Career Academy of South Bend, Inc.
Minutes of Meeting of Board of Directors
September 26, 2023

Directors Present: John DeSalle, Larry Garatoni, Iris Hammel, Marian Hodges, Nick Swisher, Rachel Savoie, Janet Scott
Directors Absent : Michael Garatoni, Chad Hartzell
Staff Attending: Jeremy Lugbill, Roxanne Bryant, Becky Bartlett, Andrew Hoyt, Nick Garstka, Maria Reilly, Candy Vanbuskirk, Kim Richardson, Steph Ebersol, Rob Koehler

A. Call to Order. Larry Garatoni called the meeting to order at 5:05 pm.

B. Approval of Minutes. The minutes of the most recent (August 22) meeting were approved.

C. Updates.

1. Celebrations and Success Stories.

a. SABGC Experiential Learning. Brie Childs, SABGC principal, introduced Ms. Lavorite, second grade teacher, and some of her students, who discussed field trips the class has taken to learn about plants, seeds, and grass at Rum Village, Unity Gardens, and Bendix Woods, as well as Potawatomi Zoo to learn about animals.

b. Mobile Library. Jeremy introduced Ashley Murdock, formerly seventh grade English teacher, now instructional coach, who described her initiative of creating an inhouse library, starting with books she owned and donated, then adding books donated by Trine and purchased with a donation from Trine. She found a free software program to create a catalog so that kids can look up books and check out books by scanning, like a public library. There's lots of research showing that more access to books correlates with improved literacy. Larry asked how can we help? Ms. Murdock said more books and space to house books.

2. Organizational Updates.

a. EOS. Jeremy described his team's continuing implementation of the Entrepreneurial Operating System (EOS) planning system, focusing on values and goal-setting.[1]

b. Education Innovation. Jeremy said his team is working with Indiana legislators and educational leaders aiming at re-design of high school to more career-focused and

[1] The EOS methodology can apply to any business, see https://www.eosworldwide.com/eos-model.

mastery-based learning in place of the traditional seat-time focus. Larry said Indiana has taken big steps in that direction by this year's legislation.

c. 3919 Building. Jeremy reported the renovation of 3919 Crescent Circle has started and should be completed for the second semester. This will provide four new classrooms plus business office space.

d. New High School Building. Jeremy said the Portage School building and Future Lab are now scheduled for completion and a ribbon-cutting ceremony on December 8.

e. Middle School Grant. Jeremy reported that Career Middle School has been awarded a $3.3 million student improvement grant over the next four years.

f. H.R. Update. Candy Van Buskirk reported we have six positions to fill, there's been progress but not done yet.

g. Curriculum, Assessment and Instruction. Becky Bartlett said her priority goals ("rocks" in EOS lingo[2]) are improving ILEARN pass rates by at least 5% for both English and math and attaining a 95% or more graduation rate with 100% of students completing an internship or other work-based-learning experience. She described steps being taken, including more effective use of assessment data.

D. Principals' Reports.

1. Success Academy. Roxanne Bryant said Success Academy's goals are to reach and maintain 95% attendance, increase I-READY pass rates by 5% to 10%, and to strengthen ties with parents to create a consistent volunteer program. We're currently at 93% attendance, which is a 3% increase from the end of last year. We have about 70 parents who've agreed to volunteer in various ways.

2. Career Academy Middle School. Maria Reilly said the middle school's goals are similar. The math team will be going to a math conference, followed by professional development at the school. Science teachers and social studies teachers will receive training in teaching literacy. Attendance is being addressed by having teachers contact families when there are multiple absences. Instruction for the lowest scoring 25% will be by teachers experienced in working with students who are struggling.

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[2] Priority major goals are referred to in EOS practice as "rocks" per a metaphor of filling a jar: "rocks" are the big pieces that need to go first, "sand" can complete the process, whereas sand first would block the rocks.

3. Career Academy High School. Nick Garstka said his goals are a graduation rate of 95% or higher, increasing SAT pass rates by at least 5% for both English and math, and having at least 60% of students complete their "pathway." An audit of graduation status will be completed by October 27. Pathway status will be tracked and recorded for easy visibility. All students in Grade 8 through Grade 11 will take the PSAT on October 18. We're exploring a plan for improved SAT prep.

4. Success Academy at Boys and Girls Club. Brie Childs reported that SABGC's first goal is high attendance, in September we had 96.7%. Student engagement is key. Of 83 students tested, 9 were at grade level, 41 were a year behind, 20 were two grade levels below, and 13 were three or more grade levels below. The field trips and experiential learning are a big boost for student engagement. Larry asked to see details on the I-READY assessments, Brie said she'd send.

5. Portage School of Leaders. Andrew Hoyt said his first goal for the Portage School of Leaders is to complete the evidence required by the mastery school consortium for qualifying as a mastery learning school. The second goal is growth in students' sense of self efficacy: they need to feel in control of their lives and education, able to do self-directed learning. There will be a quarterly survey of self efficacy, results will be reported throughout the year. Results are pretty good for a start. There will be a potluck dinner for students and families tomorrow night, parents will see what's being done. And the school will have an independent robotics team later this year.

E. Marketing. Steph Ebersol said five new students are starting at SABGC this week. Families that visit the school are very positive about the culture. Rob Koehler said word of mouth is very positive. John asked are virtual students shown separately? Steph said they are included in the totals.

F. Board Member Renewal. Larry said there are five board members whose terms are to expire October 1: himself, Marian, John, Nick and Mike. Iris moved that their terms be extended for three years. The motion was approved unanimously.

G. Financial Statements and Budget. Kim presented the disbursements report, credit card detail and financial statements for the period ending August 31. She noted that SABGC and the Portage school will show reduction in revenue when actual Count Day enrollment is substituted for projections in the October statement. Expenses year to date are under budget by $172,000. Expenses for renovation of the 3919 building were not budgeted for. Rent for SABGC has not been booked yet since the lease has not been signed. Year-to-date there's a slight loss, that's normal since July has no revenue. After further discussion, the disbursements report, credit card summary, and financial statements were approved.

H. Trine Report. Emily Gaskill noted there will be a big data dump shown in Education One's assessments of CAHS, CAMS and SAPS are detailed in its online dashboard, https://www.trine.edu/education-one/accountability/school-results.aspx, as of October 15. Other than that, there won't be additional data until testing completion. Mid-year growth data will be important. Trine agrees with the perspective and plans of the school leaders.

Emily noted that the Network is at "does not meet standard" for financials since the audited financial statement for the prior fiscal year has not been provided. Kim said we are waiting for the auditors, who are heavily booked.

Emily said the state is now issuing performance reports in lieu of report cards. The performance reports need to be posted on school websites by October 15.

There being no further business, the meeting was adjourned.

Charles M. Loeser, Secretary