

**MEETING MINUTES
OF
CATALYST ACADEMY CHARTER SCHOOL
November 1, 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, Courtney Taylor, 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. Carey Harris *made a motion to approve the minutes as presented, seconded by Tom Walenchok and carried unanimously.*

Financial Update. Brian Smith gave an update to the Board that there is an increase in the cash position for FY 23 due to both a higher than anticipated enrollment as well as savings as a result of staff vacancies. Mr. Smith also noted that the expenses are aligned with the Board approved budget. He also pointed out that November is generally when the school will receive payments from districts that have been delinquent in paying. Mr. Smith indicated that the Pittsburgh Public payment arrived last week which covered tuition from July through October.

Mr. Smith is projecting 86 days of cash on hand at the end of the fiscal year, or a 1.1% gross margin. We will continue to monitor.

Payment of Vendors. Brian Smith indicated that the Ed Ops team recently switched their formatting and the package he received from Ed Ops did not provide enough detail for the Board to review, so Mr. Smith is pushing the review of bill payment until next month when the Board will review both September and October bills.

Human Resources Report/Update. Brian Smith provided an update on four (4) new hires. Taylor Bush and Nicole Edwell have been hired as building substitutes; Asia Nelson has been hired as an Inclusive Learning Associate; and Deanna Morris has been hired as a Resident School Culture Associate. In addition, there was one resignation of a second grade teacher. Courtney Taylor mentioned to the Board that the new hires have jumped right in to learn the culture of Catalyst and she is very excited about the new teachers. *Erin Stilling made a motion to approve the Human Resources report, seconded by Carey Harris and carried unanimously.*

General Update. Brian Smith provided a general update on enrollment, noting that although enrollment began closer to 260 scholars, there are now closer to 240. The reasons are due both to logistics and staff attrition – Mr. Smith believes that certain rooms did not get a great start. The Board discussed enrollment and parent/community involvement.

The second update is on the academic focus of the second quarter, Courtney Taylor talked with the Board about the recent MAP assessments and STEP assessments. Ms. Taylor indicated that the focus is on phonics, guided reading and writing.

Ms. Taylor also talked with the Board about teacher onboarding and development.

Mr. Smith discussed the “year of joy” and the various activities associated with it – the school has attendance parties monthly for perfect attendance; Mr. Smith showed the Board photos from the fall joy pop-up event; and photos from yesterday which was the annual Catalyst costume day.

Mr. Smith also noted that next week is the scholar goal circles.

There being no further business, the meeting was adjourned at 6:38 pm.