

Career Academy of South Bend, Inc.
Minutes of Meeting of Board of Directors
October 22, 2013

Directors Present: Start of meeting : Larry Garatoni, Vivian Sallie, Suzanne Wiwi
Late arrivals: Tracy Graham, James Summers
Directors Absent: Bruce Greenberg, Rob Staley
Staff Attending: Ken Horvath, Charles Loeser, Kim Stanton, many in audience

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 5:45 pm on October 22, 2013.

A. Call To Order & Introductory Remarks. Larry Garatoni called the meeting to order and explained that since there were only three directors present, no official business could be conducted, but discussion can begin without a quorum. Noting that with the resignation on October 21 of Yolanda Turner-Smith as School Leader, the school's management team will work on a team basis until a new leader is found, Larry asked Chad Addie, who's been named as Lead Administrator, to describe his background. Chad explained he began his career as a youth pastor, then became a social worker in schools in LaPorte, got a master's degree in school counseling & did that for several years, then started classes for school administration & became an assistance principal in Valparaiso, at a school which was named the most improved in Indiana for three consecutive years while he was there, then joined SBCA when it first opened. Larry explained that Bruce Greenberg and Suzanne Wiwi will join him in a transition committee to interview candidates, including Chad, to succeed Yolanda.

B. Presentation As To Acuity Data. Kim Stanton gave a presentation as to the scores of the Acuity math and language arts tests given to seventh and eighth graders in late September/early October. The Acuity test, which is given in three versions (basically in September, November and February) is closely aligned with the ISTEP test, so Acuity scores are considered as fairly accurate predictors of ISTEP scores. The percentage of students predicted to pass ISTEP based on the recent Acuity scores is higher than the percentage that passed ISTEP last spring, especially for eighth grade, but the predicted passing percentage is still lower than the Indiana average. Since Acuity provides guidance on how to teach to student weaknesses, a good remediation program should produce ISTEP passing rates higher than the Acuity prediction, which was generally the case for SBCA last year and is expected again this year. Larry asked if teachers have received appropriate training ("Professional Development") in how to use Acuity data. There has been some, but several teachers in the audience suggested more PD would be useful.

C. Enrollment, Marketing and Student Retention. Larry said he had been assuming that the key to ramping up enrollment is marketing to attract new students, but recent review has shown there is a significant challenge in retaining students: the majority of the students who enrolled at SBCA when it opened are no longer enrolled. To some degree, transfers are to be expected, but more attention needs to be given to keeping aware of what students/families want/expect. Jasen Gibbens suggested attention should be given to social media (e.g., facebook), which is how many SBCA students communicate & share opinions.

D. Approval of Minutes And Acceptance Of Resignation. With the arrival of James Summers (6:20) and thereby reaching a quorum, the board voted to approve the minutes of the prior (September 23) meeting and to accept the October 21 resignation of Yolanda Turner-Smith as School Leader.

E. School Operations. Chad answered questions based on the operations report prepared by Yolanda. As to metrics: enrollment was 376 as of Count Day (September 13), 374 as of October 15. Larry asked are In-School Detentions (ISDs) up, and if so, why. Bart Foster said a new teacher has been hired to manage the ISD system, which is likely to produce a temporary rise and then decline as students adjust. Sue Wiwi asked how long are such detentions and what do students do. Bart said it depends on the reason, and students do homework during these periods.

Chad noted SBCA has hired a new welding instructor, so that program will be expanding.

Motions required as outlined in the operations report:

(1) Per page 8, the current paging system is inadequate (it cannot be heard in some rooms and is unclear in others), so it is proposed to purchase a fully integrated paging solution at cost of \$366,268.00, of which the federal e-rate program will pay 90% (\$329,641.20). [At this point, 6:45 pm, Tracy Graham arrived.] Ken noted that the e-rate funds can't be used for another purpose, the grant application, filed last year, was specific. A motion to approve the purchase was unanimously approved.

(2) Per page 8, Mr. Henry has proposed, as a cost saving, to replace the lights in the vocational shop area (original to the building) with lighting from Energizing Indiana qualifying for a rebate for \$8,520 if completed by November 30. A motion was approved to replace the lighting using Martell as the contractor.

(3) Per page 9, proposal to approve use of the weight room and aerobic room by parents and staff family. This has legal implications. It was discussed that the gym has been opened on Sunday evenings to non-students, and there have been some negative results (missing basketballs). Upon motion made and unanimously carried, the executive committee (Larry, Tracy and Bruce) was authorized to act on this, with all non-student use of the gym to be terminated until a further decision is made.

(4) Per page 13, proposed fundraising luncheon: this proposal was deferred.

(5) The proposal to change the payroll administration from Paychex to ADP (with annual saving of roughly \$3,000 & no impact on employees) was unanimously approved.


Chad reported a student visit to Selmer went well, as did a visit to the school by Federal Mogul.

Chad reported "Challenge Day" was completed with 150 participants over the two days. He read a testimonial from a student for whom the experience was very meaningful.

F. Revision to budget/financials. Ken presented a revised 2013-14 financial forecast based on the finalized enrollment as of September 13 (Count Day) of 376 students, of whom 95 are Crossing students (this projection uses 376 for the full year, although in fact there is a second Count Day on February 1 to be used for setting tuition for January-June). The school will again operate at a loss and will need support from Larry Garatoni. The third quarter financial statement/projection and bank detail/claims paid report were approved.

G. Comments. Marty Levin, president of the SBCA Parent Teacher Organization, said his daughter has been at SBCA since it opened & there has been significant improvement, but the school needs to improve in (1) providing career guidance to students; (2) communications with parents.

The meeting was adjourned at 7:30 pm.



Charles Loeser, Assistant Secretary