

Career Academy of South Bend, Inc.  
Minutes of Meeting of Board of Directors  
January 16, 2013

Directors Present: Larry Garatoni, Rob Staley, James Summers, Suzanne Wiwi  
On Phone: Steve Hartz  
Absent: Tracy Graham, Vivian Sallie  
Staff attending: Yolanda Turner-Smith, Andrea Popielski, Ken Horvath, Charles Loeser  
Also attending: Tanya Ruiz (SBCA parent)

A meeting of the Board of Directors of the South Bend Career Academy was held at the school, 3801 Crescent Circle, South Bend, beginning at 7:23 am on January 16, 2013.

A. Call To Order And Approval of Minutes: Larry Garatoni called the meeting to order. The minutes of the prior (November 28) meeting were approved.

B. Policy On Conference Calls: The board approved a policy authorizing directors to participate in meetings by conference call, as per the January 1 revision of the Open Door Law.

C. School Leader Proposals And Report. Yolanda presented proposals as follows:

1. Caseload Limit Modification. Yolanda asked for approval for changing the maximum caseload for Special Education teachers from 20 to 25. With Bart Foster moving from Special Education Team Leader to Education Manager for Discipline & RTI, the plan is for Mike Parsons to take over part of his IEP caseload, which requires allowing a caseload of 25 to avoid the need for hiring another Special Ed teacher at this time. Approved by unanimous vote.

2. Alternative Education Program And Grant Application. Yolanda presented a proposed application for an alternative education program for students who need an alternative program. After extensive discussion, Larry suggested that the board approve Yolanda's proposal. A motion for such approval was made & approved unanimously.

3. HVAC Maintenance Contract. Yolanda presented a proposed contract from OJS Building Services for maintenance of the school's HVAC system at a cost of \$8,652/year. She noted OJS has been providing good service. Larry said it's an established and reputable firm. A motion to approve the proposed contract was unanimously approved.

4. Mascot. Yolanda asked for board approval of one of three options for the school's "cobra" mascot image, to be used for sports teams and other purposes. Rob said the images are overly aggressive. Yolanda said the students approved them. After extensive discussion, the board approved proposed image #1, on a 4-1 vote with Rob voting nay.

5. Change in Attendance Policy. Yolanda explained an updated attendance policy has been mailed to parents, effective for the second semester (beginning January 21). Rob said formal policy changes should be approved by the board before being announced. Yolanda agreed, that will be done going forward. Yolanda explained the reason for the change is that the "tardy tank" program, although effective last year, has not

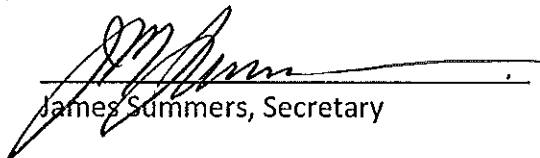
worked well this year, and it was decided that it would be more effective to involve parents in discipline for absences. The new policy provides that after eight absences in a semester, there will be a conference to determine whether the student should be permitted to stay at the school, and under what conditions. The policy, which was created by the Education Managers with input from Team Leaders, defines excused absences and procedures for tardies as well as absences. Rob said the policy is similar to what many schools use, but no policy can really prevent tardies and absences, that depends on the students. Upon motion, the new policy was unanimously approved.

6. Revised Organizational Structure. Yolanda presented a chart showing the school's revised organizational structure. The responsibilities of Chad Addie and Tammy Milby have been reallocated: instead of one Education Manager being responsible for lower grades and another for higher grades, there will be one EM (Chad) responsible for core subjects and project based learning for all grades, and the other EM will be responsible for Career and Tech Education, specials, and student "success plans." There will be a new EM (Bart Foster) supervising discipline and RTI, not to take over the responsibility for discipline but to assist team leaders; his direct role will be limited to "Tier 3" in the PBIS framework.<sup>1</sup> There will also be an "EM of Transitions" position (not yet staffed), responsible for assisting juniors and seniors in preparing for work or college and for working with local companies to set up internships. Upon motion, the new organization chart was approved.

7. School Grade. Yolanda noted that the IDOE's grade of SBCA was as a middle school only, based on last spring's ISTEP scores; there was insufficient data to grade SBCA as a high school. Larry said the board needs to understand how the grading system works. Suzanne said it's likely to take several years to achieve a good grade, and that the school should do a separate data analysis this year limited to the students who attended SBCA last year. Rob said scores will be better if students come to believe it matters.

8. Survey Results And Teacher Evaluation. Discussion of survey results was deferred to the next meeting. Yolanda reported that development of the teacher evaluation system is going well and the first presentation to the staff will be on January 18.

D. Financial Reports. Ken reviewed the Claims/Daily Bank Activity reports for November 22-January 10 and the financial statement/forecast for November 21, showing results reasonably close to budget, considering that PLTW and Paxson-Patterson expenditures weren't budgeted. The forecast indicates the school should be able to operate for the rest of the school year without further borrowing. The reports were approved and the meeting was adjourned at 9:03.

  
James Summers, Secretary

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<sup>1</sup> Positive Behavior Interventions And Supports, see [http://www.pbis.org/school/tertiary\\_level/faqs.aspx](http://www.pbis.org/school/tertiary_level/faqs.aspx).