment)

George Ioannidis shared that there is still no operations manager. They were able to fill the visual arts position quickly and he and Erica Leonard feel good about the strong, new group teachers for this school year.

5.2.2. Consideration of update to Policy/Procedures related to Title IX (Attachment)

George Ioannidis mentioned that this is not a monumental change to current policy and that there may be a need for staff training. There was discussion about the possibility of outsourcing a Title IX investigator.

5.3. Items Recommended for Approval

5.3.1. Student Handbook for SY 2024-25 (Attachment)

5.3.2. Staff Handbook for SY 2024-25 (Attachment)

5.3.3. Calendar of Events for the 2024-25 School year (Attachment)

George Ioannidis shared that he and Erica Leonard updated both the student handbook and the staff handbook. Most of the changes made are related to discipline, particularly around dress code. He wants to make sure teachers are consistent and able to address issues early. Erica Leonard brought up the acceptable content policy and shared that the teachers collaborated on that piece.

The Board agreed to vote on agenda items 5.3.1, 5.3.2, and 5.3.3 together. A motion was made by Elizabeth Mullaugh and seconded by Jennifer Mariacher to approve the student handbook for SY 2024-25, the staff handbook for SY 2024-25, and the calendar of events for SY 2024-25.

5.3.4. Engagement of BrownPlus for the audit of the fiscal year ended June 30, 2024 (Attachment)

5.3.5. Engagement of Diana M. Reed Associates for accounting services for the fiscal year ending June 30, 2025 (Attachment)

George Ioannidis told the Board he executed the letters for the engagement of BrownPlus and Diana M. Reed Associates in July.

5.3.6. Contract with Weary Arts Group for the 2025 Musical: Jesus Christ Superstar (Attachment)

George Ioannidis shared that this is the standard agreement we've had in the past with Weary Arts Group. The final agreement includes a different venue, and once that is finalized, he will make the change and bring it back to the Board.

A motion was made by Elizabeth Mullaugh and seconded by Elizabeth Reusswig to approve the engagement of BrownPlus for the audit of the fiscal year ending on June 30, 2024, the engagement of Diana M. Reed Associates for accounting services for the fiscal year ending June 30, 2025, and the Weary Arts Group contract for the 2025 Musical.

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

George Ioannidis shared that he is preparing information as required by PDE. They are asking for meeting minutes, financials, and the audit report. He secured an extension until tomorrow.

A motion was made by Emily Sullivan and seconded by Cheryl Rudawski to approve the submission of the Annual Charter Report.

5.3.8. Approval of Agreement for the Lunch Program with Harrisburg SD for Nutrition Services (Attachment)

George Ioannidis explained that this is the same as what we have had in place in the past and he is willing to continue the relationship with Harrisburg SD for Nutrition Services.

5.3.9. Approval of Agreement with Doceo for the provision of multi-function copiers and to terminate lease with Capital Business Systems – Xerox (Attachment)

George Ioannidis shared that the performance of the school's current copiers is haphazard and they are not fully functional. A deal was secured for \$10 per machine for 2 machines with Doceo. The school is only responsible for providing the paper and cost per copy.

5.3.10. Approval of contract with Care Solace for student counseling services to be funded through the PCCD Grant (Attachment)

George Ioannidis shared that this was submitted to be paid as part of PCCD grant and is effectively no cost to us. This is a 3-year agreement. This is a concierge service that provides a warm handoff to agencies who can help students. No information is shared with school, but George will be provided with a monthly aggregate report.

5.3.11. Approval of contract with Kelly Services, in cooperation with Harrisburg SD, for the provision of substitute teachers for the SY 2024-2025 (Attachment)

George Ioannidis shared that he was pointed in the direction of Kelly Services by Dr. Stokes, CFO at Harrisburg SD. This would give us access to substitute staff for last minute needs in an automated way. We would be able to use the software under the umbrella of Harrisburg SD. He mentioned that we do not pay our substitute staff as much as Harrisburg SD, so we may not be competitive.

Elizabeth Mullaugh asked how often we have to go outside of our normal substitute list. Erica Leonard shared that it is pretty often, as we only have three substitutes on the list right now.

George will find out if a contractual agreement needs to be approved with Harrisburg SD for CASA to utilize these services.

