

Career Academy of South Bend, Inc.
Minutes of Meeting of Board of Directors
October 18, 2016

Directors Present: Thomas Coley, Larry Davis, Larry Garatoni, Michael Garatoni, Marian Hodges
Dave Risner, Vivian Sallie, Lori Smith, Steven Van Bruaene
Absent : None
Staff Attending: Lydia Jagger, Dean Fecher, Jackie Black, Tami Collins, Alex Hammel, Josh
Walker, Chad Roggow, Roger Johnson, Jim Cebra, Kristen Kearney
Also Attending: Charles Loeser, Jackie Black, Emily Kleinschmidte

Larry Garatoni called the meeting to order at 6:35 pm at the Career Academy, 3801 Crescent Circle, South Bend, and led the Pledge of Allegiance.

A. Minutes of Prior Meeting. The minutes of the prior (September 20) meeting were unanimously approved.

B. Presentation of "Family Friendly" Award. Lisa Dercach, the Indiana Department of Education Outreach Coordinator for north-central Indiana, presented the IDOE's congratulation on Career Academy being named a "Family Friendly" school – one of 44 schools in Indiana receiving this designation - based on its demonstrated commitment to addressing the academic, physical, emotional and social needs of students while providing needed resources and fostering the active involvement of families.¹

C. Board Membership.

1. Recognition of Vivian Sallie. Larry read a plaque presented to Vivian Sallie in recognition of her service on the Board as one of its original members in February, 2011, and a motion expressing such recognition was approved as attached. Vivian said it had been an honor to help serve the needs of students but that she recognized the validity of the comment from Trine's Lindsay Omlor that it is best that there be "new blood" on the board, with specific competencies, and that it is best that she not be re-elected upon the expiration of her term at the end of October.

2. Election of Dan Adams. Mike moved that Dan Adams be elected to the Board effective upon the expiration of Vivian's term. Dan is President, Chief Technology Officer, and part-owner of Manufacturing Technology, Inc. (MTI), a fourth generation family-owned business since 1926, which under Dan's leadership has grown from \$14 Million in annual sales to \$55 Million. Dan received a B.S. in Chemical Engineering from the University of Notre Dame in 1995. The motion was seconded by Larry Davis and unanimously approved.

¹ IDOE announcement: <http://www.doe.in.gov/news/superintendent-public-instruction-glenda-ritz-announces-2016-17-family-friendly-schools>.

D. School Operations.

1. Success Academy. Dean Fecher presented a report as to Success Academy operations for September 12-October 11 and a summary sheet from the September NWEA tests, showing that the percentage of students scoring in the lowest two quintiles is very similar to the beginning of the 2015-16 school year. Enrollment is very close to last year – the school is almost full – but roughly 30% of students this year are new, and roughly the same number from last year did not return. Going forward, Dean said, data will be compared for returning and new students. Charles noted that the percentage of students in the lowest two quintiles is higher for the lower grades and asked if the reason is known. Dean said the summer break is harder on younger students. Dean said he’s increased the scope of Title 1 interventionist assistance in reading and math.

2. Career Academy. Lydia presented a report as to Career Success Academy operations for September 12-October 11 and a series of charts of data from the September NWEA tests, showing:

i. For students who were in seventh grade at CASB last year and have returned in eighth grade this year, the percentage scoring at or above grade level in Language Arts went from 21% in 2015 to 55% in 2016 – an increase of 34%.

ii. There was no gain for math (43% for both years), but for reading the percentage scoring at or above grade level went from 23% in 2015 to 60% in 2016, and in science the percentage went from 31% to 55%.

iii. Scores for all students enrolled in 2015 (including those who left) and all enrolled in 2016 (including new arrivals) shows:

Grade	Percent testing at or above grade level		
	Language Usage	Reading	Math
Grade 7 (2016)	31%	44%	7%
Grade 8 (2016)	55%	63%	1%
Challenge in Grade 7-8 math and Grade 7 English			
Grade 8 (2015)	46%	40%	49%
Grade 9 (2016)	62%	69%	50%
Strong Improvement in English, no improvement in math			
Grade 9 (2015)	48%	Not available	44%
Grade 10 (2016)	52%	52%	59%
Good improvement in math, slight improvement in Language Usage			
Grade 10 (2015)	60%	60%	60%
Grade 11 (2016)	63%	69%	43%
Improvement in English, decline in math			
Grade 11 (2015)	44%	52%	46%
Grade 12 (2016)	31%	42%	70%
Decline in English, strong improvement in math			

Lydia noted that NWEA tests are an aid to further teaching, and commented that ninth period at the end of the day is generally an activities period but is available for remediation for students in need. Lydia thanked Jessie Whitaker, CASB Social Worker, for her continued excellent work which is reflected by the IDOE's "family-friendly" recognition of the school.

