

**MEETING MINUTES
OF
CATALYST ACADEMY CHARTER SCHOOL**

September 3, 2024

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

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

Other Attendees: Brian Smith, Alan Shuckrow, Meryl Johnson

Allison McCarthy called the meeting to order at 6:00 P.M.

Public Comment: None

Approval of Minutes. The minutes of the August 6, 2024, meeting were reviewed. There were no changes. *Allison McCarthy moved to approve the minutes from the August 6, 2024 meeting.. The motion was seconded by Majestic Lane and carried unanimously.*

Monthly Financial Update. Brian Smith provided a review of the July 2024 financials to the Board. Mr. Smith reported that July is a light month in terms of activity because school is not in session and the home districts do not make payments during July. This is typical.

Vendor Payments. Mr. Smith reviewed the vendor payments and noted that all expenses were in line. He reminded the Board that the lease payment will be increasing due to the third floor renovations having been complete. *Majestic Lane made a motion to approve the vendor payments. The motion was seconded by Carey Harris and carried unanimously.*

Human Resources Update. Mr. Smith reviewed the human resources report. He noted that there is a new food services lead, a new growth interventionist position and two part time Wednesday enrichment support positions. He also happily reported that staffing is closer to being full than it has in the last several years. *Erin Stiling made a motion to approve the Human Resources report. Majestic Lane seconded the motion and it carried unanimously.*

Comprehensive Plan, Act 48 Professional Development Plan and Act 49 Induction Plan. Mr. Smith presented the comprehensive plan for 2024-2027 and noted that this is required to be presented and approved by the Board as part of Federal Title 1. This included work performed by a Steering Committee. Mr. Smith presented the members of the Steering Committee.

Further, approval is required for the related Act 48 professional development plan and Act 49 induction plan. Mr. Smith presented all of these materials to the board and they were reviewed in

some detail. The Board asked about the goals in the plan. Mr. Smith described the goals as attainable but would be stretch goals. He requested that the Board approve these materials so that they can be submitted.

Erin Stiling made a motion to approve the members of the Steering Committee. Caylen Moore seconded the motion and it carried unanimously.

Erin Stiling made a motion to approve the Title I Comprehensive Plan. Caylen Moore seconded the motion and it carried unanimously.

Erin Stiling made a motion to approve the Act 48 Professional Development Plan. Caylen Moore seconded the motion and it carried unanimously.

Erin Stiling made a motion to approve the Act 49 induction plan. Caylen Moore seconded the motion and it carried unanimously.

Attendance Report. Attendance improvement has been an area of focus. Mr. Smith reported that early indications for the school year is that attendance is improving. There has been a strong start to the year. Tom Walenchok asked about whether the attendance incentives were still in place and Mr. Smith said that they are.

Enrollment Report. Mr. Smith stated that there are 321 students currently enrolled and the budget assumed 305. There may still be some attrition but it is a strong beginning to the year. The school added a 4th first grade class. Mr. Smith reminded the Board that Catalyst had engaged an enrollment consultant which had delivered results. He suggested that it may be prudent to engage the consultant earlier this year.

Academic and Operations Update. Meryl Johnson gave an update on the beginning to the school year. She discussed the status of coaching for teachers and professional development. She commented on the solid returning staff. The Board was impressed that all teachers have had a coaching meeting. Mr. Smith commented that the staff is collecting electronic devices from students in the morning. The 3rd floor renovation has been positive but construction went right up until the start of school. It is good to have air conditioning on all 3 floors.

Charter School Law Updates. Alan Shuckrow provided an update on recent amendments to the Charter School Law. The School will be required to have a parent on the Board by July 1, 2025. Any advertising will not be able to state "tuition free." Also, a new audit committee will need to be formed. Mr. Shuckrow and Kathy Clark recently sent the administration a summary of these and some other changes.

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