

**MEETING MINUTES
OF
CATALYST ACADEMY CHARTER SCHOOL
April 11, 2023**

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

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

Other Attendees: Brian Smith, Courtney Taylor, and Jean Novak (SMGG)

Rachel Amankulor called the meeting to order at 6:08 p.m.

Public Comment: None

Approval of Minutes. The Board considered the approval of the March 7, 2023 minutes.

Majestic Lane moved to approve the March 7, 2023 minutes; seconded by Allison McCarthy, and it carried unanimously.

Financial Update. Brian Smith gave an update on the status of the financials. Since the last meeting the School has reduced spending and received more state aid resulting in a cash increase of approximately \$455,000. The School now has a forecasted net income of \$ 294,000, instead of the previously projected loss. It will end the year with approximately 100 days of cash, well-above the recommended 60 days. Savings related to vacant positions as well as increased funding contributed to the good financial position.

Approval of Bills and Vendor Payments. Mr. Smith presented the monthly list of payables. All is in line except as follows: He noted the McKamish bill (\$2283) was related to heating issues and repairs. There will be another bill for heating repairs that will likely be larger. He also noted that there appear to be fraudulent charges (Just Answer; \$94 total) on the credit card. The School is attempting to get those charges reversed.

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

Human Resources Report. Mr. Smith presented the report. The major change is that the School has contracted for a nurse, who may become an employee (subject to a fee paid to the staffing agency).

Majestic Lane moved to approve the Human Resources report; seconded by Carey Harris, and it carried unanimously.

PSSA Preparation. Courtney Taylor provided an update to the Board about PSSA preparation and practice. PSSA Pep Rally Day will be April 21. Erin Stiling provided links to PDE resources for scholars' families. Mr. Smith announced that Ms. Taylor will be leaving at the end of the year. He asked the Board to thank her for her service. Ms. Taylor then addressed the Board about her decision. The Board members thanked her for her contributions and asked for her thoughts about staff retention moving forward.

Talent Matters. After Ms. Taylor left the meeting, the Board discussed general HR matters with Carolyn Riley (who joined after Ms. Taylor left the meeting). The matters discussed included staff reaction to Ms. Taylor's announced departure. Mr. Smith explained what he has been doing to address the general uncertainty around next year's staffing. The Board discussion included ongoing recruiting for open positions. Mr. Smith then discussed using Edgility and the associated fees for recruiting.

Erin Stiling moved to approve the Edgility contract (Consulting Agreement); Allison McCarthy seconded. The motion passed unanimously.

Ms. Novak reminded Board members that ethics forms are due no later than May 1, and that members who have not already done so need to complete their Act 55 training.

The meeting was adjourned at 7:36 PM.