

**MEETING MINUTES OF
CATALYST ACADEMY CHARTER SCHOOL**

May 5, 2026

Held at Catalyst Academy Charter School and Virtually Via Zoom

Trustee Attendees: Rachel Amankulor, Erin Stiling, Allison McCarthy, Kaylan Moore, Carey Harris, Angela Segers

Other Attendees: Brian Smith, Meryl Johnson, Alan Shuckrow (SMGG), Lisa Augustin (PPS)

Rachel Amankulor called the meeting to order at 6:03 p.m.

Public Comment. None.

Approval of Minutes. The April 7, 2026 meeting minutes were reviewed. There were no changes.

Allison McCarthy moved to approve the minutes from the April 7, 2026 meeting. The motion was seconded by Kaylan Moore and carried unanimously.

Enrollment and Financial Update. Brian Smith presented the enrollment and financial update. Mr. Smith noted that current enrollment is 332 students (as compared to the budgeted assumption of 355 students). Mr. Smith shared that family moving decisions continue to be the driving factor in enrollment fluctuations. Cash as of March 31, 2026 was at \$1.8M which represents 64 days cash on hand. The School seeks to achieve greater than 90 days cash on hand. Mr. Smith commented that the financial position is stable and tracking the budget. The overall fund balance is positive.

Payment of Bills. Brian Smith reviewed the expense report with the Board. Mr. Smith reported that the expenses were ordinary and routine.

Carey Harris made a motion to approve the expense report. Kaylan Moore seconded the motion and it carried unanimously.

Human Resources Update. Brian Smith provided the human resources update. Mr. Smith shared that there were two new hires: Emily Robinson, Part-Time Art Teacher; and Jazmyne Boyd, General Education Teacher. Mr. Smith noted that Ms. Boyd is a former staff member who is returning to the School. There was one termination to report for the role of Elementary General Education Teacher. Mr. Smith highlighted a staff opening for an additional General Education Teacher. There were no role changes or transitions to report.

Angela Segers made a motion to approve the human resources report. Kaylan Moore seconded the motion and it carried unanimously.

2026-2027 Board and Committee Meeting Schedule. Brian Smith reviewed the 2026-2027 Board and Committee Meeting Schedule. The Board will meet at 6:00 p.m. on the first Tuesday of each month, but will not have a July meeting. In addition, the Finance and Audit Committee will meet at 9:30 a.m. on the last Wednesday of each month, except that in November and December 2026, the Committee will meet on the third Wednesday of those months. Finally, the Academic Committee will meet at 4:30 p.m. on the last Monday of each month, except that in June 2027, the Committee will meet on the third Monday of that month; moreover, there will be no July, December or May meetings of the Academic Committee.

Erin Stiling made a motion to approve the 2026-2027 Board and Committee Meeting Schedule. Kaylan Moore seconded the motion and it carried unanimously.

Review of Legal Services Agreement. Brian Smith presented an Engagement Letter for Legal Services with Buchanan Ingersoll & Rooney for review and consideration by the Board. Alan Shuckrow provided background on the engagement, and explained that Buchanan Ingersoll will serve as bond counsel for the School in connection with its financing transaction.

Angela Segers made a motion to approve the Legal Services Agreement with Buchanan Ingersoll & Rooney. Kaylan Moore seconded the motion and it carried unanimously.

Facilities Update. Brian Smith gave a facilities update regarding the School's ongoing financing, property acquisition and building improvement projects. Mr. Smith shared that he will be giving a presentation on behalf of the School to the Allegheny County Industrial Development Authority (IDA) later this month, after which the IDA will vote on approving the School's tax-exempt borrowing. Closing on the School's financing is anticipated to occur in June, and the School is in the process of finalizing a purchase agreement for its property acquisition. Mr. Smith also shared updates on several building improvement projects, including elevator completion, hallway flooring, and playground improvements.

Academic and General Updates. Meryl Johnson shared academic and general updates. Ms. Johnson noted that attendance remains consistent with historical patterns and reported that chronic absenteeism has held steady over the last month. The School remains committed to improving overall attendance for students.

Ms. Johnson provided an update on PSSA testing. Ms. Johnson shared that students are currently in their second week of testing and demonstrated a strong start during Week 1 with ELA assessments. Students recently completed Week 2 Math testing, and Fifth Grade students will conclude Week 2 with Science testing on Wednesday and Thursday.

Ms. Johnson discussed recent and upcoming events and reported that Staff Appreciation Week will take place May 11th through the 15th, along with Career Day on May 14th. During Career Day, each classroom will have several visitors who will speak about their professions and answer questions from students. Finally, Ms. Johnson reported that there are a number of upcoming end-of-year field trips scheduled for students.

Conclusion. There being no further business, the meeting was adjourned at 6:31 p.m.