

**MEETING MINUTES  
OF  
CATALYST ACADEMY CHARTER SCHOOL**

**May 5, 2024**

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

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

Other Attendees: Brian Smith, Kathy Clark, Meghan Lawrence

Rachel Amankulor called the meeting to order at 6:00 P.M.

**Public Comment:** None

**Approval of Minutes.** The minutes of the April 2, 2024, meeting were reviewed. There were no changes. *Majestic Lane moved to approve the minutes from the March 5, 2024 meeting.. The motion was seconded by Erin Stiling and carried unanimously.*

**Monthly Financial Update.** Brian Smith provided a review of the financials to the Board. Mr. Smith noted that as of the end of March, 2024, Catalyst had \$1.59 M, including 122 days of cash on hand. Mr. Smith reminded the Board that the goal is to have greater than 90 days of cash on hand. According to Mr. Smith, the school operated with a \$432,199 surplus through the first nine (9) months of the fiscal year. The fund balance is predicted to be over \$2 M by the end of the 2024 fiscal year.

**Payment of Bills.** Brian Smith reviewed the expenses for March 2024 with the Board. *Erin Stiling moved to approve the payment of bills as presented. The motion was seconded by Tom Walenchok and carried unanimously.*

**Human Resources Report.** Brian Smith provided the following updated resignations/terminations: Megan Diggans (Grade Level Support teacher) and the following new hires: Kristin Knouff (General Education teacher for 4/5 for 2024-2025 school year). *Allison McCarthy moved to approve the human resource report as presented. The motion was seconded by Kaylan Moore and carried unanimously.*

The Board entered into a discussion regarding the draft budget for the 2024-2025 school year and the potential increase in the number of positions, consideration of the end of the ESSR funding and the end of the federal grant. Mr. Smith noted that the administration is trying to project enrollment, specifically looking at the three kindergarten model. The budget will be finalized and brought before the Board in June.

The Board also discussed the general pool of teacher applicants and whether most current staff intend to return. The administration noted that it appears most staff seem highly likely to return, which is much more positive than this time last year.

**School Calendar:** Mr. Smith presented the calendar for the 2024-2025 school year to the Board for approval. He noted that there are three (3) early dismissals on the calendar. Historically, the school did not use early dismissals because there is difficulty with some school districts supporting transportation for an early dismissal; as a result, there may be transportation issues. This time will be used for professional development. In addition, Mr. Smith noted that the training time over the summer has been collapsed into three (3) weeks for new teachers in an attempt to make it a bit more relaxed. The 2024-2025 school year runs from August 19, 2024 thru June 12, 2025. *Kaylan Moore moved to approve the 2024-2025 school calendar as presented. The motion was seconded by Tom Walenchok and carried unanimously.*

**Policy Updates.** Mr. Smith discussed with the Board two updates to current policies that were required as a result of recent audits. The School updated the Confidentiality Policy and the Positive Behavior Support policy. The Board reviewed the various updates to the policies.

*Majestic Lane moved to approve the updated Confidentiality Policy and Positive Behavior Support Policy as presented. The motion was seconded by Tom Walenchok and carried unanimously.*

**Academic and General Update.** Mr. Smith provided an update on the attendance data, which showed a slight improvement in April attendance. There were two outliers in April, on April 2<sup>nd</sup>, the first day back after spring break, and on April 18<sup>th</sup> the day of the eclipse. The average daily attendance in March was 89%. There was a slight uptick in chronic absenteeism in April, which was at 42% (as compared to 65% this time last year). The goal for the 2023-2024 school year is to have only one out of three scholars (33%) chronically absent.

Mr. Smith also provided a general operations update, noting that an application was submitted to Dollar Bank for a \$650k credit line. In addition, there are various follow-ups required after numerous audits and monitoring including corrective actions related to the federal CSP grant (responses due in July), Title I Monitoring corrective actions, and responses to the audits of PPS.

Meghan Lawrence provided a general update of academic and instructional activities happening in the School. Ms. Lawrence told the Board that now that state testing is over, the School wants to maintain consistency. She provided the Board with information about on task and tight routine rubric scores to incentivize staff and scholars. Ms. Lawrence discussed the incentives including t-shirts for scholars and personalized sweat shirts for staff to advertise that their class was high achieving. Ms. Lawrence also noted that comprehensive planning has begun for the 2024-2025 school year. The Board was thankful for all of the effort of the administration and staff.

**Executive Session:** At 6:43, the Board entered Executive Session to discuss a personnel issue.

The Board exited Executive Session at 7:02 p.m.

There being no further business, the meeting was adjourned at 7:03 P.M.

