

**MEETING MINUTES
OF
CATALYST ACADEMY CHARTER SCHOOL
September 5, 2023
Held in Person at Catalyst Academy Charter School and virtually Via Zoom**

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

Other Attendees: Brian Smith, Meghan Lawrence and Alan Shuckrow(SMGG)

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

Public Comment: None

Welcome Meghan Lawrence. Brian Smith welcomed Meghan Lawrence who is now the Principal at Catalyst. He stated that she had already had a positive impact. Ms. Lawrence then introduced herself to the Board and provided a summary of her background. Most recently she was the Principal at Propel-Northside. She is excited to be at Catalyst.

Approval of Minutes. The Board considered the approval of the August 1, 2023 minutes.

Thomas Walenchok moved to approve the August 1, 2023 minutes; seconded by Erin Stiling, and it carried unanimously.

Financial Update. Mr. Smith presented the financial statements as of July 31, 2023. He noted that Catalyst has transitioned to Charter Choices as its financial services vendor. There is sufficient cash to get to October when the district payments begin again. Also, the yearly reconciliations have been completed and there will be some districts that will not pay additional amounts owed and Catalyst will avail itself of the State's redirection process.

Approval of Bills and Vendor Payments. Brian Smith presented the July and August bills and vendor payments. All is in order. There were some building maintenance costs that were more than anticipated but nothing significantly out of line.

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

Human Resources Report. Mr. Smith presented a list of new hires and non-returners as well as position changes. The report also contained a list of open positions. Mr. Smith described for the Board the ongoing efforts to fill those positions. The Board engaged in discussion about turnover and the desire to lessen that going forward. The good news is that most positions are filled including all general education positions. One item of concern is the recent resignation of the Director of Operations who left to take a Spanish teaching position at a local private school. Filling this position is a priority.

Erin Stiling moved to approve the Human Resources report; seconded by Thomas Walenchok and it carried unanimously.

Attendance Update. Mr. Smith reminded the Board of the ongoing focus on improving scholar attendance. So far this school year attendance has improved but this will be an ongoing area of focus. He commented on lack of reliable transportation by school districts as a problem for attendance as some scholars' families cannot get their children to school.

Ms. Lawrence detailed some of the action items on attendance including: weekly attendance team meetings, weekly and monthly reward systems, daily phone calls to parents and formalizing a process for truancy letters.

The Board engaged in a discussion about transportation and in particular that Woodland Hills has still not provided a bus.

Enrollment Update. Mr. Smith provided the following enrollment figures:

K	54
1 st	67
2 nd	60
3 rd	58
4 th	31
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Total	270

The budget called for 286 students. A few adjustments to staffing have been made to account for the lower enrollment.

Academic Update. Ms. Lawrence provided an update to the Board on upcoming assessments and on the professional development efforts that have taken place. She emphasized that a focus has been on supporting staff in their new roles at Catalyst.

New Business/Comments. The Board then engaged in a discussion about parent engagement and the need to focus on that as Catalyst moved toward its renewal with PPS. It was also suggested that tours of the school should be scheduled with community members and other potential supporters.

There being no further business, the meeting was adjourned at 7:00.