

Career Academy of South Bend, Inc.
 Minutes of Meeting of Board of Directors
 February 27, 2018

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

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

A. Minutes of Prior Meeting. The minutes of the prior (November 17) meeting were unanimously approved.

B. Athletic Update/Student Recognition. Mike Poynter, CASB Athletic Director, explained that CASB is a member of the Hoosier Plains Conference, which includes similarly sized schools, and that three members of the CASB girls team were named all-conference, one of whom (Kaylee Robinson, academic all-conference), was present and was introduced. Mrs. Jagger noted Kaylee is earning college credits by taking Bethel College classes. Maggie Finamore, fifth grade teacher, introduced a fifth grade student, Kodi Wilson, who with his fellow student council members counted and sorted 1000 cans donated towards Thanksgiving dinner for school and local families.

C. Academic Report. Vera Jones, Career Academy’s Curriculum Director, explained what she’s done since coming to the school this year and presented mid-year test data on the results. Her focus has been helping middle school teachers use test data to identify what students know, following up with differentiated instruction so that students are presented with what they need and don’t waste time on what they already know. Results have been measured using Five Star Technology’s PIVOT test, approved by the Indiana Dept of Education,¹ given at the start of the year and after each quarter. A PIVOT score of 45% is considered to mean likely to pass ISTEP, 60% is considered certain to pass, and 70% equates to a “high pass.” Improvement from the Fall to Winter tests was substantial for most grades but declined in Grade 8 English.

Grade		English Language Arts			Math			2016-17 ISTEP Pass. %
		Fall	Winter	Improvement	Fall	Winter	Improvement	
6	45%	53%	81%	28%	49%	74%	25%	ELA: 36.6
	60%	24%	51%	27%	27%	37%	10%	Math: 33.7
	70%	3%	36%	33%	13%	18%	5%	
7	45%	46%	74%	28%	54%	77%	23%	
	60%	23%	35%	12%	28%	60%	32%	ELA: 39.1
	70%	16%	23%	7%	10%	44%	34%	Math: 29.7
8	45%	79%	75%	Minus 4%	26%	61%	35%	
	60%	41%	44%	3%	8%	32%	24%	ELA: 51.9
	70%	23%	17%	Minus 6%	6%	16%	10%	Math: 42.0

¹ See https://www.slideshare.net/marketing_Fivestar/pivot-inspect-indianas-formative-assessment-solution.

The results suggest that the percentage of students passing ISTEP will be significantly higher than last year for all grades and subjects if a 45% score predicts passing.

It's essential, Vera said, not to use tests the old-fashioned way, i.e., first teach, then test, and use the test results for judging the student. What makes testing effective is the opposite: first test, then use test results to drive teaching; then repeat and repeat and repeat. It's important that students review their test answers to see what they missed and how to get it right. The curriculum map is to be shared with students so that they know where they stand.

Aside from test data, Vera explained the importance of a carefully planned multi-year curriculum based on state standards, implemented with appropriate professional development for teachers. Vera described how this is being done.

D. Authorizer Update. Emily Kleinschmidt, representing Education One/Trine University, reviewed her current findings on the charter agreement accountability standards for the schools. For Success Academy, as to quality of instruction, the school is still ranked as approaching rather than meeting the charter agreement standards, whereas Career Academy Middle School and Career Academy High School are meeting the standard. Larry Davis asked what this based on. Emily explained it's based on last year's ISTEP pass rates. The item of greatest concern, Emily said, was not having received financial statements since the start of the school year, which was largely remedied by distribution of financial statements for this meeting, but Emily stressed reports need to be kept current. Kim Richardson, CFO, explained a great deal of work has been necessary to catch up but timely reports should not be a problem in the future.

As to Success Academy's mid-year NWEA diagnostic testing, Emily said, it's not sufficient to grow at the norm rate: since Success Academy students started well below national norms, growth needs to be greater than the norm rate to catch up, which has not happened; in fact, unlike last year, in most grades SASB growth has not matched norms. Emily noted that for grades 1-4, last year's end of year scores for the prior grade were higher than this year's beginning of the year scores, demonstrating that the "summer slump" idea is a reality for SASB students. Dean said we need to provide more differentiated instruction and improved discipline, for which plans are underway. Alex said there will be a presentation at the next meeting on these measures.

