

**MEETING MINUTES  
OF  
CATALYST ACADEMY CHARTER SCHOOL  
November 2, 2020  
Held at Catalyst Academy Charter School 7061 Lemington Avenue**

Trustee Attendees: Rachel Amankulor, Carey Harris, Erin Stiling, George Childs, Carl Cooper, Tom Walenchok, Allison McCarthy, Gretchen Gennerett, Bob Jones

Other Attendees: Brian Smith, Darren Gray, Kathy Clark (Strassburger McKenna Gutnick & Gefsky), Dr. Carrie Potter-Murray, Monica Cooper, Laura Lerand, and MaLisha Scott

The meeting was called to order at 6:05 p.m.

**Approval of Minutes of October 6, 2020 regular meeting.** The Board reviewed the minutes as prepared. The correct spelling of Erin Stiling and Allison McCarthy's names were noted as corrections. *Carl Cooper made a motion to approve the minutes for October 6, 2020, as amended, seconded by George Childs and carried unanimously.*

**Finance Update.** Brian provided an update on the financials. The school received a grant for COVID related costs and it will cover around \$80,000 of expenses for items such as face masks, hand sanitizer as well as items such as individual books for scholars; We have made up some of the revenue gap with a reduction in expenses but we are still down by \$300,000. Enrollment has remained stable but is still below the original forecast.

**Payments of Bills/to Vendors.** Brian reviewed the bill list that the board had been presented. Some of the larger bills were for uniform vendor (purchased in advance then sold to parents at cost); curriculum items, Great Minds, curriculum, and food service. *Gretchen Generett made a motion to approve the payments of bills, seconded by Carey Harris and carried unanimously.*

**Human Resources Report.** Brian Smith presented the new hires which included one additional position of school counselor. *Erin Stiling made a motion to approve the Human Resources report, seconded by Bob Jones and carried unanimously.*

**Academic Update.** Darren Gray updated the Fall 2020 MAP Assessment and administration. Results were presented to the board on the MAP assessment. On literacy, have of the scholars are below grade level in literacy and in math, even more are below grade level. A significant amount of the first graders performed below grade level in literacy and math – this was somewhat as what was expected. The school also has this data on an individual scholar level. This shows that the first graders will need additional levels of support.

**Enrollment.** Brian provided an update on the school's October enrollment of 96 students. 76% classified as low income; 88% African American; This was a report filed with PDE. A number of scholars are going through an early evaluation process for special education services – have a contract with a school psychologist for these evaluations.

**Family Engagement Update.** Brian informed the Board that this past Friday the school had its first Catalyst costume day, and there was a parade and it was also streamed over zoom. The scholars were very excited and it was a great community event. Scholar goal circles are this Wednesday evening – similar to traditional parent conference but on different level. 57 families have registered so far. Centered on the scholars and the scholars are actively participating in these discussions. Want the conversations to be goal directed – reflecting on past goals and achievement and setting future goals going forward. For most of our families this will also be the first time they will be inside the school.

**Marketing Plan Overview.** Brian Smith discussed with the Board thinking about next school year and the approach for marketing. In mid-November open enrollment will begin. In February/March the lottery will be held. Catalyst family re-commitments will be discussed during the scholar goal circles. This would lead us to have a very full first grade and have room in second grade. Also reach out to sibling applications. Also asking Catalyst families for referrals. The remainder of the marketing plan mirrors what we have done in the past – use networks in daycares and learning centers, use of social media (facebook), traditional media, holding open houses now that we are in a building (held on Saturdays by appointment), and also video tours and testimonials.

There being no further business, the meeting adjourned at 6:51pm.