

Career Academy of South Bend, Inc.
 Minutes of Meeting of Board of Directors
 July 18, 2017

Directors Present: Daniel Adams, Steven Van Bruaene, Thomas Coley, Larry Davis, Larry Garatoni, Michael Garatoni, Marian Hodges, Lori Smith
 Absent: Dave Risner
 Staff Attending: Alex Hammel, Kim Richardson, Dean Fecher, Tami Collins, Chad Roggow, Roger Johnson
 Also Attending: Charles Loeser, Lindsay Omlur, Emily Kleinschmidte, Brian Pawlowski

Larry Garatoni called the meeting to order at 5:05 pm at the Career Academy, 3801 Crescent Circle, South Bend.

A. Minutes of Prior Meeting. The minutes of the prior (May 17) meeting were unanimously approved.

B. Budget. The 2017-18 budget as circulated in the board meeting package was unanimously approved. Dan Adams requested that future budgets should include comparisons with prior year budget and prior year historical.

C. Charter Amendment. Lindsay Omlur reported that Education One has no objection to the proposed amendments, i.e., making Grade 5 part of Success Primary School and moving Grade 6 to the Crescent Circle building, which in fact was her suggestion. She expects her board to approve the amendments later this week.

D. Education One Year-End Review. Larry Garatoni noted that Lindsay met with CASB management before the board meeting to present Trine’s conclusions as to the schools’ 2016-17 compliance with the charter accountability standards, and asked Lindsay to explain the findings to the Board. Lindsay passed out copies of the findings for each school, which she noted would be posted on Trine’s website and the IDOE website. Summary:

a. Success Academy Primary School: Overall Rating: Does Not Meet Standard

	Standard	Requirement	Result
1	Academic Performance		Not met
a	ISTEP+ Participation	95% of students took ISTEP+	met
b	Attendance	greater than or equal to 95%	Approaching (94.7%)
c	IDOE Accountability Grade	‘C’ for most recent year	Not met
d	Legacy Data	At least 70% of students enrolled for 2 or more years demonstrate proficiency on ISTEP+ in both English/Language Arts and Math	n/a – second year of operation (no students enrolled two years)

e	Indiana Growth Model	Indiana Growth Model indicates that 70% of students are making sufficient and adequate gains ('typical' or 'high' growth)	Not met
f	Value Added	70% of students, enrolled in the school for at least one semester, show growth from Fall to Spring benchmark testing [NWEA]	Met: NWEA Fall & Spring scores indicate all grades other than Grade 4 had growth in reading and math (K-4) and language usage (2-4) at or above norm growth
g	IREAD	75% of students receive a passing score in first round of IREAD testing	Approaching standard: first round pass rate was 68.4%, up from last year's 62%
h	Instruction	High quality instruction to ensure student success	Not met
i	Comparison to surrounding schools	State accountability rating	Not met
2	Financial Review		Met
a	Financial management	Has not submitted completed 2015-16 audited financial statement and late in submitting quarterly financial statements	Not met
b	Enrollment variance	Average system (including high school & middle school) 2016-17 enrollment (based on the two count days) exceeded budget enrollment	Met
c	Current Ratio	Satisfied by financial commitment of Garatoni-Smith Family Foundation ("Guarantee")	Met
d	Days Cash	Satisfied by Guarantee	Met
e	Debt Delinquency	No defaults per audited statements & contacted creditors	Met
f	Debt to Asset Ratio	Satisfied by Guarantee	Met
g	Debt Service Coverage	Satisfied by Guarantee	Met
3	Governance		Approaching standard
a	Academic Leader Review	Principal Dean Fecher has been capable and effective but further improvement in leadership of staff is needed.	Approaching standard
b	Board Governance	Board has expertise in multiple fields & met in compliance with Open Door Law but met only 7 of 12 scheduled monthly meetings. Decisions often made by Chair; board meetings informational.	Approaching standard

