

**MEETING MINUTES
OF
CATALYST ACADEMY CHARTER SCHOOL
December 6, 2022**

Held in Person at Catalyst Academy Charter School and virtually Via Zoom

Trustee Attendees: Rachel Amankulor, Thomas Walenchok, Carey Harris, Allison McCarthy, Erin Stilling

Other Attendees: Brian Smith, Kristen Moss, Michelle Hoke, and Kathy Clark

Rachel Amankulor called the meeting to order at 6:00 p.m.

Public Comment: None

Approval of Minutes. The minutes of the October 4, 2022 meeting were reviewed. Brian Smith asked to amend the minutes to reflect that the enrollment numbers noted in the minutes under General Updates should be 260 students and 240 students, not 160 and 140 as indicated in the minutes. *Tom Walenchok made a motion to approve the minutes as amended, seconded by Erin Stilling and carried unanimously.*

Auditor Report. Kristen Moss and Michelle Hoke from Maher Dussel discussed the audit with the Board. Ms. Hoke noted that the full audit was reviewed with the finance committee last week. Ms. Moss informed the Board that Catalyst received an unmodified opinion, which is the best type of opinion that is provided. The auditors reviewed the financial statements and the management letter with the Board, as well as the Form 990. The auditors indicated that the deadline for submittal of the Form 990 has been extended until May 15, 2023; however, they need one last bit of information and the completion of the Form 990 should be wrapped up.

Financial Update. Brian Smith provided a review of the October 2022 financials to the Board. Mr. Smith stated that the current cash position is just over \$13,000 and that as a result of the higher than anticipated enrollment, there has been a higher than anticipated revenue. However, Mr. Smith noted that the current enrollment may result in future lower revenue. The PPS payment was received in October and revenue variances have a lot to do with timing issues. According to Mr. Smith, the school should have 83 days of cash at year's end.

Payment of Vendors. Brian Smith reviewed the expenses for September and October, 2022. The expenses from September 2022 were held over because of a formatting change by the Ed Ops team and Mr. Smith requested additional detail. As part of the expenses, Mr. Smith pointed out the expenses related to talent acquisition and the Board discussed the current methods for talent acquisition. *Erin Stilling made a motion to approve the September 2022 and October 2022 payment of vendors as presented, seconded by Tom Walenchok and carried unanimously.*

Human Resources Report/Update. Brian Smith provided an update on new hires. Taray Anyaogu was hired as a long-term general education substitute and Dominique Matthews was hired as a building substitute. Mr. Smith also discussed additional position changes within the school to cover various positions. Finally, there were four (4) resignations: Helene Mauser, Dean of Instruction, Yazmin Dalsimer, General Education teacher, Taylor Childers, School Counselor and Chanel Wood, Growth Interventionist. *Carey Harris made a motion to approve the Human Resources Report as presented, seconded by Erin Stilling and carried unanimously.*

General Update. Brian Smith provided a general update on enrollment, indicating that enrollment is currently around 235 students. Mr. Smith also noted that marketing for the 2023-2024 school year is underway and will be in full swing in January. The Board discussed the need to re-design the marketing materials because all of the marketing for Catalyst occurred during the pandemic and needs to be more focused on post-pandemic.

The second update provided by Mr. Smith summarized a discussion by the Academic committee on recruitment and retention. In addition, Mr. Smith informed the Board that in January he hopes to discuss the next phase of building renovations.

Finally, Mr. Smith continued discussing the “year of joy” and told the Board about the most recent event which involved a surprise joy pop-up to take the entire school to see the new Back Panther movie.

There being no further business, the meeting was adjourned at 6:44 pm.