

Career Academy of South Bend, Inc.  
Minutes of Meeting of Board of Directors  
April 15, 2013

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

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 7:20 am on April 15, 2013.

A. Call To Order And Approval of Minutes: Larry Garatoni called the meeting to order. The minutes of the prior (March 20) meeting were approved.

B. Appointment Of Director Emeritus And New Director: Larry explained that as Steve has come to spend more time at his Florida home, that created a conflict with BSU's requirement that board members must be Indiana residents, so it's logical to convert Steve's status to an advisory role (as Director Emeritus), allowing him to participate in meetings on a non-voting basis without any issue of absence counting against having a quorum. By resolution approved unanimously, Steve was appointed as Director Emeritus as of the next meeting. Larry presented Steve with a plaque honoring his invaluable contribution as a co-founder whose vision and passion for career-oriented education was critical in the creation of SBCA.

To replace Steve as a voting board member, Larry suggested Bruce Greenberg, an extremely successful executive in the health care industry for many years (most recently as President/CEO of Partners National Health Plans) who moved to the nonprofit sector as President/CEO of the Family And Children's Center of South Bend/Mishawaka. By resolution approved unanimously, Bruce was appointed as a member of the board replacing Steve effective as of the next meeting.<sup>1</sup>

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

1. Use Of Gift Cards For Marketing Focus Groups. SBCA will be organizing focus groups for marketing purposes, and plans to offer parents \$25 gift cards for participating in the groups. As this is well below \$1,000 total, it wouldn't usually require board attention, but the State Board of Accounts requires charter schools to have board approval for any use of gift cards.<sup>2</sup> Tracy questioned the need. Vivian said it's a common practice for focus groups. Upon motion approved unanimously, the use of gift cards for this purpose was approved.

---

<sup>1</sup> Per Article II, Section 1 of the bylaws, the terms of the members of the Board will expire during the first seven months of 2014, proceeding in alphabetical order: Larry's term expiring January 31, 2014, Tracy's expiring February 28, etc. Coincidentally, Bruce's alphabetical order is the same as Steve's: term expiring March 31, 2014.

<sup>2</sup> "The Charter School Administrator" (SBOA bulletin), March 2013, page 6.

2. Alternate Education Program. Yolanda presented SBCA's proposed Alternate Education Program utilizing The Crossing's services, as discussed in concept at prior meetings. The program was approved unanimously.

3. Tablet Policy Handbook. Yolanda presented a proposed handbook stating policies in connection with the distribution of tablet computers to students. Consideration was deferred to a later meeting to allow for additional time to review the document.

D. Financial Reports. Ken presented the Claims/Daily Bank Activity reports for March 15-April 5 and the financial statement for February, both of which were unanimously approved.

E. 2013-14 Budget. Larry explained the revised 2013-14 budget is still under review and is expected to be significantly affected by what happens in the remainder of this year's legislative session (ending April 29). It is expected that charter schools will be relieved of liability for repayment of Common School Loan debt and that there will be a significant change in how tuition is calculated. More information will be available next month.

F. School Operations. Yolanda presented a report on school operations, which was approved. Highlights:

- Enrollment is at 306, attendance at 95%, up from last year.
- Use of computer tablets is being piloted in all Grade 7 core subjects, Grade 8 social studies and high school social studies (world history, U.S. history, and economics).
- Individual Education Plans for Special Education students have been reviewed in some cases modified to avoid ambiguity as per IDOE instructions.
- Visits to three colleges (Notre Dame, Goshen College, and Ivy Tech) have been scheduled for interested students.
- Parent-Teacher conferences were held on 4/11, with 111 families participating.
- Challenge Day was held March 26-27 and made a big impact on students. Over 30 volunteers from community organizations participated.
- An open house for local businesses will be held on April 23, to be hosted by Sarah Fine, SBCA Director of Transitions. There will be another business open house on May 9 for businesses and an open house for area clergy on May 16. These are important measures for establishing and strengthening the school's ties to the community.

The meeting was adjourned at 9:00 am.

---

James Summers, Secretary

RESOLUTION OF THE BOARD OF DIRECTORS  
OF SOUTH BEND CAREER ACADEMY

The Board of Directors ("Board") of Career Academy of South Bend, Inc., d/b/a South Bend Career Academy (the "School") hereby finds and acts as follows:

Whereas, Steve Hartz has provided invaluable service to the School, as the visionary who recognized the need for enhanced career and vocational education in our community and elsewhere;

Whereas, Steve's years of experience education, all on a volunteer basis while operating a growing and successful business, provided invaluable perspective and understanding for defining the mission and methods of the School;

Whereas, with the demands of his growing business and his understandable desire to spend time at his Florida home, it has become difficult for Steve to participate in-person in Board meetings and other activities, but the Board recognizes the ongoing value of his insight and perspective;

Now, therefore, the Board hereby amends the bylaws of the School (subject to the approval of the School's sponsor, Ball State University) to add a new Section 11 of Article II, providing:

Section 11: Director Emeritus

Upon the approval of the Board of Directors, a resigning director may be designated as a "Director Emeritus" and in such capacity shall (1) be notified of all Board meetings and provided with the opportunity to listen to and speak in such meetings, by electronic means if not physically present, but without authority to vote and without counting towards a quorum; (2) be provided with documents considered by the Board; (3) be consulted and engaged for committee purpose, other than in full meetings of the Board, as any member of the Board may deem appropriate.

Furthermore, the Board, in appreciation of his service and valuable knowledge, hereby recognizes Steve Hartz as a Director Emeritus.

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

\_\_\_\_\_  
James Summers, Secretary  
April 15, 2013