

**MEETING MINUTES
OF
CATALYST ACADEMY CHARTER SCHOOL
June 6, 2023**

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

Trustee Attendees: Rachel Amankulor, Majestic Lane, Carey Harris, Erin Stiling, Bob Jones

Other Attendees: Brian Smith and Alan Shuckrow(SMGG)

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

Public Comment: None

Approval of Minutes. The Board considered the approval of the May 2, 2023 minutes.

Carey Harris moved to approve the May 2, 2023 minutes; seconded by Majestic Lane, and it carried unanimously.

Financial Update. Brian Smith gave an update on the status of the financials. The School now has a forecasted a 9% gross margin for the year. It will end the year with approximately 125 days of cash, well-above the recommended 60 days. There will be more discussion of financial issues during the budget discussion later in the meeting.

Approval of Bills and Vendor Payments. Brian Smith presented the April bills and vendor payments. All is in order.

Majestic Lane moved to approve the bills and payments to vendors; seconded by Carey Harris, and it carried unanimously.

2023-2024 Budget. Mr. Smith presented the summary and detail for the 2023-2034 budget. The budget was presented to the Finance Committee who spent significant time on it. Tom Walenchok is not attending this evening's meeting but he did send a note through indicating that as Treasurer he supported the budget and would vote for it, were he in attendance. Carey Harris, who also is on the Finance Committee also expressed support. It is important to note that Catalyst is adding 4th grade next year and so the revenue projection is increasing to \$7M. There will need to be additional staffing as well. Rent expense will remain flat because the landlord will not be performing certain build out work due to interest rates and costs. Mr. Smith indicated the biggest risk on the revenue side is enrollment. So far, the incoming Kindergarten enrollment has gone slower than the past couple of years but the leadership is taking more aggressive steps in marketing and is looking for a Summer surge in enrollment. The Board discussed potential reasons for the slower enrollment which included mobility of families moving out of the East End to other areas of the City and to suburban communities, declining birth rates and transportation challenges. Despite these challenges, Mr. Smith feels the budget is solid. It is projecting about a 5% positive fund balance at the end of the fiscal year.

Majestic Lane moved to approve the 2023-2024 budget; seconded by Carey Harris, and it carried unanimously.

Board Meeting Calendar for 2023-2024. Mr. Smith presented the suggested dates for meetings of the Board, Finance and Academic Committees which will be similar to the schedules for 2022-2023.

Erin Stiling moved to approve the Board meeting calendar as presented; seconded by Majestic Lane and it carried unanimously.

Contract for Business Services. Mr. Smith reported that Ed Ops, Catalysts current business services provider is exiting the PA market for these types of services. Before the Board for approval is a suggested contract with Charter Choices, which is a reputable firm specializing in performing business services for charter schools. The cost is \$85,000 in the first year with an inflation escalator. It is a three-year contract. Alan Shuckrow reported that he had a few suggested changes that Charter Choices had agreed to.

Carey Harris moved to approve the Business Services Agreement with Charter Choices subject to acceptance of the Solicitor's comments; seconded by Majestic Lane and it carried unanimously.

Contract for Student Data Services. Mr. Smith explained that Ed Ops was staying in the student information space and before the Board is a contract for \$4,000/month for Ed Ops to continue this work.

Majestic Lane moved to approve the contract with Ed Ops for student data service; seconded by Erin Stiling and it carried unanimously.

Human Resources Report. Mr. Smith presented the report. Of note is that Meghan Lawrence will be joining Catalyst as Principal. She has been at Propel as an administrator for a number of years. Also joining the team are Ashley Heistand, Sloane Kozyak and Timothy Bock as general education teachers and Alicia Miller as Dean of Instruction. Courtney Taylor has resigned officially which the Board was already aware of.

The Board noted the good news of the addition of significant staff and thanked Mr. Smith for his efforts. Mr. Smith also noted that the administrative team is working on slotting returning staff into positions for the next school year.

Majestic Lane moved to approve the Human Resources Report; seconded by Erin Stiling and it carried unanimously.

Presentation and Discussion of water and lead testing. Mr. Smith noted that there is a State requirement for the School to either test for lead levels in the drinking water or, if not, to discuss lead issues in school facilities at a public meeting. He presented a proposal that he had approved that will result in testing to be done and the results will be reported to the Board.

Executive Session to Discuss Annual Safety and Security Report. At 7:00 the Board adjourned the public meeting and retired to executive session to be presented with the annual safety and security report.