

Career Academy of South Bend, Inc.  
Minutes of Meeting of Board of Directors  
December 16, 2014

Directors Present: Larry Garatoni, Thomas Coley, Jinny Longbrake, Vivian Sallie, Suzanne Wiwi  
By Phone: Steve Hartz  
Absent: Tracy Graham, Larry Davis  
Staff Attending: Paul Schlottman, Chad Addie, Kim Richardson, Charles Loeser, others

Larry Garatoni called the meeting to order at 6:50 pm.

A. Minutes of Prior Meeting. Vivian moved for approval of the minutes of the prior (October 21) meeting, Suzanne seconded, and the minutes were unanimously approved.

B. Rooftop Heater. Paul presented a memo from Evan Henry, CASB Facilities Director, outlining the need to replace the Roof Top Unit for the welding area, construction area, and back offices. The unit has become unsafe to operate; a gas odor was detected and the unit was found to be rusted through, so the gas supply was turned off. A supplemental heater has been used temporarily but the RTU needs to be replaced or subzero weather may result in plumbing freeze-ups. Evan obtained two bids and recommends accepting the lower one (\$21,576) from OJS Building Services. He also searched on line and the pricing he found for the same equipment was higher. Tom moved that the OJS proposal be accepted, Jinny seconded, and the motion was approved unanimously.

C. Staff Handbook. Paul explained that the staff handbook has been shortened and updated, e.g., to include payroll and vacation pay policies which the board has previously approved. Suzanne moved that the revised handbook be approved, Jinny seconded, and the motion was approved unanimously.

D. Budget. Kim Richardson explained that the 2014-15 budget has been updated to reflect actual student count and more recent cost information. Tom moved that the revised proposal be approved, Suzanne seconded and the motion was approved unanimously.

E. Claims Paid/Banking Detail. Kim Richardson presented the claims paid/bank detail report for October 16-December 9. Jinny asked about the payment of credit card charges. Paul explained that the card is in his name and is kept at the school to be used only for purchases (with his approval) requiring advance electronic payment rather than invoicing and payment by check. Suzanne moved that the report be approved, Jinny seconded, and the motion was approved unanimously.

F. Financial Statement For November. Kim Richardson presented the November financial statement. There were no material surprises or issues. Jinny moved that the statement be approved, Suzanne seconded, and the motion was approved unanimously.

G. CEO Program. Larry explained he is organizing (and his Foundation is helping to fund) a program known as the CEO (for "Creating Entrepreneurial Opportunities") program, based a model created by a nonprofit organization, Midland Institute for Entrepreneurship based in Effingham, Illinois, and he would like the Career Academy as well as other high schools in St. Joseph County to participate. The program, as outlined on the CEO website, is funded by local businesses, which invite a select group of students (roughly 15-20 students per year, meaning only a few from each school) to meet at their plants or offices to learn not only about particular businesses but the process of starting and running a business. Students are matched with mentors from the business community, and in the second semester, each student creates and operates an independent business. The program is described in detail on the Midland Institute website, <http://www.midlandinstitute.com/what-is-ceo>. Larry has obtained commitments of support from many local businesses and has recruited a board of leading area businesses executives and education professionals to serve as the board for the CEO program.<sup>1</sup> Larry gave a quick summary of local support for the program and asked that Career Academy be approved to participate. Jinny moved that the Academy go ahead with the program, Tom seconded, and the motion was approved unanimously.

The meeting was adjourned at 7:37 pm.

  
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Charles Loeser, Assistant Secretary

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<sup>1</sup> The CEO board, other than Larry, includes: Dave Risner, Jeff Rea, Jim Larkin, Martha Smith, Michael Lindburg, Phil Newbold, Sue Panzica, and Tracy Graham.