As to the middle school, Emily believes a PIVOT score at 60% rather than 45% is the appropriate basis for expecting to pass ISTEP, and if so, middle school pass rates look to be roughly the same as last year.

E. Financial Statements. Kim Richardson presented financial statements for January, focusing on year-to-date totals (July 1-January 31). Excess of revenue over expense year-to-date is \$792,137 compared to \$403,583 budgeted, so we're \$388,544 better than budget. The \$792,137 margin allows allocation of \$294,140 for capital expenditures and \$246,825 for loan principal payments, leaving \$251,172 as usable cash flow whereas the budget projection was a deficiency of \$119,638. The projection of enrollment was off by only one student. CTE funding was \$24,654 over budget, state Special Education funding was \$31,286 over budget. Food service revenue was \$380,706, while cost was \$308,171; the food service program produced roughly \$72,000 in income. The supper program for after-school activity began in February. Upon motion made and duly seconded, the financial statements were approved.

F. Introduction of New Principal. Alex introduced Greg Dettinger, who will replace Lydia as principal of Career Academy (high school and middle school) when Lydia retires at the end of the school year. Greg is currently principal at Concord High School in Elkhart but lives in New Carlisle, where he was principal of

New Prairie High School 2013-16. Previously he served as principal of high schools in California and Utah, after being a teacher of English and Spanish for 15 years. He came to teaching after having started his career as a police officer, which ended when he was injured in a gun battle. He expressed his appreciation for the opportunity with Career Academy, which he feels is in good condition under Lydia's management. Greg sees Career as an extraordinary school in terms of aligning education with career pathways. He believes his strong suit is connecting with and motivating students, which can advance achievement dramatically. He's looking forward to the opportunity.

G. Board Meeting Schedule. Alex asked the board to approve future meeting dates (all at 5:30 pm) of March 27, April 24 and May 22. Per motion made and seconded, the dates were approved.

H. Food Service Program. Mary Gilliam, director of CASB-SASB food service for our contractor Chartwells, explained that under state and federal law, schools participating in the federal school lunch program are required to formally adopt, by approval of the governing board, a Wellness Policy, a policy on collections and forgiveness of debt, and a meal charge policy. She presented a proposed policy for each, based in part on discussion with CASB management and in part on what Chartwells has done in other Indiana schools and knows is acceptable to the Indiana Department of Education office responsible for school nutrition programs. The charge policy provides:

- Free breakfast is available to all students.
- For those students who do not qualify for the federal free lunch program, the price is \$2.85 (or for students who qualify for reduced price under federal law, \$0.40).
- Students may receive full meals with up to \$20 in unpaid charges.
- For a student with an unpaid balance of more than \$20, an alternate lunch (cheese sandwich, choice of fruit or vegetable, and milk) is available without charge; no student will be denied a lunch.
- Parents can go online to see their student's account, pay in advance, set up an alert if the account gets low; set up automatic recurring payment from a credit or debit card.
- Parents/guardians will be notified of unpaid charges by email or a letter given to the student to take home.

Upon motion made and seconded, the charge policy was approved.

The wellness policy provides:

- There is to be a health advisory council to oversee nutrition and physical activity policies.
- The schools will provide nutrition education.
- The schools will provide a physical education program
- Fundraising by bake sales, etc., to be limited if not complying with federal nutrition standards.

The collection policy, of which all the terms are required by federal law, provides that collection of monies owed is mandated; write-offs are limited. Alex said this policy will be further detailed by the school's management; this will be presented to the board at a future meeting. Upon motion made and seconded, the wellness policy and collection policy were approved.

I. Questions/Comments. There being no questions or comments, the meeting was adjourned at 7:30 pm.



Charles M. Loeser, Assistant Secretary