

**MEETING MINUTES
OF
CATALYST ACADEMY CHARTER SCHOOL
February 3, 2023
Held in Person at Catalyst Academy Charter School and virtually Via Zoom**

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

Other Attendees: Brian Smith, Courtney Taylor and Alan Shuckrow (SMGG)

Rachel Amankulor called the meeting to order at 6:05 p.m.

Public Comment: None

Approval of Minutes. The Board considered the approval of the December, 2022 and the January, 2023 minutes.

Tom Walenchok made a motion to approve the December, 2022 minutes, seconded by Erin Stiling and carried unanimously.

Tom Walenchok made a motion to approve the January, 2023 minutes, seconded by Carey Harris and carried unanimously.

Financial Update. Brian Smith gave an update on the status of the financials. There is lower than budgeted enrollment and therefore, the administration is projecting a \$243,000 shortfall from budget. This translates into about 70 days of cash projected at the end of the fiscal year which is lower than the 90 days that Mr. Smith would like to see to carry through the Summer until when payments begin to come in October. Mr. Smith recommended securing a line of credit in case it is needed. Dollar Bank is already familiar with Catalyst's operations because they are providing our landlord financing for the build out of the facility. Dollar would be a logical bank to approach about a line of credit. Mr. Smith did mention that the School has in place the facility from Charter Capital which involves selling receivables but believes Catalyst is a candidate for a more favorable standard line of credit at this point.

There was some discussion about the upcoming additional build out by the landlord and additional expenses for equipment and furniture which may need to be expended this fiscal year due to advance ordering. The Board agreed that a line of credit should be pursued.

Payment of Vendors. Mr. Smith reviewed the monthly vendor payments. Everything is standard. There are no unexpected out of budget items. *Tom Walenchok, made a motion to approve the payments to vendors and all outstanding bills, seconded by Erin Stiling and carried unanimously.*

Approval of PDE Emergency Instructional Template for 2023-2024. Brian Smith presented the PDE form and recommended approval. *Erin Stiling made a motion to approve the PDE Emergency Instructional Template for the 2023-2024 school year, seconded by Tom Walenchok and carried unanimously.*

Human Resources Report. Brian Smith reported to the Board on recent additions and resignations as contained in the Human Resources report. The Board along with Mr. Smith and Courtney Taylor engaged in discussion about strategies to continue to attract and retain talent. There was a discussion about any role the Board could play. A number of ideas were generated that the administration will consider. *Carey Harris made a motion to accept the Human Resources report, seconded by Erin Stiling and carried unanimously.*

Legal Compliance Updates. Alan Shuckrow reminded the Board of their obligation to complete the yearly Statement of Financial Interest by May 1. These are kept on file at Catalyst. He also advised the Board of the June 30 deadline to complete Act 55 Board training. He announced that Kathy Clark and he would be offering the training in the coming weeks and indicated that he would send the information to the Board to sign up. The training is also offered by the PA Charter Coalition and PDE.

Promotional Video. The Board watched a new promotional video for Catalyst and agreed that it is well done. The Board hopes it will help in attracting families/students and staff.

Academic Results. Mr. Smith reviewed with the Board results of mid-year student testing and related MAP testing to show growth. The information is contained in the PowerPoint shared with the Board.

There by no further business, the meeting was adjourned at 7:35.