

**MEETING MINUTES
OF
CATALYST ACADEMY CHARTER SCHOOL
October 3, 2023**

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

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

Other Attendees: Brian Smith, Jean Novak

Rachel Amankulor called the meeting to order at 6:10 P.M.

Public Comment: None

Brian Smith shared pictures of the first joy pop-up, Spirit Week, and Curriculum Night of the year that occurred in September. There was positive energy for Curriculum Night, but the School is hoping for better attendance next year.

Approval of Minutes. The minutes of the September 5, 2023, meeting were reviewed. There were no changes. *Majestic Lane moved to approve the minutes. The motion was seconded by Carey Harris and carried unanimously.*

Financial Update. Brian Smith provided a review of the financials to the Board. Mr. Smith stated that the current cash position is \$414,560, about 29 days on hand. This is consistent with the same time in prior years. Tuition receivables were approximately \$1,000,000 as of the end of August, but invoice had not been issued to the districts yet. Lower enrollment, however, is impacting budget. The budget was based on 277 students; 260 students are enrolled. Preliminary estimates showed state and local revenue down \$575,415. That will result in a year end net deficit of \$408,883, which will put the School at about “break even” by the end of the year. (The School had budgeted for approximately \$400,000 net income at the end of the year.) The Board briefly discussed the effect of the projected deficit and enrollment challenges. Drastic measures are not required at this point, but the situation will be closely monitored.

Payment of Bills. Brian Smith reviewed the expenses for August 2023. *Carey Harris moved to approve the payment of bills as presented. The motion was seconded by Allison McCarthy and carried unanimously.*

Human Resources Report. Brian Smith provided an update on new hires. Andra Feldman was hired as Manager of School Operations, and Melnique Hart was hired as a Grade Level Support Teacher. The only resignation/termination was the School Security Guard, Antonio Nelson. That position will be filled. *Allison McCarthy moved to approve the Human Resources Report as presented. The motion was seconded by Majestic Lane and carried unanimously.*

Attendance Update. Brian Smith provided a general update on absences. Perfect attendance is up from last year. Chronic absences are unchanged at 44% (as of September). (The goal for the

school year is 33%.) Mr. Smith discussed possible reasons for the September absences, including the differences between the School calendar and the PPS calendar and the continuing transportation challenges. The School has prepared truancy letters and is scheduling truancy meetings.

Academic Update. Brian Smith shared the NWEA/MAP high level results for reading and math. Overall, reading growth was better than math. This information will be used by the instructional teams to drive decisions.

The Board discussed the staffing situation at the School. Brian Smith reported positive changes in attitudes and feedback. He also reported an increased focus on professionalism, which has improved but needs to continue improving.

To end on a high note, Brian Smith again shared pictures of the first joy pop-up of the year and other events that occurred in September.

There being no further business, the meeting was adjourned at 6:51 P.M.