

MEETING MINUTES  
OF  
CATALYST ACADEMY CHARTER SCHOOL  
Held  
August 4, 2020  
Remotely via Zoom

Trustee Attendees: Rachel Amankulor, George Childs, Carl Cooper, Tom Walenchok, Erin Stilling, Bob Jones, Allison McCarthy, Carey Harris

Other Attendees: Brian Smith, Darren Gray, Alan Shuckrow

The meeting convened at 6:00 PM.

**APPROVAL OF MINUTES**

Carl Cooper moved to approve the minutes of the July 7, 2020 meeting. Erin Stilling seconded. The Board approved unanimously.

**CLEANING SERVICES CONTRACT**

Brian Smith explained that Catalyst bid this service competitively and received three bids. Interstate Premier Services was the winning bidder for a one-year contract at \$2,700/month which is under budget. Carol Cooper moved to approve the contract with Premier Services. George Childs seconded. The Board approved unanimously.

**FOOD SERVICES CONTRACT**

Brian Smith explained that this process is highly regulated and included competitive bidding. Cooks Culinary Kitchen is the lowest bidder for a one-year contract. Tom Walenchok moved to approve the contract with Cooks Culinary Kitchen. Carl Cooper seconded. The Board approved unanimously.

**HUMAN RESOURCES REPORT**

The Board approved the Human Resources report. The last 5 teachers needed are being hired. Allison McCarthy moved to approve the Human Resources Report. Seconded by George Childs. The Board approved unanimously.

**VENDOR BILLS**

Brian Smith presented the bills of vendors to be approved. Erin Stilling moved to approve the vendor payments as presented. Seconded by Tom Walenchok. The Board approved unanimously.

**COVID 19 EMERGENCY INSTRUCTIONAL TIME PLAN**

Brian explained that the Board needs to approve the emergency instructional plan as developed by PDE so that the distance learning plan can be approved for credit toward the 180 days/900 hours of instruction requirements. The Board engaged in significant discussion regarding this topic including how Catalyst is planning to open with in person instruction but still has distance learning

in place in the event circumstances cannot permit in person learning. There was discussion about what PPS was doing as well as other districts. Discussion also ensued about the protocols in place for health and safety as well as transportation. It was noted that Catalyst's facility will have a brand new HVAC system with top of the line ventilation which is advantageous in the COVID-19 era. Carey Harris made a motion to approve the Emergency Instructional Time Plan as presented. Erin Stilling seconded. The Board approved unanimously.

### **REVISED SCHOOL CALENDAR**

Brian Smith indicated that it would be prudent to move the start date for school to September 1. This will enable the facility work to conclude and to give additional time to finish enrollment issues and to work with families to be sure everyone is ready for school. This September 1 date coincides with PPS' opening. Carl Cooper made a motion to approve the revised school calendar with a September 1 opening date. Seconded by Bob Jones. The Board approved unanimously.

### **SCHOOL PASS SOFTWARE**

Brian explained the benefits of this App. George Childs made a motion to approve purchasing the School Pass app. Seconded by Erin Stilling. The Board approved unanimously.

### **TEACHER SUMMER TRAINING UPDATE**

Darren Gray gave an update on the overview of the Catalyst "Training Camp" with staff that also included a staff survey and training. The Board engaged in dialogue on this topic and was impressed at the level of professionalism being shown by Catalyst leadership.

### **FINANCE REPORT**

Brian Smith reviewed the income statement as of June 30, 2020. He showed that Catalyst closed on the receivable sale with CSC in July. He is still working with the Maplewood Foundation on the terms of a potential loan. The budget was built around 130 students. The School looks like it can reach its enrollment target in Kindergarten but First Grade is not as clear. We are engaging in significant marketing efforts around First Grade in particular. This made more difficult in the COVID-19 world. The Board discussed the fact that with other districts going to all remote there may still be families looking for a more in person option to start the year. With our newly renovated facility and significant health and safety features Catalyst should be able to attract more students before school opening. The motto is "safe, in person learning five days/week."

### **FACILITIES REPORT**

Brian noted that the renovations are coming along and that it is expected school will be able to open September 1.

### **RECRUITING UPDATE**

The teaching positions have been filled. The School is still recruiting for a counselor position and for nursing services which are required to be available. There is a nursing shortage in schools generally and this is a hard position to fill. Also, there are four AmeriCorps students that will be working with the School.

The meeting was adjourned at 8:00 p.m.