

Career Academy of South Bend, Inc.
Minutes of Meeting of Board of Directors
April 30, 2019

Directors Present: Daniel Adams, Steven Van Bruaene, Larry Davis, Larry Garatoni, Michael Garatoni, Marian Hodges, Dave Risner, Lori Smith
Absent: Thomas Coley
Staff Attending: Alex Hammel, Rob Kohler, Dean Fecher, Vera Jones, Lydia Jagger, Kim Richardson
Also Attending: Charles Loeser, Emily Gaskill

Larry Garatoni called the meeting to order at 5:45 pm at the Career Academy, 3801 Crescent Circle, South Bend.

A. Prior Minutes. The minutes of the prior (March 26) meeting were approved.

B. School Operations.

1. Enrollment Update. Rob Koehler, CASB Marketing Director, reported there have been 947 "intent to return" forms received from current students and 200 new applications for enrollment for 2019-20. Many tours are being given, for example five today, and most tours (90%) lead to enrollment applications. The enrollment process is easier this year since applications can be submitted on-line. There were 1,294 students enrolled at the beginning of the 2018-19 school year, the goal for this year is 1,300, and to that end, giving 400 tours by June 21, when other schools close and it's no longer possible to get student records. The school is contacting parents of current students who have not turned in the "intent to return" form. Larry Davis asked what's the effect of the form? Rob said it's not binding but since enrollment is based on the date of application, a family that hasn't turned in the "intent to return" form before new applications are accepted is at risk that the class will be full and the student will not be able to return next year. Rob noted that with the new on-line enrollment system, the starting point is for interested parents to set up an on-line account to be used if they decide to apply; to-date there are 195 accounts (indicating interest) for which no application has been filed. Having an account allows for communicating by email & text, which makes follow-up easy. Mike asked to what extent are applications influenced by social factors. Rob said the friendliness of current students with visitors has a big impact.

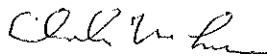
2. Survey of Success Academy Parents. Dean Fecher presented the results of a survey of Success Academy parents this Spring compared to a survey last Fall. Parent responses show there's been improvement in communication. In the Spring survey, when asked how often teachers contact them to let them know what the student is working and to discuss the student's progress, the most frequent answer given was once per week. When asked if teachers respect them and have their student's best interests in mind, almost all Success parent respondents marked "strongly agree" (roughly 60 of 75 responses) or "agree" (roughly 14 responses). The survey shows that more needs to be done to improve student behavior: while almost all respondents marked "strongly agree" for "My student feels safe at this school" and none picked "strongly disagree," nearly half picked "strongly agree" or "agree" for "Staff could do more to make the school a safe place." There's been progress since last year: there are roughly half as many referrals for discipline as last year. More needs to be done and we intend to do more, but overall the parent response is very favorable, as shown by almost all respondents indicating they would recommend the school (50 of 60 "extremely likely" with 9 "somewhat likely" and one "not likely"). There was also a survey of students, showing that students feel safe but are troubled when other kids are unfriendly.

3. Mid-Year Academic Scores. Vera Jones reported on mid-year diagnostic tests given for grades 3-10 but noted that with a new test this year and passing scores not yet determined, it's not possible to predict with reasonable certainty what our pass rates will be. Scores from Success Academy showed improvement from last year.

C. Audit/Financial Reports. Kim Richardson reported that the audit for the fiscal year ending 6/30/2017 has been completed and the audit for the fiscal year ending 6/30/2018 is scheduled to be completed by June 30, to be followed by the 6/30/2019 audit scheduled for completion by 12/31/2019. Kim presented financial statements for March and for the 2018-19 fiscal year (beginning July 1) through the end of March, in comparison with the revised budget. The year-to-date income statement showed a positive variance (improvement) from budget in revenue of \$184,286 (mostly from food service revenue & school activity revenue) and a positive variance (savings) in expenses of \$142,787, producing a positive variance in net positive cash flow of roughly \$327,000. Upon motion made and duly seconded, the financial statements were approved.

D. Trine Report. Emily Gaskill presented Trine's update of the three schools' status under the charter agreement standards as attached.

There being no further business, the meeting was adjourned at 7:38 pm.



