

Career Academy of South Bend, Inc.  
Minutes of Meeting of Board of Directors  
March 20, 2013

Directors Present: Larry Garatoni, Tracy Graham, Vivian Sallie, Rob Staley, James Summers  
On Phone: Steve Hartz  
Absent: Suzanne Wiwi  
Staff attending: Yolanda Turner-Smith, Andrea Popielski, Ken Horvath, Charles Loeser  
Also attending: Jason Gibbens (SBCA instructor & parent), Sarah Fine (SBCA staff member)

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 7:05 am on March 20, 2013.

Introduction: Yolanda introduced Sarah Fine, who joined SBCA as Education Manager for Transition at the beginning of March. Sarah explained her background as a clinical social worker & her plans for helping 11<sup>th</sup> & 12<sup>th</sup> graders in preparing for post-graduation further education or jobs. Rob suggested she come to the weekly meetings that The Crossing has with Ivy Tech, as there are many opportunities for students to earn dual credits, very useful for students to get a good start on post-graduation life. Sarah will follow up with Rob.

A. Call To Order And Approval of Minutes: Larry Garatoni called the meeting to order. The minutes of the prior (January 16) meeting were approved.

B. Policy On Conference Calls: Charles Loeser explained a question has come up with Ball State whether directors can participate in meetings by conference call, this will be clarified at the next meeting.

C. Consent Agenda. Yolanda requested approval of the following:

1. Parking Permit System For Students. Permits will be required for use of the parking lot, with students to park in assigned spaces. James suggested requiring proof of insurance, which Yolanda agreed will be added to the policy. As amended, the policy was approved by vote of 6-0.

2. Roof Repairs. Yolanda explained roof repairs are necessary, an unbudgeted expense of roughly \$15,000. The expenditure was approved by vote of 6-0.

3. Lease Agreement. Yolanda asked for approval of a lease agreement with Riverside Church to use portions of the building on Sunday mornings. Riverside is responsible for clean-up. The lease was approved by vote of 6-0.

4. Revision Of Character Report Card. Yolanda said she's working on simplifying the school's character report card form to make it less time-consuming. Details will be presented at a future meeting.

D. Financial Reports. Ken presented the Claims/Daily Bank Activity reports for January 10-February 15 and for February 16-March 15 and the financial statements for December and January, which were approved by 6-0 vote.

E. 2013-14 Budget. Larry explained the revised 2013-14 budget as distributed by Ken reflects extensive review as well as consultation with a highly-recommended curriculum consultant (curriculum is the primary driver of the budget), who provided useful suggestions. Budgeting is a challenge since vocational education (CTE) is expensive, SBCA's program is unusual. Larry believes there's considerable potential for improved CTE funding, which both Speaker Bosma & Governor Pence support. Ken noted the primary factor in addition to curriculum is number & distribution of students. Yolanda said marketing will aim primary at middle school (7-9) students living on the west & south side. Tracy suggested a market study including the age-group population & current enrollment status in whatever area is believed to be SBCA's primary geographic market.

Tracy asked if the transportation issue is a significant limiting factor, and if so, would improved transportation be a good investment? Yolanda said a meeting is scheduled with Transpo to discuss stepped up bus service for next year. Rob said some parents won't allow their kids to ride public buses. Andrea said the Transpo buses coming to the school carry SBCA students only, the kids aren't mixed with the public. Rob said that should be emphasized in marketing, as parents may not know. Tracy said transportation cost may be a good focus for potential donors. The 2013-14 budget will be studied further and probably revised, then submitted for review at a future meeting.

F. Long-term Financing. Larry said as we've learned more about charter school finance & what others do, it's apparent the school should place more emphasis on seeking community support. The most successful schools (such as Goodwill's Indy/Met and Excel schools) have ongoing outside support; if SBCA is to have the role in South Bend that we envisage, there's no reason SBCA shouldn't have ongoing support. Tracy and Vivian agreed to become involved in a fund-raising campaign, preferably with advice of professionals.

G. School Operations. Yolanda presented an updated report on school operations, which was approved.

The meeting was adjourned at 9:10 am.

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James Summers, Secretary