3. CTE & STEM Report. Alex Hammel reported that 52 internships have been arranged for this year, a new high. Every high school student is taking at least one CTE class and all K-8 students are taking at least one STEM class. All ninth graders are taking the career exploration class, which includes aptitude and interest testing. Dave Risner asked if internships are recognized by the IDOE as CTE classes for funding purposes, Alex said yes.

4. Staff Surveys. Tami Collins distributed a summary of the staff surveys completed in September and comments. The parent survey was continued into October to get more responses. Going forward the plan is to do staff surveys twice per semester. Issues noted in the surveys will be reviewed by employee teams (existing teams established in follow-up to prior surveys or new teams if there is no appropriate pre-existing team).

5. Tech Transition Plan. Roger Johnson, IT Director, presented a plan for purchase of a substantial technology upgrade:

i. Teacher Laptops. To allow teachers to move through the classroom with a device. To cover all teaching staff, the plan is to buy 75 laptops and two spares (all touchscreen and wirelessly connecting to the classroom display systems). Estimated cost \$75,000.

ii. Success Academy Desktop computers. The current teacher desktops at SASB are restrictive and inhibit teaching. The plan is to acquire 40 desktops at \$550/each.

iii. SASB Student Shared Devices. The iPads have been very successful at SASB but three additional carts of iPads are needed, plus laptop carts are to be added for grades 3-6. Estimated cost: \$26,000 for iPad carts, \$60,000 for laptop carts.

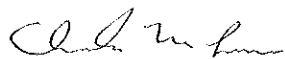
iv. Career Academy Student Shared Devices. The existing laptop carts have been very successful but four additional laptop carts are needed. Estimated cost: \$60,000.

Roger said the total cost of the plan is roughly \$240,000 (after significant discounts), some of which is expected to be covered by a grant. Tom Coley noted that technology purchases invariably create ongoing maintenance costs. Roger in general that is true but in this case there are four-year warranties so the immediate impact should be minimal. Tom asked what about training costs. Roger said IT training is an ongoing part of his job, in some cases it's necessarily one-on-one but he will create webinars to reduce the need. Roger noted this should help with blended learning. Vivian asked if this is in the budget. Larry said the Capital Expenditure Fund will be used for what the grant doesn't cover. Tom moved that the plan be approved, Dave seconded, and the plan was unanimously approved.

E. Financials. Dave moved that the proposed budget presented by the finance committee (attached) be approved, Vivian seconded, and the motion was unanimously approved.

Jackie Black presented the financial statements for August, 2016, noting that the budget comparison is based on the prior version of the budget rather than the version just approved. Jackie said she believes September expenses will be major and that the August financials are over-rosy. It appears to her that supplies purchases are high. Lydia said there is a budget for supplies but most supplies are purchased at the beginning of the year. Jackie said labor expense appears close to projected, which is 78% of revenue. The August loss is about \$71,000. Larry Garatoni noted that the monthly financial statement does not include contributions to the Capital Expenditure Fund (\$300,000/year) and the Loan Repayment Fund (\$145,000/year), that needs to be corrected in future financial statements. Larry Davis moved to approve the August financial statements subject to such correction, Tom Coley seconded, and the motion was unanimously approved.

Mr. Garatoni then asked if there were any questions or comments from the public, and hearing none, declared the meeting adjourned at 7:30 pm.



Charles M. Loeser, Assistant Secretary

RESOLUTION OF THE BOARD OF DIRECTORS
OF CAREER ACADEMY SOUTH BEND

The Board of Directors ("Board") of Career Academy of South Bend, Inc. (the "Corporation"), operator of Career Academy of South Bend and Success Academy of South Bend (the "Schools") hereby resolves:

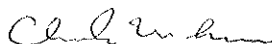
Whereas, Vivian Sallie has served the Corporation for over five years as a member of the Board and serving at times as Secretary, Vice-President, and Chair of the Governance Committee;

Whereas Vivian has provided the Corporation with valuable insight gained from her successful career in marketing, strategic planning and business development, as well as her extensive experience in government and as a director, officer and leader of many businesses and non-profit organizations;

Whereas, with her term as a member of the Board ending on October 31, 2016, and recognizing the value to the Corporation to be gained by bringing to the Board new members with fresh perspectives and technical expertise, Vivian has elected not to accept an additional term on the Board;

Now, therefore, the Board hereby extends its thanks to Vivian for the many hours she has devoted to the Corporation's affairs and for her wise counsel, and offers this motion as a memorial in the Corporation's records in expression of its appreciation for all she has done.

IN WITNESS WHEREOF, the undersigned has executed this instrument to evidence the aforesaid action of the Board this date.



Charles M. Loeser, Assistant Secretary
October 18, 2016