Charles M. Loeser, Assistant Secretary

Accountability Plan Status Update

School Name: Career Academy South Bend- High School

Date: Tuesday, March 26, 2018 (Site Visit: Thursday, March 21, 2019)

Indicator #1: School Academic Performance	Instruction	M	Meets Standard	(c) Feedback
	Attendance	M	Meets Standard	95%
	Post-Secondary Support	Q	N/A	
	Benchmark Assessment Legacy Data: ELA	Q 4	N/A	
	Benchmark Assessment Legacy Data: Math	Q 4	N/A	
	Benchmark Assessment Value Added: ELA	Q 4	N/A	
	Benchmark Assessment Value Added: Math	Q 4	N/A	
	Graduation Rate	Q 4	N/A	
	College Preparation	Q 4	N/A	

Indicator #2: State Academic Performance	State Accountability Grade	Q 2	Exceeds Standard	The school received a rating of a 'A.'
	State Assessment Participation Rate	Q 2	Meets Standard	98.8%
	State Assessment Legacy Data: ELA	Q 2	Exceeds Standard	School: 81.5% (10) State: 58.9% (10)
	State Assessment Legacy Data: Math	Q 2	Exceeds Standard	School: 55.6% (10) State: 36.2% (10)
	State Assessment: Supgroup Growth to	Q 2	Exceeds Standard	W: 83% F/R Lunch: 82%
	Comparison to Local Schools	Q 2	N/A	

Indicator #3: Federal Academic Performance	Federal Accountability Grade	Q 2	Exceeds Standard	The school received a rating of a 'A.'
	English Language Proficiency Progress	Q 2	N/A	Less than 20 students in associated grade span.
	Chronic Absenteeism	Q 2	N/A	Less than 20 students in associated grade span.

Indicator #4: Organizational Performance	Board Governance	M	Meets Standard	
	Professional Development	M	Meets Standard	
	Classroom Monitoring	M	Meets Standard	
	Class Size	M	Meets Standard	
	Charter Accountability Reporting Requirements	M	Meets Standard	
	Leadership	Q 3 and 4	N/A	

Indicator #5: Financial Performance	Financial Management	M	Does Not Meet Standard	Missing Audit
	Enrollment Variance	Q	Approaching Standard	95%
	Current Ratio	Q	Meets Standard	1.49 (+.05)
	Days Cash	Q	Does Not Meet Standard	23.01 (+1.92)
	Debt Default/Delinquency	Q	Meets Standard	
	Debt to Asset Ratio	Q	Does Not Meet Standard	1.07 (-.02)
	Debt Service Coverage Ratio	Q	N/A	Interim

Indicator #6: School Wide Satisfaction	Communication with Parents, Students, and Staff	Q 4	N/A	
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Quarter 1: July-August Quarter 2: September-November Quarter 3: December-February Quarter 4: March-May

Accountability Plan Status Update

School Name: Career Academy South Bend- Middle School

Date: Tuesday, March 26, 2018 (Site Visit: Thursday, March 21, 2019)

Indicator #1: School Academic Performance	Instruction	M	Exceeds Standard	
	Attendance	M	Meets Standard	96%
	Benchmark Assessment Legacy Data: ELA	Q 4	N/A	
	Benchmark Assessment Legacy Data: Math	Q 4	N/A	
	Benchmark Assessment Value Added: ELA	Q 4	N/A	
	Benchmark Assessment Value Added: Math	Q 4	N/A	

Indicator #2: State Academic Performance	State Accountability Grade	Q 2	Exceeds Standard	The school received a rating of a 'A.'
	State Assessment Participation Rate	Q 2	Meets Standard	99.5%
	State Assessment Legacy Data: ELA	Q 2	Approaching Standard	School: 53.3% (8) State: 63.6% (8)
	State Assessment Legacy Data: Math	Q 2	Approaching Standard	School: 45.6% (8) State: 55.7% (8)
	State Assessment Growth Model: ELA	Q 2	N/A	
	State Assessment Growth Model: Math	Q 2	N/A	
	State Assessment: Supgroup Growth to	Q 2	Exceeds Standard	AA: 83% MR: 83% W: 82% H: 71% F/R Lunch: 81% SPED: 84%
	Comparison to Local Schools	Q 2	N/A	

Indicator #3: Federal Academic Performance	Federal Accountability Grade	Q 2	Exceeds Standard	The school received a rating of a 'A.'
	English Language Proficiency Progress	Q 2	N/A	Less than 20 students in associated grade span.
	Chronic Absenteeism	Q 2	Does Not Meet Standard	60.3% Model Attendee Rate

