

Career Academy of South Bend, Inc.  
Minutes of Meeting of Board of Directors  
August 27, 2019

Directors Present: Dan Adams, Kay Antonelli, Larry Garatoni, Michael Garatoni, Chad Hartzell, Marian Hodges, Mark Melnick, Lori Smith  
Staff Attending: Alex Hammel, Jeremy Lugbill, Dean Fecher, Nick Garstka, Rob Kohler  
Also Attending: Nick Swisher, Brian Pawlowski, Charles Loeser, Lindsay Omlur, Emily Gaskill

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

- A. Prior Minutes. The minutes of the prior (June 25) meeting were approved.
- B. Board Governance. Larry explained there have been multiple resignations from the Board:
- Tom Coley has retired and moved to the east coast
  - Larry Davis has cut back his board memberships to focus on his business
  - Steven Van Bruaene is focusing on care for an ill member of his family
  - Dave Risner has sold his businesses, retired, and moved to Florida

Larry introduced Nick Swisher, Director of Marketing, Communications and Events at Notre Dame's IDEA Center. Mike moved that Nick be elected to the board for an initial term ending 10/1/2020. The motion was seconded and approved, resulting in board composition as follows:

<b>Board Member</b>	<b>End of Current Term</b>
Lawrence Garatoni	October 1, 2020
Lori Smith	October 1, 2020
Nick Swisher	October 1, 2020
Mike Garatoni	October 1, 2021
Dan Adams	October 1, 2021
Marian Hodges	October 1, 2021
Chad Hartzell	October 1, 2022
Mark Melnick	October 1, 2022
Kay Antonelli	October 1, 2022

The motion was seconded and approved.

C. Board Meeting Calendar For 2019-20. Alex presented the proposed calendar for board meetings for the 2019-20 school year as attached. The motion was seconded and approved.

D. Marketing and Enrollment Report. Rob Kohler reported on this year's marketing, which resulted in 356 new applications for the primary school (146 for kindergarten), 168 new applications for the middle school (76 for Grade 6), and 114 new applications for the high school. Final enrollment is not yet determined but it will be the highest enrollment to-date for our schools. Student turnover, previously near the urban school average of roughly 20% of students not returning for the next school year, has been significantly reduced.

E. Principals' Update.

1. Success Academy Primary School. Dean Fecher reported the beginning of the school year at Success has been far smoother than in past years and staff turnover has been lower than in past years (only 4 new hires among 35 teachers). The focus this year is on differentiation in instruction and rigor for all levels. Staff culture is key. A social event for teachers on Friday evenings provides fun and team spirit. A softball team has been created. The 1:1 program, providing each student with an I-Pad to use at school, has opened new possibilities for instruction.

2. Career Academy Middle School. Nick Garstka, principal of the middle school, introduced himself to the new board members, noting he's in his 5th year at Career Academy, having started as the Calculus, PreCalculus, and Algebra 2 teacher before moving to Grade 11-12 Team Lead, then assistant principal for Grades 6-12, and this year principal for the Middle School. Nick said a full "advisory" program has been implemented: students meet with their advisors 25 minutes daily Monday-Thursday and for 45 minutes on Fridays. Students get breakfast, academic and career advice, and working on soft skills that workplaces want, such as hand-shakes and eye contact. All 6th and 7th grade students are taking PLTW (Project Lead The Way) classes and environmental science classes to learn about the career pathways they will need to choose from in high school. In 8th grade, every student takes *Exploring College and Careers*, where they research and look at each pathway and college. The school helps prepare students for Early College by teaching a 6/7 Humanities class, 6/7 Science, 6/7 Pre-algebra, and then having 8th grade students take Biology, English 9, and Algebra 1 so that when they are seniors, they can take college courses higher than we are able to offer at CASB. The middle school works to prepare students for the unique career-oriented opportunities at the high school.

3. Career Academy High School. Jeremy Lugbill, principal of the high school, introduced himself to the new board members, explaining that he's coming from service as an administrator at New Prairie Middle School and Michigan City High School after beginning his career as a high school history teacher. Jeremy explained that a key goal of CASB is to prepare every student to have a career plan including opportunities to continue their growth after graduation. To encourage students to prepare for rewarding careers, CASB has developed career pathways from which students are to choose: Biomedical/Health Sciences, Information Technology/Microsoft IT, Engineering and Design, Advanced Manufacturing/Welding, and Business-Entrepreneurship. Choices are informed by helping each student understand his or her skill set and understand what different careers are like. Students intending to attend a 2-year or 4-year college are encouraged to participate in CASB's Early College program. All students intending to attend a 2 or 4 year college or university are encouraged to participate in the program, which enables them to earn high school credit while simultaneously earning college credit. Students planning to enter the workforce after high school are provided the opportunity to earn industry certifications while engaging in work-based learning experiences.

F. Financial Reports. With CFO Kim Richardson unavailable for this meeting, Alex presented the financial statement for the fiscal year ending 6/30/2019. It was a good year financially: revenue was roughly \$185,000 over budget while expenses were roughly \$217,000 under budget, resulting in roughly \$461,000 in positive cash flow (after roughly \$400,000 in loan principal payments and \$200,000 in capital expenditures). Upon motion made and duly seconded, the financial statements were approved.

G. Trine Report. Lindsay Omlur explained Trine's charter renewal process, which will result in a decision before the end of December. Lindsay together with Emily Gaskill summarized their observations after visiting each Career and Success classroom.

H. Public Comment. Kathy Klawiter, president of the Career Academy Parent-Teacher Organization introduced herself and explained the PTO's activities and fund-raising.

There being no further business, the meeting was adjourned at 6:05 pm.



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Charles M. Loeser, Assistant Secretary



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## 2019-2020 Career and Success Academy Schedule of Board Meetings:

Tuesday, August 27<sup>th</sup> at 4:30 pm

Tuesday, September 24<sup>th</sup> at 4:30 pm

Tuesday, October 22<sup>nd</sup> at 4:30 pm

Tuesday, December 10<sup>th</sup> at 4:30 pm

Tuesday, January 28<sup>th</sup> at 4:30 pm

Tuesday, February 25<sup>th</sup> at 4:30 pm

Tuesday, March 24<sup>th</sup> at 4:30 pm

Tuesday, April 28<sup>th</sup> at 4:30 pm

Tuesday, May 26<sup>th</sup> at 4:30 pm

Tuesday, June 23<sup>rd</sup> at 4:30 pm

\*Please note that these dates/times do not account for potential Executive Sessions of the board. If the need arises for an Executive Session, the board will be notified the week prior to the normally scheduled meeting with any amendments to time, etc.