

**MEETING MINUTES
OF
CATALYST ACADEMY CHARTER SCHOOL**

August 6, 2024

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

Trustee Attendees: Rachel Amankulor, Carey Harris, Kaylan Moore, Tom Walenchok

Other Attendees: Brian Smith, Kathy Clark, Meryl Johnson

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

Public Comment: None

Approval of Minutes. The minutes of the June 4, 2024, meeting were reviewed. There were no changes. *Carey Harris moved to approve the minutes from the May 7, 2024 meeting.. The motion was seconded by Tom Walenchok and carried unanimously.*

Monthly Financial Update. Brian Smith provided a review of the June 2024 financials to the Board. Mr. Smith noted that as of the end of June, 2024, Catalyst had \$1.46 M, including 88 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 \$446,622 positive net operating revenue for FY 24 (unaudited). Mr. Smith indicated that the estimated fund balance at the end of June 2024 was \$2.16M (unaudited) vs. \$1.7M at the end of the fiscal year 2023. Mr. Smith discussed with the Board some upcoming increasing expenses, such as rent which will increase beginning on September 1st – rent will increase to \$75,000/month due to the increased use of the building. There are also ancillary expenses that accompany the renovation of the facility such as additional furniture and equipment as well as items such as installations of intercoms and security cameras. Mr. Smith also noted that the school purchased chrome books for scholars as well as additional laptops for new staff. He cautioned that cash flow is getting tight and there will not be additional revenue until the October tuition payments. There will also be increased payroll beginning with the August 15, 2024 payment. Mr. Smith provided a rough cash projection noting that the August and September payroll will equal approximately \$600,000, the September and October rent will equal \$150,000, there will be an additional \$75,000 in technology and furniture expenses and another \$175,000 left for other expenses. He reminded the Board that there is a \$650,000 Dollar Bank line of credit in place.

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

Enrollment

Enrollment is coming in higher than budgeted. Mr. Smith showed the Board a chart of the end of year enrollment for the 2023-2024 school year compared with the budgeted enrollment compared with the actual as of August 6, 2024. In total, the budgeted enrollment was 305 and the actual enrollment is 326 with seven (7) students waitlisted for 1st grade. At this time, Mr. Smith noted that the school is recruiting for an additional first grade teacher in an effort to accommodate the wait list. Mr. Smith attributed the increased enrollment to recent successful open houses as well as online marketing.

AIU Special Education Services Agreement

Mr. Smith presented an agreement from the AIU for Special Education Supervisory Services for the 2024-2025 school year to the Board. This is needed to assist with the covering of a period of time due to a staff member being out for maternity leave. The AIU will work 3 days week for 12 weeks pursuant to the agreement.

Tom Walenchok moved to approve the AIU Agreement for Special Education Supervisory Services for the 2024-2025 school year. The motion was seconded by Carey Harris and carried unanimously.

Human Resources Report. Brian Smith provided the following new hires:

Madeleine Shadle (3rd Grade Teacher)
Hannah Bein (4th Grade Teacher)
Kristen Knouff (5th Grade Teacher)
Erica Boyle (5th Grade Teacher)
RJ Hughes (Physical Education Teacher)
Amy DiGennaro (School Counselor)
Joe Cameron (Dean of Instruction)
Thomas Phenicie (Grade Level Support Teacher)
Alijha Smith (Inclusive Learning Associate)(transition from PT-time enrichment support in 23-24)
Akeitha Redman (Inclusive Learning Associate)
Liz Schmitt (Inclusive Learning Teacher)

Mr. Smith also noted that current open positions exist for a STEM teacher, a first grade teacher and a school resource officer/security guard.

Carey Harris moved to approve the human resource report as presented. The motion was seconded by Tom Walenchok and carried unanimously.

Catalyst Goals for 2024-2025

Brian Smith and Meryl Johnson discussed with the Board the goals for Catalyst for the upcoming school year.

(1) Enrollment: The first goal is to maintain a total average enrollment of more than 305 students and also retain 95% of the current enrollment.

(2) Attendance: Similar to the goal from last year, in 2024-2025, the goal is that only one out of three scholars or 33% is chronically absent. In addition, the goal is that the regular attendance rate is at least 66%.

(3) Team: Using a monthly survey, the goal is that at least 90% of the Catalyst team responds “agree” or “neutral” to Belong, Grow, Achieve statements.

(4) Achievement: 100% of scholars will grow a minimum of 3 Steps across the school year until they exit the STEP program; 100% of scholars in 4th and 5th grade will grow at 41st percentile for growth in ELA and Math MAP from Fall 2024 to Spring 2025; PSSA goals: For 3rd grade: 35% ELA proficiency, 30% math proficiency; 4th grade: 30% ELA proficiency, 25% math proficiency, 35% science proficiency; 5th grade: 25% ELA and math proficiency. The Board discussed the achievement goals.

General Updates

Brian provided a general update to the Board including information received from Pittsburgh Public from the 2022-2023 Review. Kathryn Clark noted that since this year Catalyst will be asking for a charter renewal, any response to the review letter should be done with an eye toward what might be stated at the renewal meeting by PPS. Mr. Smith also provided a facility update and noted that the Third Floor renovations are almost complete.

Ms. Johnson provided the Board with an academic update, and spoke about the summer training camp with staff. The camp began last week with new hires and current employees who did not previously attend the prior training camp, along with mentor teachers. All staff are reporting on Thursday.

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