4	Climate		Met
	Students, parents, and staff reporting satisfaction is at or above 80%	Parents 95% Students 90% Staff 69%	Met
5	Next Steps: Improvement Plan required		
	Requirements	Monitoring Frequency/Duration	Documentation
1	Identify and track implementation of clear expectations for instructional best practices related to core subject areas	Frequency: Quarterly Duration: Throughout the 2017-18 school year	Walkthrough trend data in core subject areas and plan for next steps to ensure instructional expectations are being met; submitted by the following dates: October 16, 2017 January 15, 2018 March 16, 2018 May 15, 2018
2	Conduct scheduled monthly data chats with grade level teams, utilizing common classroom assessments and benchmark data to monitor progress toward goals	Frequency: Monthly Duration: Throughout the 2017-18 school year	Progress toward goals documentation, submit with other monthly reports on 15 th of each month
3	Create and maintain a clear system for handling classroom disciplinary issues that allows students to return to their instructional environment in a timely manner, when appropriate	Frequency: Quarterly Duration: Throughout the 2017-18 school year	Office referral trend data, analysis, and next steps for improvement; submitted by the following dates: October 16, 2017 January 15, 2018 March 16, 2018 May 15, 2018
4	Strengthen school climate and culture to ensure the school's environment is conducive for student and staff success	Frequency: Quarterly Duration: Throughout the 2017-18 school year	Staff survey data, analysis, and next steps for improvement; submitted by the following dates: October 16, 2017 January 15, 2018 March 16, 2018 May 15, 2018

b. Career Academy Middle School: Overall Rating= Approaching Standard

	Standard	Requirement	Result
1	Academic Performance		Approaching Standard
a	ISTEP+ Participation	95% of students took ISTEP+	Met
b	Attendance	greater than or equal to 95%	Met
c	IDOE Accountability Grade	'C' for most recent year	Met

d	Legacy Data	At least 70% of students enrolled for 2 or more years demonstrate proficiency on ISTEP+ in both English/Language Arts and Math	Not met
e	Indiana Growth Model	Indiana Growth Model indicates that 70% of students are making sufficient and adequate gains ('typical' or 'high' growth)	Not met
f	Value Added	70% of students, enrolled in the school for at least one semester, show growth from Fall to Spring benchmark testing [NWEA]	Exceeds Standard: NWEA Fall & Spring scores indicate all grades 5-8 had growth in reading, math and language usage at or above norm growth
g	Instruction	High quality instruction to ensure student success	Approaching standard
h	Comparison to surrounding schools	State accountability rating	Approaching standard
2	Financial Review	Same as Success	Met
3	Governance		Met
a	Academic Leader Review	Principal Lydia Jagger, with Dean Fecher overseeing Grades 5-6, met all standards	Met
b	Board Governance	Same as Success.	Approaching standard
c	Reporting requirements	All reports were submitted to Trine as per charter requirements	Met
4	Climate		Met
	Students, parents, and staff reporting satisfaction is at or above 80%	Parents 90.8% Students 87% Staff 76.3%	Met
5	Next Steps: No Improvement Plan required*		
	No requirements but considerations for improvement:		
1	Continued board development & implement self-assessment; consistent meeting calendar; strengthen communications with Education One		
2	Strengthen Special Education, including communications with families		
3	Continued development of staff re best practices for rigor, differentiation & problem-based learning		

*The CAMS Improvement Plan established last year was discontinued as no longer necessary.

c. Career Academy High School: Overall Rating = Meets Standard

	Standard	Requirement	Result
1	Academic Performance		Meets Standard
a	ISTEP+ Participation	95% of students took ISTEP+	Met
b	Attendance	greater than or equal to 95%	Met
c	IDOE Accountability Grade	'C' for most recent year	N/A – no grade assigned

d	Legacy Data	At least 70% of students enrolled for 2 or more years demonstrate proficiency on ISTEP+ in both English/Language Arts and Math	Met: 85.7% passed Algebra ECA, 80% passed English 10 ECA
e	Value Added	70% of students, enrolled in the school for at least one semester, show growth from Fall to Spring benchmark testing [NWEA]	Exceeds Standard: NWEA Fall & Spring scores indicate all grades 9-11 had growth in reading, math and language usage at or above norm growth
f	Instruction	High quality instruction to ensure student success	Met standard
g	Graduation Rate	Match state rate	Exceeds Standard: CAHS 2015-16 Graduation Rate of 91.5% exceeds state %
h	College Preparation		Met standard: 49% of 2016-17 cohort had industry certification, dual credits, or completed internships
i	Post-Secondary Support		Met standard
j	Comparison to surrounding schools	Outpace (in proficiency and growth) schools that students would have been assigned to	Met standard
2	Financial Review	Same as Success	Met
3	Governance		Met
a	Academic Leader Review	Principal Lydia Jagger met all standards	Met
b	Board Governance	Same as Success: Board has expertise in multiple fields.	Approaching standard
c	Reporting requirements	All reports were submitted to Trine as per charter requirements	Met
4	Climate		Met
	Students, parents, and staff reporting satisfaction is at or above 80%	Parents 86.5%** Students 84% Staff 83.6%	Met
5	Next Steps: No Improvement Plan required		
	No requirements but considerations for improvement:		
1	Continued board development & implement self-assessment; consistent meeting calendar; strengthen communications with Education One		
2	Strengthen Special Education, including communications with families		

