

**MEETING MINUTES
OF
CATALYST ACADEMY CHARTER SCHOOL**

August 3, 2021

Held Both in Person at Catalyst Academy Charter School and Virtually Via Zoom

Trustee Attendees: Rachel Amankulor, Gretchen Generett, Allison McCarthy, Carey Harris, Erin Stiling, George Childs

Other Attendees: Brian Smith, Darren Gray, Alan Shuckrow (Strassburger McKenna Gutnick & Gefsky), Matt Morella (Strassburger McKenna Gutnick & Gefsky)

Rachel Amankulor called the meeting to order at 6:04 p.m.

Public Comment – none.

Approval of Minutes of June 1, 2021 regular meeting. Alan mentioned that the minutes from the June 1, 2021 meeting should reflect that George signed a written recusal form in connection with the Maplewood Loan. *George Childs made a motion to approve the minutes for June 1, 2021 with the changes mentioned by Alan, seconded by Erin Stiling and carried unanimously.*

Financial Update. Brian reviewed the current financial picture. Catalyst finished the year with approximately \$20,000 in net income and a \$588,000 cash balance. Brian discussed an increase in year-end expected cash based on the June forecast.

Bills and Vendors and payments. Brian presented the bills to be paid. The largest payment is for the purchase of tablets for all incoming kindergarteners. *Gretchen Generett made a motion to approve bills and payments to vendors for the month, seconded by George Childs and carried unanimously.*

2021-2022 ARP ESSER Health and Safety Plan. Brian presented Catalyst's health and safety plan for the upcoming school year. Brian explained that the situation regarding COVID-19 and its variants is fluid and protocols may change accordingly. The board engaged in a robust discussion regarding the plan. All students will be required to wear masks. Adults will be permitted to not wear masks upon showing proof of vaccination. Notwithstanding the above, in mixed environments where kids and teachers are together, masks will be required to be worn by everyone when Allegheny County is in the substantial or high range of community transmission. Catalyst will follow 3 feet social distancing and follow CDC guidelines for building cleaning. Gretchen asked what parents think about masks; she wants the school to be flexible and respond to community needs. Erin asked about the dynamic between students being forced to wear masks and the staff having the option based on vaccination status. *Erin Stiling made a motion to approve the 2021-2022 ARP ESSER Health and Safety Plan as discussed by the board, seconded by Gretchen Generett and carried unanimously. A roll call vote followed: Erin – Yes; Carey – Yes; Rachel – Yes; George – Yes; Gretchen – Yes; Allison - Yes. Motion carried: 6 Yes, 0 Nay.*

Contract with Jounce Partners. Brian presented an agreement between Catalyst and Jounce Partners, Inc. for the provision of professional development services for staff. *Erin Stiling made a motion to adopt the agreement, seconded by Carey Harris and carried unanimously.*

Board Membership Renewals. Brian presented a resolution to the board renewing the terms of Erin Stiling and Allison McCarthy until June 2, 2024 and accepting Carl Cooper's resignation. *Gretchen Generett made a motion to approve the resolution, seconded by Carey Harris and carried unanimously.*

Election of Officers. Rachel discussed officers for the upcoming school year. *Carey Harris moved to elect Rachel Amankulor as President; Gretchen Generett as Vice President; Allison McCarthy as Secretary; and Tom Walenchok as Treasurer, seconded by Erin Stiling and carried unanimously.*

Enrollment/Marketing. Brian presented an update on enrollment for the 2021-2022 school year. We expect a total of 183 students to be enrolled by the start of the school year, with 161 presently enrolled. Brian mentioned that word of mouth communication has been favorable to Catalyst. Brian told the board that Catalyst will be holding several events in August to engage families prior to the start of school.

Facilities Update. Brian discussed challenges with respect to work being performed on the second floor. There is a delay with the developer and the bank with respect to funding the second phase of the renovation. Brian indicated that three classrooms on the second floor will need to be moved to the third floor until the rooms are ready.

Human Resources update. Brian indicated that the school is bringing on more staff for the start of the school year, including teachers, scholar support positions, an operations manager, a STEM position, nurse, and kindergarten teacher. He provided a list of proposed new hires for the 2021-2022 school year to the board for its consideration. *Allison McCarthy made a motion to approve the list, seconded by Gretchen Generett and carried unanimously.*

Catalyst Academy Summer Training Camp. Darren Gray provided an overview of Catalyst's summer training camp for staff. The team shared their positive experiences, including employee feedback, and the board expressed their gratitude to Darren and the team for creating this opportunity for the staff.

Public Comment—none

The board adjourned for executive session at 7:33 p.m. for the purpose of performing an evaluation of CEO Brian Smith.