5.3.12. Approval of contract with PA Lifesharing, LLC for the provision of school nurse services for the SY 2024-2025 (Attachment)

George Ioannidis explained that this is a service for contracted nursing staff. They do the regulatory work that is required. He is also waiting to hear about a potential UPMC relationship. CASA can use the services on an as-needed basis and cancel the contract if it is not needed.

5.3.13. Approval of contract with Kades-Margolis for the administration of a 403(b) plan (Attachment)

George Ioannidis mentioned that this is another off-salary benefit for staff and there is no cost involved for the CASA or the employees.

A motion was made by Elizabeth Mullaugh and seconded by Jennifer Mariacher to approve the contract with Kades-Margolis for the administration of a 403(b) plan).

6. Board President's Report

Alicia McDonald shared that she is working on confirming committees and reminded everyone to complete their conflict of interest statement.

7. Treasurer's Report

7.1. Financials (Attachment)

Jennifer Mariacher reviewed the financial statements. She mentioned that we are down a bit regarding donations. Elizabeth Mullaugh added that we do not post the budget month-to-month. Jennifer is having Diana Reed create reports for us that will show month to date financial information.

7.2. Invoices for Payment (Attachment)

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

8. Other Fiscal Matters

8.1. As needed

Jennifer Mariacher suggested the Board start a conversation about what we want to do with the line of credit. We have been maxing it out and as a Board, we have to be cautious. Elizabeth Mullaugh added that it should be used for emergencies and it should be paid down as soon as possible.

George Ioannidis pointed out that we are up in terms of enrollment resulting in more income. He mentioned the concept of a new audition process that would allow us to have full enrollment with a waitlist.

9. Budget Administration

George Ioannidis discussed procuring a credit card instead of a debit card, and exploring any accompanying required policies.

10. Personnel Matters

10.1. Personnel Report

10.1.1. Employment Recommendations

10.1.1.1. Approve employment offers (Attachment)

10.1.2. Searches-in-Progress

10.1.2.1. Science Teacher, School Operations Manager

10.1.3. Resignations

10.1.3.1. Accept staff resignation – Dan Cook, Visual Arts grades 9 – 12

10.1.4. Substitute Staff

10.1.4.1. Approve List of Substitute Staff (Attachment)

George Ioannidis shared that the Board supported his recommendations for moving forward with recent employment offers. He will be interviewing a candidate for the operations manager role. We should consider increasing the salary for the position if this candidate does not work out. George also mentioned that CASA will be hiring Corrine Webster to replace Dan Cook.

A motion was made by Elizabeth Reusswig and seconded by Elizabeth Mullaugh to approve the substitute staff list.

10.2. Future Planning

10.2.1. Mid-day coverage

George Ioannidis said that this ties into substitute staff and CASA's ability to provide supervision during midday. He plans to start the school year, evaluate how things are operating, and will come back to the Board with a recommendation. He will need to consider the impact on financials.

11. Committee Reports

12. CASA Charter School Foundation Report

David Skerpon was unable to attend the meeting so Elizabeth Mullaugh provided an update in his absence. She mentioned there is a CASA Foundation Board meeting next Monday. She provided Jennifer Mariacher and George Ioannidis with total contributions since April 1, which total around \$455,000. She discussed the funds coming from the Lois Lehrman Grass fund, and that they expect to get a similar grant annually. There are still outstanding asks from community members. There is a meeting scheduled with the Harrisburg Public School Foundation to discuss a \$75,000 request.

Alicia McDonald expressed gratitude for the hard work of the Foundation.

13. Policies, Programs, and Governing Documents

14. Information Items

14.1. Upcoming Dates:

14.1.1. August 20 – All Staff (New teachers report on August 19)

14.1.2. August 26 – Opening Day for Students

Alicia McDonald reminded the Board of the Back-to-School Bash on Thursday and said that Board members are welcome to join.

15. Public Comment on Non-Agenda Items

16. Next Board Meeting Date

The next CASA Charter School Board of Trustees meeting is **Monday, September 16, 2024.**

Alicia McDonald reminded the Board that she will be away for the next CASA Board meeting and that Richard Fry will lead the meeting.

A motion was made by Jennifer Mariacher to adjourn the meeting. The meeting adjourned at 7:34 pm.