

**MEETING MINUTES
OF
CATALYST ACADEMY CHARTER SCHOOL
February 2, 2021**

Held Both in Person at Catalyst Academy Charter School and Virtually Via Zoom

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

Other Attendees: Brian Smith, Darren Gray, Kathy Clark (Strassburger McKenna Gutnick & Gefsky), Dr. Carrie Potter-Murray, MaLisha Scott

Rachel Amankulor called the meeting to order at 6:05 p.m.

Public Comment--None

Approval of Minutes of January 5, 2021 regular meeting. Carl Cooper *made a motion to approve the minutes for January 5, 2021, seconded by George Childs and carried unanimously.*

Finance Committee. Rachel Amankulor explained that a finance committee has been loosely formed to work with budget issues and she would like to formalize that committee by having formal nominations from the Board to the committee. *Erin Stiling nominated Rachel Amankulor, Tom Walenchok and Carey Harris to the finance committee. George Childs seconded the nominations, and the nominations were unanimously approved.*

Financial Update. Brian Smith reviewed the financial picture and position. The overall position has improved since last month's projection due to several factors, including a bump in revenue due to mid-year special education identifications, lower special education services costs and an adjustment to year-end accounts receivable. Although projected net income is still negative, it is less than before.

Payments of Bills to Vendors. Brian reviewed the bill list that the board had been presented. Brian reviewed some of the other higher expenses for the month, all of which were standard and in line with budget. *George Childs made a motion to approve the payments of bills, seconded by Tom Walenchok and carried unanimously.*

Attendance Update. Brian presented an attendance update and noted that attendance was strong in January. The Board discussed chronic absenteeism (% of students who are absent for 10 or more days) and the tracking of absenteeism. Brian noted that approximately 10% of scholars remain remote.

Enrollment/Marketing Update. Brian noted that this is a critical time for marketing and enrollment efforts. Catalyst has received 80 family recommitments, zero no's and 20 have not responded yet. There has been single digit attrition – due to moving of the family. Brian showed

photos of Catalyst “swag” (hoodies and sweatshirts) offered for sale and also as incentives for referrals to Catalyst. Marketing efforts are on social media (facebook and Instagram); WAMO radio ads; yard signs; open house scheduled for February 20th; door hangers; early childhood outreach efforts; website content enhancement; online webinars.

Human Resources Update. Darren provided an overview of teacher development and recruiting. There are currently 16 candidates in the pipeline for the 2021-2022 school year. In addition, conversations are beginning with current staff members for next year discussions and the future. Darren also discussed the desire of Catalyst to be deliberate with recruiting and interviewing people of color, and trying to attract candidates from the Maryland, DC metro areas. As to staff development, Darren talked about “radical candor” and coaching. Elements of coaching include the morning huddle, real time feedback, scheduled practice sessions, development check-ins, and coach-alongs.

DIBELS Data Review. Laura Lerand provided a mid-year DIBELS data review. Laura first provided the Board with a review of the prior data and then reviewed the current data. The review showed that 87% of scholars showed growth across at least 3 subsections. Continuing course of action include continued small group instruction, the introduction of guided reading, whole-school sight word competitions and incentives and curricular shifts/changes.

There being no further business, the meeting was adjourned at 7:32 p.m.