

Career Academy of South Bend, Inc.
Minutes of Meeting of Board of Directors
August 25, 2020

Directors Present: Dan Adams, Kay Antonelli, Larry Garatoni, Michael Garatoni, Marian Hodges, Mark Melnick, Lori Smith

Absent : Chad Hartzell, Nick Swisher

Staff Attending: Alex Hammel, 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. The meeting was held by Zoom.

B. Minutes of Prior Meeting. Dan moved for approval of minutes of the prior (July 30) meeting. The minutes were approved.

C. School Operations.

1. Enrollment. Alex reported that current enrollment is 1,348 (609 for Success Academy, 381 for Career Middle School, and 358 for Career High School), which is very close to last year's enrollment and slightly over our budget projection (1,344), but the numbers are in flux as families continue making decisions. We've been told that the Count Day to be used for determining enrollment for purposes of State tuition payments, which in the past has been the second Friday after Labor Day, will be deferred until December this year.

2. On-line Learning. Alex reported that on-line teaching has been developed far beyond what was initially done last March. He asked each principal to explain.

a. Success Academy. Dean said all Success students have English/Social Studies and Math/Science direct instruction classes each morning from 9-11 am, followed by time for individualized support calls with teachers, lunch break and Specials (art, physical education, music, coding/computers) in the afternoon. Attendance is 92% and increasing. Success has a tech team to help parents with technology issues. This week and next week Success is administering the IREADY Beginning of Year benchmark test, which will provide data for establishing intervention groups.

b. Career Middle School and Career High School. Nick and Jeremy reported that 96% of enrolled students attended every class last week. Students are assigned eight class courses and an "advisory" (replacing what other schools refer to as "homeroom") session (daily 8:00-8:30). Teacher direct instruction takes place via Zoom and students turn most work in through Canvas. Asynchronous instruction, with no required Zoom meetings, takes place on Fridays when students meet with every teacher. Student and parent responses show high satisfaction.

3. Boys & Girls Club Collaboration. Alex reported an agreement has been reached with the Boys and Girls Club for up to 25 Success students and a smaller number from the Career Academies to receive school on-line instruction at the Club. The program is to begin August 31.

4. Food Service. Steven Stutz from Chartwells reported that food is quite reduced (down to average of 45 meals per day but the food service fund balance is strong (roughly \$269,000 as of the end of June) and the program is in good condition to resume positive cash flow when the schools re-open.

5. Construction Progress. Alex reported that the building expansion is proceeding well. The cafeteria expansion has been prioritized since a larger cafeteria will help with social distancing when on-site instruction resumes. The cafeteria expansion is expected to be completed next month.


6. Staffing. Sam Ells reported that there were no open positions as of the beginning of the school year. A few positions were open shortly before, but posting the positions led to a good response of applications from qualified candidates, so the positions were quickly filled.

D. Re-Opening School- COVID Issues. Alex reported that the COVID data used by the St. Joseph County Health Department for advising on school re-openings has gotten worse rather than better. The Schools' COVID committee will continue monitoring data and the results of school re-openings (e.g., the Catholic schools in St. Joseph County) for the purpose of recommending the resumption of on-site instruction.

E. Financial Statement/Audit. CFO Kim Richardson presented the July financial statement for the first month of the new fiscal year and reported that the 2018-19 audit is expected to be completed within the next month. On motion made and duly seconded, the financial statement was unanimously approved.

F. Trine Report. Emily Gaskill explained Trine's revision of procedures to adjust to COVID, including "virtual" visits to review instruction and compliance with charter conditions.

G. Public Comment. There being no comments, questions, or further business, the meeting was adjourned at 6:30 pm.



Charles M. Loeser, Assistant Secretary