

**MEETING MINUTES
OF
CATALYST ACADEMY CHARTER SCHOOL
March 7, 2023**

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

Trustee Attendees: Rachel Amankulor, Carey Harris, Erin Stiling, Allison McCarthy, Majestic Lane

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 February 3, 2023 minutes.

Allison McCarthy made a motion to approve the February 3, 2023 minutes, seconded by Erin Stiling and carried unanimously.

Financial Update. Brian Smith gave an update on the status of the financials. Since the last meeting the final PPS reimbursement rate based on last year's expenditures has been finalized and PPS owed a catch up payment which came in March. So, the outlook for the year has improved in terms of days of cash available after the fiscal year which is now projected to be 96 days. Catalyst has also resolved a few prior year reconciliation payments which has also added some cash.

Authorization to Pursue Line of Credit. Mr. Smith presented the option to pursue a line of credit with Dollar Bank. He believes Dollar is willing to offer \$700k and maybe up to \$1M. The rate would be prime which Tom Walenchok, Board Treasurer is comfortable with. Carey Harris, also on the finance committee agreed that this was a prudent course of action. Mr. Smith presented a resolution that permits him to pursue this line of credit with Dollar Bank of up to \$1M.

Carey Harris made a motion to approve the resolution to seek a line of credit, seconded by Majestic Lane and carried unanimously.

Approval of Bills and Vendor Payments. Mr. Smith presented the monthly list of payables. All is in line.

Majestic Lane made a motion to approve the bills and payments to vendors, seconded by Carey Harris and carried unanimously.

For information only--before leaving the topic of bills, Mr. Smith alerted the Board that the electric bill would be increasing due to Duquesne Light rates going up. Catalyst may pursue another supplier. Additionally, the water heating system was in need of repair and that bill will be expensive and should be on next month's list.

2023-2024 School Calendar. Brian Smith presented the proposed calendar for the 2023-2024 school year. The number of student days is 190 which is in line with the charter. There was some discussion about finding creative ways to work with staff to have breaks. This will be an ongoing discussion. Mr. Smith will notify PPS of our calendar.

Majestic Lane made a motion to approve the 2023-2024 school calendar as presented, seconded by Allison McCarthy and carried unanimously.

Human Resources Report. Mr. Smith presented the report. Catalyst has added a special education teacher and two other employees but the school nurse resigned and that position remains open. There was also ongoing discussion about the recruitment and retention of staff. This is critical for the organization going forward.

Majestic Lane made a motion to approve the Human Resources report, seconded by Allison McCarthy and carried unanimously.

Rescheduling the April Board Meeting. Mr. Smith indicated that there is a need to move the April meeting from April 4 to April 11 at 6:00. He will notify PPS and advertise the change. This item was not on this evening's published agenda and so it will need to be voted on to add to the agenda.

Erin Stiling made a motion to add the matter of rescheduling the April meeting to this evening's agenda, seconded by Allison McCarthy and carried unanimously.

Erin Stiling then made a motion to reschedule the April meeting to April 11 at 6:00, seconded by Allison McCarthy and carried unanimously.

Schoolwide Update. Courtney Taylor provide an update to the Board about the happenings at Catalyst during February including the celebration of Black History Month. She also spent some time discussing a new initiative she began on Saturdays, meeting with a small group of scholars to prepare for PSSA tests. She believes this has been successful and she has enjoyed working closely with these scholars. Ms. Taylor also shared about a recent staff event. The Board thanked Ms. Taylor for her update.

Rachel Amankulor then announced that the Board would be adjourning the meeting and going into executive session to discuss a matter of a recently filed EEOC complaint. Thereafter, the meeting was adjourned at 6:55 and the Board retired to executive session.