Indicator #4: Organizational Performance	Board Governance	M	Meets Standard	
	Professional Development	M	Meets Standard	
	Classroom Monitoring	M	Meets Standard	
	Class Size	M	Meets Standard	
	Charter Accountability Reporting Requirements	M	Meets Standard	
	Leadership	Q 3 and 4	Meets Standard	

Indicator #5: Financial Performance	Financial Management	M	Does Not Meet Standard	Missing Audit
	Enrollment Variance	Q	Approaching Standard	95%
	Current Raito	Q	Meets Standard	1.49 (+.05)
	Days Cash	Q	Does Not Meet Standard	23.01 (+1.92)
	Debt Default/Delinquency	Q	Meets Standard	
	Debt to Asset Ratio	Q	Does Not Meet Standard	1.07 (-.02)
	Debt Service Coverage Ratio	Q	N/A	Interim

Indicator #6: School Wide Satisfaction	Communication with Parents, Students, and Staff	Q 4	N/A	
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Quarter 1: July-August

Quarter 2: September-November

Quarter 3: December-February

Quarter 4: March-May

Accountability Plan Status Update

School Name: Success Academy South Bend

Date: Tuesday, March 26, 2019

Indicator #1: School Academic Performance	Instruction	M	Meets Standard	(c) Pacing and Rigor
	Attendance	M	Meets Standard	96.6%
	Benchmark Assessment Legacy Data: ELA	Q 4	N/A	
	Benchmark Assessment Legacy Data: Math	Q 4	N/A	
	Benchmark Assessment Value Added: ELA	Q 4	N/A	
	Benchmark Assessment Value Added: Math	Q 4	N/A	

Indicator #2: State Academic Performance	State Accountability Grade	Q 2	Exceeds Standard	The school received a rating of a 'B.'
	State Assessment Participation Rate	Q 2	Meets Standard	99.4%
	State Assessment Legacy Data: ELA	Q 2	Does Not Meet Standard	School: 39.4% (3-5) State: 63.8% (3-5)
	State Assessment Legacy Data: Math	Q 2	Does Not Meet Standard	School: 30.9% (3-5) State: 61.9% (3-5)
	State Assessment Growth Model: ELA	Q 2	N/A	
	State Assessment Growth Model: Math	Q 2	N/A	
	State Assessment: Subgroup Growth to	Q 2	Approaching Standard	AA: 63% W: 66% F/R Lunch: 57% SPED: 54%
	Comparison to Local Schools	Q 2	N/A	
	IREAD-3	Q 4	N/A	

Indicator #3: Federal Academic Performance	Federal Accountability Grade	Q 2	Exceeds Standard	The school received a rating of an 'A.'
	English Language Proficiency Progress	Q 2	N/A	Less than 20 students in associated grade span.
	Chronic Absenteeism	Q 2	Does Not Meet Standard	51.1% Model Attendee Rate

Indicator #4: Organizational Performance	Board Governance	M	Meets Standard	
	Professional Development	M	Meets Standard	
	Classroom Monitoring	M	Meets Standard	
	Class Size	M	Meets Standard	
	Charter Accountability Reporting Requirements	M	Meets Standard	
	Leadership	Q 3 and 4	Meets Standard	

Indicator #5: Financial Performance	Financial Management	M	Does Not Meet Standard	Missing Audit
	Enrollment Variance	Q	Approaching Standard	95%
	Current Ratio	Q	Meets Standard	1.49 (+.05)
	Days Cash	Q	Does Not Meet Standard	23.01 (+1.92)
	Debt Default/Delinquency	Q	Meets Standard	
	Debt to Asset Ratio	Q	Does Not Meet Standard	1.07 (-.02)
	Debt Service Coverage Ratio	Q	N/A	Interim

Indicator #6: School Wide Satisfaction	Communication with Parents, Students, and Staff	Q 4	N/A	
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Indicator #7: School Improvement Plan	Guided Reading Instruction	M	Approaching Standard	
	School Initiative Implementation	M	Meets Standard	
	Differentiated Staff Development	M	Meets Standard	
	Classroom Management	M	Approaching Standard	Referrals have decreased by 44.2%

Quarter 1: July-August Quarter 2: September-November Quarter 3: December-February Quarter 4: March-May