

Career Academy of South Bend, Inc.  
Minutes of Meeting of Board of Directors  
August 19, 2014

Directors Present: Larry Garatoni, Tracy Graham, Thomas Coley, Bruce Greenberg, Vivian Sallie, Suzanne Wiwi, Larry Davis, Jinny Longbrake  
Absent: None  
Staff Attending: Paul Schlottman, Chad Addie, Sarah Fine, Charles Loeser, others.

Larry Garatoni called the meeting to order at 6:00 pm.

A. Minutes of Prior Meeting. Tracy moved for approval of the minutes of the prior (June 26) meeting, Vivian seconded, and the minutes were unanimously approved.

B. Board Elections. Larry introduced Jinny Longbrake as a potential new member of the board, noting that with the importance of health care as a potential career choice for CASB students, it is appropriate to have someone on the board with a deep knowledge of health care careers. Larry suggested that although it was necessary to find a new member because Bruce will soon be leaving Indiana, there's no need for Bruce to leave the board until he leaves town, so for the time being, the board should be expanded to eight members.

Larry asked Jinny to briefly describe herself. Jinny explained she is the Director of Associate Relations at Beacon Health System, formally Memorial Health System, where she has worked for 22 years in the Human Resources department. She earned her Bachelor's degree in Management Administration and Industrial & Personal Relations from Indiana University, is a native of South Bend, and is married with two grown children and three grandchildren. In addition to her knowledge of healthcare professions, Jinny is involved with services to job seekers and employers in a volunteer capacity as Chair of the Indiana Workforce Board Association (INWBA) and of the Northern Indiana Workforce Board, which is responsible for establishing policies and procedures for the operation of WorkOne Northern Indiana.

Larry proposed that Jinny be elected as an eighth member of the board. Tracy seconded the motion, which was approved unanimously.

C. Enrollment Update. Chad explained that the summer marketing program was so successful that there are between 510 and 525 students enrolled, which is more than had been targeted, even though enrollment was terminated early on August 6, roughly two weeks before the start of school. A waiting list has been established, and as future openings occur, students on the waiting list will be admitted in chronological order by date of completion of their applications. Paul explained it is important to limit the number of students admitted in order to keep class sizes and the quality of education at the best possible levels. Bruce asked if it would be appropriate to ramp up enrollment in the second semester. Paul said a sizeable increase before the next school year is unlikely. Bruce asked if the waiting list is on a grade by grade basis. Paul said yes, for the most part each grade has a cap independent of other grades.

D. Financials. As the school is temporarily without a Business Manager due to Ken Horvath's departure, Larry presented the financial statement for June and the claims paid/banking detail report for June 27-August 12, both of which were approved. Larry explained that there was a delay in preparing the July financial statement due to a problem with the software system. Before the next board meeting, the board finance committee and the school's management will review in detail the fiscal year ending 6/30/2014 and the projection for 2014-15 as revised to take into account the level of enrollment and new hires as of the start of the year.

E. Superintendent Report. Paul distributed a list of the 27 new teachers and other staff members hired for the 2014-15 school year. Most of them were attending the meeting, and at Paul's request, successively stood up to introduce themselves and give a quick description of their role and plans with CASB.

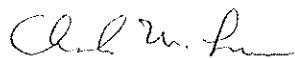
Paul said that despite the increased enrollment, it is important to work on the transportation issue, especially for serving lower-income families. Metro bus service is useful for many students, but parents are reluctant to send younger children on city buses. The school will investigate the potential for Title 1 funding and other funding sources. Bruce asked if the school can help parents arrange car-pooling. Paul said yes, but that's not sufficient.

Paul explained the building has reconfigured for the new enrollment, with 11<sup>th</sup> & 12<sup>th</sup> grades on the second floor and separate pods for grades 5-6, 7-8, and 9-10. Separating age levels is appropriate.

Paul asked the board to approve legal reorganization to divide the school into a high school (grades 9-12) and an intermediate school (grades 5-8). This would match the format of the South Bend (SBCSC) schools, which are all K-4, 5-8, and 9-12. It would also result in separate accountability grades for the intermediate and high school; the IDOE uses different measures for each, which are averaged for a combined school (schools that combine multiple levels are usually in smaller towns). Larry Davis moved to authorize the proposed reorganization, and Tracy seconded the motion but asked for further explanation. After extensive discussion, the motion was approved unanimously. Vivian suggested there should be a certified written resolution to document the board's approval of the motion, as with any motion of similar legal importance. Larry agreed that BSU and the IDOE will probably expect documented approval.

Vivian asked whether there is a plan for finding a replacement for Ken. Paul said the goal is to find someone who can both serve as the school's business manager and teach a business course to CASB students. Discussions are being held with a candidate.

The meeting was adjourned at 7:30 pm.



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Charles Loeser, Assistant Secretary