

**MEETING MINUTES
OF
CATALYST ACADEMY CHARTER SCHOOL
December 5, 2023**

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

Trustee Attendees: Carey Harris, Allison McCarthy, Erin Stiling, Thomas Walenchok

Other Attendees: Brian Smith, Jean Novak, Kristen Moss, Betsy Krisher, Meghan Lawrence

Allison McCarthy called the meeting to order at 6:10 P.M.

Public Comment: None

Approval of Minutes. The minutes of the November 7, 2023, meeting were reviewed. There were no changes. *Allison McCarthy moved to approve the minutes. The motion was seconded by Tom Walenchok and carried unanimously.*

Financial Audit Report. (Audit report was distributed as part of the meeting documents.) Betsy Krisher of Maher Duessel reviewed highlights of the audit. She noted that there was full cooperation from the School during the audit process. Kristen Moss, also of Maher Duessel, reviewed the financial statements. The School received an unmodified opinion, and its financial position is healthy. There was an increase in revenue due to increased tuition. The auditors recommended that the School's bank reconciliations reviews and approvals be documented on the bank statements and bank reconciliations. The auditors also recommended that the School create a formal emergency disaster contingency plan and test the plan periodically to ensure that operations will continue (in the event of an emergency) with as little interruption as possible. The Maplewood Foundation Loan was reviewed. The outstanding principal balance as of June 30, 2023 was \$ 190,279. Because the PPP Loan was forgiven in 2022, there was no PPP Loan activity in 2023. *Allison McCarthy moved to approve the audit report. The motion was seconded by Tom Walenchok and carried unanimously.*

Monthly Financial Update. Brian Smith provided a review of the financials to the Board. Revenues and expenses are below the 2023-24 budget. Through October 31, revenue was approximately \$2 million; expenses were approximately \$1.8 million. Mr. Smith reported that revenue is trailing due to lower enrollment. He also note that although revenue has been "short," the work to expenses low has been helpful.

Payment of Bills. Brian Smith reviewed the expenses for October 2023. *Tom Walenchok moved to approve the payment of bills as presented. The motion was seconded by Erin Stiling and carried unanimously.*

Human Resources Report. Brian Smith provided the following updated resignations/terminations: Zyniah Barrett (Resident School Culture Associate); Timothy Bock (4th grade general education teacher); and McKayla Stoddart (STEM teacher). *Tom Walenchok*

moved to approve the Human Resources Report as presented. The motion was seconded by Erin Stiling and carried unanimously.

Attendance Update. Brian Smith provided a general update on absences. There is continued year-over-year improvement. The goal for the school year is for chronic absences to be 33%. The School is looking to keep up good progress after holiday break.

General Update. Meghan Lawrence presented an update on Establishing an Arch of Professional Growth & Performance Management for teachers. She explained evaluation and observation, noting that in addition to traditional evaluation, teachers are receiving informal coaching and observations. Through November, there were 536 documented “touchpoints,” which included observations, coaching meetings, quick feedback sessions, and action steps.

There being no further business, the meeting was adjourned at 6:46 P.M.