**Lindsay said Trine would like to see parent participation over 50%.

Dan Adams asked what would be the result of continued failing to meet charter standards. Lindsay said ultimately the charter might not be extended, or might be revoked, but that's not done in a school's first years, such as for Success; it's understood that it takes time to develop a strong culture and

achieve academic improvement. Education One expects Success to improve with time, as the high school and middle school have done.

Dan asked if such review can be done during the year. Larry Garatoni said Trine had offered and he had declined, but per the discussion, in all future board meetings Education One will be invited to give an update on the status of compliance. Marion asked if there are leading indicators that can be reported, so that the Board can take action. Lindsay said her team meets with school management every month to discuss observations and findings, perhaps board members could sit in or be briefed on those meetings. It was agreed that the board should be provided a copy of the charter standards ("accountability rubric"). Larry Garatoni said that before the next board meeting (30 minutes before the meeting), there will be an optional meeting to present and explain the rubric.

Lindsay said the improvement in academic achievement at the upper grades (particularly the high school) in the past two years has been remarkable.

E. One to One Program. Alex Hammel described the plan to provide a laptop for each student in Grades 6-12. This has been incorporated in the approved 2017-18 budget (last item under Capital Expenses": "Student Laptop Program" at \$84,740). The computers would be for work at school, not to take home; that might be modified later. Roger Johnson explained students will be using textbooks via the laptops. Alex said teachers are excited about this. Steven Van Bruaene expressed concern about students not having access to technology for homework. Alex said that's a valid concern but with the long school day CASB de-emphasizes homework, and we will probably allow older students to take the machines home if they've shown maturity. Roger said many local businesses have agreed to allow CASB students to use their WIFI systems without buying anything.

F. Transportation. Alex reported that efforts to find drivers who have their own bus have been unsuccessful so far. Charles Loeser said the structure could be modified.

G. Graduation Rate. Alex reported that the high school's 2015-16 graduation rate, which will be used to determine the 2017-18 grade, was 91.5%, up from 42.4 % the prior year.

H. Construction Update. Alex reported renovations are underway to create more classrooms for the relocation of sixth grade. To-date all work is on time and within budget.

I. Enrollment Update. Alex reported there are now 1253 students enrolled for next year, i.e., more than the 1,225 assumed for the budget. There are still 30 openings for Kindergarten, which are expected to be filled. It is to be expected that some who have signed up will not actually attend.

J. May Financial Statements. The May financial statement, showing year-to-date net operating cash flow (before loan repayment and capital expenditure fund) of \$37,551, was unanimously approved.

K. Memorandum of Understanding Re Kim Richardson. Larry Garatoni explained he felt it appropriate to ask for approval by the Board of the proposed arrangement for Kim to be employed on a full-time basis by CASB as CFO, at a salary of \$70,000, while continuing to work on a part-time basis for Larry. The conditions for this, as stated in the MOU, include (i) Kim will work at least 40 hours per week for CASB; (ii) school work will take priority; (iii) Kim's continued employment and any raise or bonus is at the discretion of the members of the board other than Larry and members of his family ("independent directors"). The independent directors in attendance (all but Dave Risner) approved the MOU.

L. Disclosure Affidavit. Charles Loeser explained that he felt that it is appropriate to disclose on the record that his wife has taken a position as Assistant Superintendent of the South Bend Community Schools, with which CASB competes for marketing purposes, and to commit that (i) he will not disclose to her or any SBCSC representative any information putting CASB at competitive disadvantage; (ii) in the course of legal work for CASB, if it becomes apparent that there is a conflict with SBCSC, he will notify the CASB Superintendent and offer to withdraw from the matter. The affidavit reciting these terms was accepted by the Board.

M. Questions and Comments. Roger Johnson noted he has three children attending the schools (one at each school).

There being no further questions or comments, the meeting was adjourned at 7:15 pm.



Charles M. Loeser, Assistant Secretary