

Career Academy of South Bend, Inc.
Minutes of Meeting of Board of Directors
April 24, 2018

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

Larry Garatoni called the meeting to order at 5:40 pm at the Career Academy, 3801 Crescent Circle, South Bend.

- A. Minutes of Prior Meeting. The minutes of the prior (February 27) meeting were approved.
- B. Student Recognition.

1. Music Program. Alice Brown, CASB Music Director, introduced some of her students, who described their work in band, jazz band, and orchestra. Alice explained that CASB was one of 135 schools across the nation recognized by the National Association of Music Merchants (NAMM) Foundation by its SupportMusic Merit Award.¹ The award is given to schools that demonstrate an exceptionally high commitment and consistent access to music education.² Larry Davis asked how many students were taking instrumental music classes when Alice came to CASB and how many are taking such classes now. Alice said about 15 when she arrived and roughly 150 now. She said she's proud that five CASB students (Karissa Jaeckel, Kayla Jaeckel, Kaiden Cox, Betty Flaugh and Riley Brison) are playing in the South Bend Youth Symphony, which is remarkable considering there are much larger schools with fewer students qualifying.

2. Art. Elyse Chudzynski, CASB Art teacher, reported the art program is flourishing and is having its first off-site showing of student art work at Lang Lab through April 27. The students decided on a theme for the show and created multiple forms of art (painting, sculpture, ceramics, welding) to express the theme. Elyse introduced the students who are officers of the school's National Art Honor Society.

- C. Financial Statements. Kim Richardson, Career Academy's CFO/Business Manager, presented financial statements through March 31. The year-to-date financial statement shows revenue of \$9,194,130 as compared to \$8,391,650, so revenues have exceeded budget by \$802,480, however, \$505,658 in revenue is from the food service program, which wasn't included in the budget, so it would be a better comparison to say revenues have been roughly \$300,000 over budget. Food service expense, also not budgeted, has been \$412,140 through March 31, so the food service program has had net revenue of \$93,518 over program expense. Expenses through 3/31 have been \$8,156,443, which is \$368,811 more than the \$7,787,632 budgeted, but if the \$412,140 food service expense is excluded, the other operating expenses, totaling \$7,744,303, are \$43,329 less than budget, so expenses have been well controlled. Kim said we are in good condition to finish the year with expenses under budget. That includes capital expenditures: as of 3-31 capital expenditures were \$488,072, of \$504,240 budgeted for the year, few capital expenditures are expected before the June 30 fiscal year end. Kim noted this is the first year that CASB has operated with positive cash

¹ See <https://www.namm.org/news/press-releases/583-districts-and-135-schools-recognized-best%20%20>

² See <https://www.nammfoundation.org/articles/2018schools>

flow, enough to build up a cash reserve, but significantly more cash reserves need to be built up for the future. Upon motion made and seconded, the financial statements were approved.

D. School Operations.

1. 2018-19 School Calendar. Alex Hamel presented the proposed 2018-19 Career Academy/Success Academy School Calendar (attached as an exhibit to these minutes). A key feature of the proposed calendar for next year is the expanded use of "E-Learning Days" (online instruction) to eliminate the practice of "early dismissal" days, which as demonstrated by our surveys of parents was a problem for some parents. Alex said the idea of E-Learning Days was the result of bad weather: due to the unusual number of days for which school was cancelled, it was decided to take advantage of our familiarity with technology: the schools were approved this year for the first time by the Indiana Department of Education to use and began using "E-Learning Days" (instruction on-line) to compensate for snow days. It went well, and it was recently decided that in the future the schools will use E-Learning Days for Professional Development (teacher training). This will both increase the time available for Professional Development and eliminate the need for early dismissal. Mike Garatoni asked if there's a problem with students not having Internet access. Alex said this has not been a problem, largely because the online instruction has been created to be accessible by phones, and for the few students who didn't have access by phone, allowing them extra time at school to use the Schools' equipment to access on-line instruction.

2. 2018-19 Schedule Changes. Alex reported that it's been decided to shorten the school day starting in the 2018-19 school year. The long day had become increasingly unpopular among both students and teachers, as this year's surveys showed. Next year the high school and middle school will start at 8am and end at 4pm, while the Success Academy will continue to start at 8:30 am and end at 3:30 pm. There will be clubs and other extra-curricular activities from 4pm-5pm for the high school and middle school, so parents who liked the 5pm pickup for the high school and middle school will continue to have that option. The schedule will be partially on a "block" basis: Mondays, Tuesdays and Fridays will have the normal 50-minute class periods, while Wednesdays and Thursdays will have longer classes more suitable for project-based learning: instead of eight 50-minute classes, those days will have four double-long periods (with classes for the standard periods 1-4 on Wednesdays and classes for standard periods 5-8 on Thursdays. Lunch hour will be reduced from one hour to half an hour. Alex said the shortened day will not reduce the number of classes since the time-saving is obtained by shortening each class by five minutes. This will keep in place the key benefit of the non-traditional schedule: students can more quickly earn the credits they need for graduation, leaving time for internships and programs during the junior and senior year.

Lydia noted that the revised schedule for 2018-19 also includes a "What I Need" ("WIN") hour every Thursday when students can receive extra remediation or enrichment instruction. Teachers will be scheduled to be available during that time.

This design was the result of a very inclusive planning process. The revised school day has been enthusiastically welcomed by teachers and students. Upon motion duly made and seconded, the proposed calendar was approved.

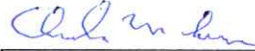
E. Questions/Comments.

1. Introduction. Alex introduced Victor Chukwedebe, who joined Success Academy as Assistant Principal on April 9 and has been very well received by students.

2. Traffic. A Career Academy mother asked if there were plans to improve traffic pick-up and drop-off at Career and Success. Larry said the question is being studied and although no conclusion has been reached, the issue will be addressed.

3. Graduates. Lori Smith asked for information on post-graduation plans of this year's senior class. Alex said there's a lot of information posted on hallway walls, such as colleges where Career Academy students have been accepted, but at the next meeting he'll present details.

There being no further questions or comments, the meeting was adjourned at 7:20 pm.



Charles M. Loeser, Assistant Secretary