

Career Academy of South Bend, Inc.
Minutes of Meeting of Board of Directors
Career Academy, 3801 Crescent Circle, South Bend
October 27, 2022

Directors Present: John DeSalle, Larry Garatoni, Chad Hartzell, Marian Hodges, Nick Swisher, Rachel Savoie, Janet Scott

Staff Attending: Jeremy Lugbill, Nick Garstka, Becky Bartlett, Maria Reilly, Vera Jones, Candy Vanbuskirk, Rob Kohler, Kim Richardson

Also Attending: Emily Gaskill, Charles Loeser

- A. Call to Order. Larry Garatoni called the meeting to order at 5:00 pm.
- B. Approval of Minutes. The minutes of the most recent (August 23) meeting were approved.
- C. Safety Plan. School Resource Officer Lee Ross (retired from the South Bend Police Department) presented the proposed School Emergency and Crisis Response Plan for the schools (a 28-page document) as required by Indiana law (IC 20-24-3-23), which he explained was based on a nationally-used template. Marian asked for more detail addressing active shooter situations. At Larry's suggestion, board approval was deferred so that the plan can be revised per Marian's request.

D. School Operations.

1. Overview.

a. Celebrations and Success Stories: Costa Rica Summer Trip. Jeremy introduced teachers Aurea Anglin and Kathy Garibay, who described their trip over the summer with students from eighth to eleventh grade to Costa Rica. The students had a wonderful time, Costa Rica is a friendly and peaceful country. There will be more trips in future, countries being considered include Portugal, Spain and Japan.

b. Boys & Girls Club. Jacqueline Kronk, CEO of the South Bend Boys & Girls Club, reported that its after-school and summer programming expanded in 2021-22, serving 2,098 students at 22 sites, including Success Academy and Career Academy, which are the largest sites. At the beginning of the year, 88% of participating students were below grade level in reading and 91% in math. By mid-year, 40.5% had improved by at least a grade level in reading and 46% in math. Jeremy expressed his thanks to the Boys and Girls Club for its wonderful help for students at our schools and others in St. Joseph County, also for bringing

the Notre Dame football team to Success Academy (the kids loved meeting the players, who played with them and read to them).

c. Facilities. Jeremy said the renovation of the shop area is about 40% finished, this will include creating more welding booths. The new athletic field is still in the design phase.

d. Professional Learning Communities. Jeremy said in the week before school opened a team of 29 Success and Career Academy teachers and leaders attended a conference on PLCs and how to improve instruction through teamwork. The material was excellent and the staff is enthused.

e. Pet Policy. Candy Vanbuskirk presented a proposed policy on allowing animals on school property, generally to be limited to service animals and as required under IEP or Section 504 plans for disabled students, with appropriate precautions for other students who may have allergies. On motion, the proposed policy was approved.

2. Principals' Reports.

a. Success Academy.

i. Safety Plans. Becky Bartlett described how the Success Academy practiced an off-site evacuation under the safety plan, using the church next door, with students entering by grade level into specified parts of the building where they would reunify with their parents. Success has also done a fire drill, lockdown drill, and storm drill. There is a training session planned for teachers for an active shooter situation.

ii. Back-to-school nights. With so many kids and parents, we decided to have two back to school nights, one for K-2 and one for grades 3-5. The turnout was huge, well over 500 adults attended. 135 parents signed up for the PTO, far more than in prior years, and 150 kids were signed up for Boys and Girls Club, which was over capacity so there's a waiting list but we going to meet with Jacqueline to see if we can accommodate everyone. Overall there's a lot of enthusiasm for the new year among parents, kids and staff.

b. Career Academy Middle School. Maria Reilly said the PLC conference was a great way to start the year. There's a lot of optimism and energy about working together, engaging the students, and overcoming the setbacks that COVID brought. We're delighted to be one of the nine schools in Indiana selected to have a STEM coach, Tracy's been getting prepared with some excellent PD, not just STEM but pedagogy and coaching. As a newcomer to Career, Maria said, she's impressed with the culture and looks forward to a lot of progress this year.

c. Career Academy High School. Nick said the safety plan implementation for the high school is still in the works: the Blue Heron restaurant at the entrance to Blackthorn has been identified as an evacuation site but it's not large enough, so Nick and Officer Ross are in discussion with another potential site. Nick described scheduling and organizational changes at the high school. There's a lot of enthusiasm for the coming year.

E. Marketing. Rob said Success Academy is almost full, some grades are full. The middle school is now at 387. Combined there's a total of 1420 students enrolled.

F. Academics. Jeremy presented last year's test data and described plans for the coming year. The middle school scored higher in English than South Bend Community Schools but lower in math. The high school scored higher than South Bend Community Schools in both English and math, outscoring the state average for Hispanic students, low-income students and Special Education students. Overall the disruption of schools due to COVID led to declines in scores statewide, nationwide and even worldwide.

G. Financial Statements. Kim presented the financial statements, the claims (disbursements) report and the credit card detail. Year-to-date revenue is higher than budgeted and expenses are lower than budgeted. On motions, the claims report and financial statements were approved.

H. Trine Report. Emily explained that Trine has created and will maintain a "dashboard" for the Career Academy Network schools, published on one of Trine's charter school websites, <https://sites.google.com/view/casb-ntwk-dashboard/casb-network?authuser=0>. The dashboard tracks the status of the three schools on the charter criteria. Emily noted that one of the financial criteria – the "days cash" measure of cash on hand compared to average daily operating cost – has been reduced from 90 days to 60 days, and the Career Academy Network meets that standard. The dashboard will be continuously updated as more data is received.

There being no further business, the meeting was adjourned.



Charles M. Loeser, Secretary