

**MEETING MINUTES  
OF  
CATALYST ACADEMY CHARTER SCHOOL  
October 6, 2020  
Held at Catalyst Academy Charter School 7061 Lemington Avenue**

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

Other Attendees: Brian Smith, Darren Gray, Alan Shuckrow (Strassburger McKenna Gutnick & Gefsky), Dr. Carrie Potter-Murray, Monica Cooper, Laura Lerand, and MaLisha Scott

The meeting was called to order at 6:05 p.m.

Initially, Rachel Amankulor celebrated that the meeting was being held at Catalyst Academy school as opposed to remotely or at another site. This is a huge milestone and accomplishment for so many.

**Introduction of Catalyst Academy Leadership Team.** Dr. Carrie Potter-Murray, Monica Cooper, Laura Lerand and MaLisha Scott introduced themselves to the Board and described their respective backgrounds and leadership roles at Catalyst.

**Approval of Minutes of September 1, 2020 regular meeting.** The Board reviewed the minutes as prepared. *George Childs made a motion to approve the minutes for the September 1 minutes, seconded by Carey Harris and carried unanimously.*

**Title IX Policy.** Brian mentioned that he and Darren attended training with SMGG law firm. Alan Shuckrow explained the new Federal focus on K-12 sexual harassment and the need for the new policy. *George Childs made a motion to approve the Title IX policy, seconded by Erin Stilling and carried unanimously.*

**Child Find Policy.** Brian explained the need for a child find policy which is designed to assist the school's process in identifying children with special needs. *Erin Stilling made a motion to approve the Child Find policy, seconded by Carey Harris and carried unanimously.*

**After School Program Contract with Wright Childcare Solutions.** Wright Childcare Solutions is an experienced organization with running after school programs. They operate the after-school program at Urban Academy. Many of their staff have education backgrounds. They have to be certified by the federal government in order to be eligible to receive funding for the after-school programs. Brian recommended that they will sign a sublease from Catalyst to use two classrooms from Catalyst, with approximately \$2,500/month in rent paid to Catalyst. We need to have a final legal review of the document by Catalyst's attorneys and by our landlord's counsel which reviews are underway. Wright will run the program at our school for our students.

Brian is asking for authority to execute a final contract with Wright Childcare Solutions after final legal review. The Board asked questions about Wright's qualifications and ability to run the program and was satisfied that they are a qualified organization. *Erin Stilling made a motion to authorize entry into the sublease with Wright Childcare subject to legal review and negotiation of a termination provision in the event Catalyst is not satisfied with how Wright is running the after- school program, seconded by George Childs and carried unanimously.*

**Charter School Capital acknowledgement Resolutions.** Brian explained that we should increase the borrowing limit for the receivables. The Board previously authorized up to \$1M in receivable sales. Over the Summer Catalyst pre-sold receivables to CSC for September and October. Recently Catalyst was paid by PPS for September and October so this will be re-paid. The proposed resolution would increase the limit to \$1.6M. Brian does not expect to reach this limit but still believes it is prudent. Michelle Loehner from CSC was present via Zoom to explain the process and CSC's background. It was explained that for each individual transaction Brian, Rachel and Tom would have to sign off and if they felt there were problems they would report to the entire Board before moving forward. *George Childs made a motion to approve the acknowledgement resolutions for Charter School Capital, seconded by Tom and carried unanimously.*

**Human Resources Report.** Brian Smith showed the new hires including a school nurse and a paraprofessional. *Tom Walenchok made a motion to approve the HR report, seconded by Bob Jones and carried unanimously.*

**Payments of Bills/to Vendors.** Brian reviewed the bill list that the board had been presented. Some of the larger bills were for insurance, Great Minds, curriculum, money for smart boards, health insurance. There were many start up costs. *Carey Harris made a motion to approve the payments of bills, seconded by George Childs and carried unanimously.*

**Marketing and Enrollment Update.** Brian Smith reported that enrollment overall is about 100 and is significantly under capacity and under targets in First Grade. We are doing well with Kindergarten enrollment but not so well with First Grade. Catalyst is still trying to increase First Grade enrollment for this school year but it is soon time to start looking at recruiting for next year.

**Finance Report.** Brian provided an update on the school's current financial forecast. The School's revenues are behind projections and budget due to lower enrollment in First Grade. The administration has been lowering some costs and is looking at other potential savings. Further, there are fundraising opportunities that the School needs to pursue. The Board discussed its role in raising funds for the School and considered several opportunities.

**Operations/Facilities Update.**

The leadership team members shared some of their thoughts as to how school has been going so far. The Board engaged with the team members as to how instruction was proceeding, special education issues, student support and other matters.

There being no further business, the meeting adjourned at 7:55.