

Career Academy of South Bend, Inc.  
Minutes of Meeting of Board of Directors  
July 28, 2020

Directors Present: Dan Adams, Kay Antonelli, Larry Garatoni, Michael Garatoni, Chad Hartzell, Marian Hodges, Mark Melnick, Nick Swisher

Staff Attending: Sam Ells, Dean Fecher, Jeremy Lugbill, Nick Garstka, Kim Richardson, Vera Jones

Also Attending: Emily Gaskill, Charles Loeser

A. Call to Order. Larry Garatoni called the meeting to order at 5:00 pm and explained that Alex Hammel was unable to attend due to illness. The meeting was held by Zoom.

B. Minutes of Prior Meeting. Dan moved for approval of minutes of the prior (June 23) meeting. The minutes were approved.

C. School Operations.

1. Summer School Pilot of Reading Program. Vera reported that the Summer School pilot of the My Virtual Reading Coach program from MindPlay was impressive: over half of the participating students improved by more than a year's grade level after ten hours of use of the program. The program, which can be used either on-site or as a component of on-line learning, will be used in the coming school year for students for diagnostics and for students not reading at grade level (Tier 2 and Tier 3). Jeremy said training on the program has been scheduled for early August before school starts. Vera said we'll also pilot MindPlay's Ascend Math program.

2. Introduction of On-line Learning Coordinator. Sam Ells, Assistant Superintendent, introduced Tammy Youngs, who is joining Career as On-line Learning Coordinator. Tammy comes to us from Brandywine Community Schools in Benton Harbor, where she started and has led the on-line learning program for eleven years. Tammy said she's looking forward to the start of the school year.

D. COVID Preparations. Sam said that bringing Tammy on board was an important part of COVID preparation for on-line students but that there have been extensive preparations at each school, which he invited the principals to explain.

1. Success Academy. Dean said there's been change in every activity for on-site operations at Success Academy, including how students arrive and leave, have lunch and recess, walk in the halls, etc. Roughly half of the Success families who've responded to-date have elected on-line learning. For second through fourth grade, teachers will teach both on-site and on-line classes. On-line students will be required to be signed on at specified class hours for two-hour sessions and must be available via Zoom for individual and small group consultation, including Special Education.

2. Career Academy Middle School. Nick said drop-off and pick-up have been modified with separate locations for high school and middle school. Masks will be required while in the building. Teachers will teach both on-site and on-line classes. On-line students will have the same class hours as on-site students. All students will take reading, writing, math, science, and social studies. Sixth and seventh grade students will also take PLTW. Eighth grade students will take environmental science and either music or physical education. Passing periods will be staggered, e.g., sixth graders in one three-minute period, seventh graders in another, etc.

3. Career Academy High School. Jeremy said passing periods and lunch hours will also be staggered at the high school. Since many high school teachers teach multiple classes, extra preparation periods will be provided.

E. Re-Opening. Larry said that while the Board's preference is to re-open for on-site operation as well as on-line learning, this needs to be reconsidered shortly before the scheduled opening date (August 10), based on circumstances and health authority advice at that time. A special board meeting will be scheduled for this determination. Mike said he'd had extensive experience with COVID at his daycare centers and he believes the Career COVID plan is excellent.

F. Marketing Report. Rob Koehler, Marketing Director, reported on enrollments and applications to-date.

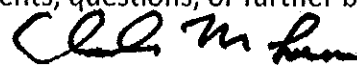
G. Racism Resolution. Sam reported there have been discussions on race among the staff, which the Board wishes to support by the attached proposed resolution. Dan asked what actions will be taken. Sam said the resolution is intended as a starting point for future discussions. Dean said the focus for Success Academy is to help make all staff aware of unconscious bias and the need to make decisions with care not to be influenced by bias. Jeremy said at the high school and middle school a team of teachers is preparing a bank of lesson plans for teachers to use during the "advisory" period at the beginning of each day. Emily said Trine is asking all of the charter schools it sponsors to review disciplinary and academic data on a disaggregated basis by race, economic disadvantage and gender. Chad said Beacon Health has developed a course on unconscious bias which they use for internal training and has been provided for other nonprofits, which could be useful for Career. Marian suggested there should be a follow-up during the school year to review what's been done and what lessons have been learned. Larry agreed and suggested January or February. Kay suggested that this review be combined with the legally required review of bullying and harassment. Larry asked Sam to follow up with Alex to develop an action plan. Dan moved for approval of the proposed statement, Marian seconded, and the motion was unanimously approved.

H. Building Expansion. Sam reported that the building expansion is proceeding quickly. Mid-September is still anticipated for completion, with the cafeteria expansion expected to be completed by the start of school on August 10.

I. Financials. CFO Kim Richardson presented the June financial statement, including adjustments requested by the auditors. Revenue for the fiscal year ending June 30 has been higher than budgeted by \$30,795. Year-to-date expenses have been less than budgeted by \$450,000, so net revenue has exceeded budget by \$484,000, with total net income of \$642,000 and \$475,000 put into reserves. On motion made and duly seconded, the financial statement was unanimously approved.

J. Trine Report. Emily Gaskill explained Trine's procedure will change due to COVID. Visits will be limited to one Trine representative and will be at various times during the month rather than the day of board meetings. Board meetings will be attended via Zoom.

K. Public Comment. There being no comments, questions, or further business, the meeting was adjourned at 6:05 pm.



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Charles M. Loeser, Assistant Secretary

## CAREER ACADEMY OF SOUTH BEND STATEMENT ON RACIAL JUSTICE

The Directors of Success Academy Primary School, Career Academy Middle School, and Career Academy High School recognize that racism affects our society far more than most Americans have realized, and that all schools share a duty to actively oppose racism.

At our schools, any expression of racism or discrimination is condemned. Our mission is to empower every student to develop academic, career, and citizenship skills to prepare for and work toward a fulfilling future. We strive to remove all social, emotional, and academic barriers that students face, and to cultivate a diverse and inclusive environment conducive to learning.

For our students of color to reach their potential, they must overcome an additional obstacle: the enduring burden of racism. For all of our students to become positive contributors to society, they must understand and oppose our society's inheritance of racism.

We believe in the potential of every child. To prevent racism from holding anyone back, our students must understand our society and their role within it. While violence in response to racial injustice cannot be condoned, unwise reactions do not excuse the injustice that triggered them.

We resolve:

1. We value our students and families greatly and will do all that we can to ensure that our schools are just, compassionate spaces for students to thrive.
2. We will be alert to recognize any form of racism, conscious or unconscious, in ourselves or our students or in others.
3. We will join with others to oppose racism in all forms.
4. We will use our best efforts to assist our teachers in educating students about the history and continuing effect of racism in our society to ensure those effects will, in time, be overcome.
5. We will prepare our students to work and live in a diverse society, comfortable with colleagues, friends and neighbors who do not look like they do, recognizing that every individual must be understood and treated on the basis of their own actions, not on the basis of race.

Career Academy of South Bend Board of Directors