

Career Academy of South Bend, Inc.
Minutes of Meeting of Board of Directors
December 10, 2019

Directors Present: Dan Adams, Larry Garatoni, Chad Hartzell, Marian Hodges, Mark Melnick, Lori Smith, Nick Swisher
By Phone: Kay Antonelli
Absent : Michael Garatoni
Staff Attending: Alex Hammel, Jeremy Lugbill, Nick Garstka, Kim Richardson
Also Attending: Brian Pawlowski, Charles Loeser, Emily Gaskill

Larry Garatoni called the meeting to order at 4:55 pm at the Success Academy, 3804 Ardmore Trail, South Bend.

A. Prior Minutes. The minutes of the prior (September 24) meeting were approved.

B. Board Governance. Larry noted that with the resignation of Tom Coley, the Corporation has no vice-president. Upon motion, Dan Adams was unanimously elected as Vice President with a term until the end of 2020.

C. School Operations.

1. Renewal of Charters. Alex announced that Trine (Education One) has renewed the charters for the three schools for an additional five-year term beginning June 30, 2020. Emily Gaskill presented a letter from Lindsay Omlur, Education One’s Director of Charter Schools, confirming the renewal.

2. Superintendent Search. Alex explained that he will step down as superintendent at the end of the 2019-20 school year to a part-time project manager position for CASB while devoting more time to the business that he and Iris have established. Larry said the Board has decided that although there are credible known candidates, good practice is to do a nation-wide search, which the Board will do starting in January.

3. Athletic Conference. Geriann Druyos, CASB Athletic Director, announced that CASB has joined a new athletic conference, the “Hoosier Plains Conference,” with five other schools: Argos, Bethany Christian, Elkhart Christian, Lakeland Christian, and Trinity at Greenlawn, effective Fall 2020. This will help with scheduling for both the middle school and high school, as well as more press coverage, award opportunities, and recognition. Some of the other schools have sports that CASB doesn’t offer, which will make it easier to add sports if we wish. CASB currently offers middle school and high school boys’ and girls’ Cross County and girls’ volleyball in n the Fall, middle school and high school boys’ and girls’ basketball in the Winter, with boys’ baseball and girls’ softball in Spring for both schools plus middle school track and field. All the conference schools are member of the Indiana High School Athletic Association.

D. Strategic Plan. Alex presented the Strategic Plan (attached) tentatively worked out by a board committee and staff teams. Upon motion, the plan was unanimously approved. Alex noted this will require a lot of staff and board followup.

E. Revised Budget. Kim Richardson presented a revised 2019-20 budget reflecting updated enrollment and staff. She noted enrollment is still an estimate. On motion, the revised budget was unanimously approved.

F. Financial Reports. CFO Kim Richardson presented the financial statement for October 2019, noting that the budget comparison uses the original approved budget rather than the revision approved today. The schools continue to be financially secure, with positive cash flow of \$226,000 as of 10/31/2019. Upon motion, the financial statements were approved.

G. Trine Report. Emily Gaskill presented a summary of the Trine team’s observations as detailed in her 12/10/2019 email as follows:

| Accountability Plan Performance Rubric | | | |
|---|-------------|----------------------------|----------------------------|
| The Accountability Plan Performance Rubric indicates the requirements for each rating category for each sub-indicator found in the Accountability Plan Status Update that will be presented out at the board meeting. | SASB | CASB MS | CASB HS |
| | | Click Here | Click Here |

| Accountability Plan Status Update | | | |
|--|-------------|----------------------------|----------------------------|
| The Accountability Plan Status Update is a progress monitoring tool to provide a snapshot of the schools performance and status as it relates to the Accountability Plan Performance Rubric. The status update utilizes Google Sheets and allows you to compare monthly progress by clicking on the tabbed sheets found at the bottom of the document. | SASB | CASB MS | CASB HS |
| | | Click Here | Click Here |

| Instructional Rating Breakdown | | | |
|---|-------------|----------------------------|----------------------------|
| The Instructional Rating Breakdown illustrates the percentage of classrooms exhibiting a concern in each of the instructional components observed during the monthly site visit. The percentages are then converted into points based on a weighting system found in the Accountability Plan Performance Rubric. The sum of those points indicates the Instruction sub-indicator rating. Also included in the Instructional Rating Breakdown are overarching next steps discussed with the school during the leadership debrief conducted after the site visit and data to track monthly progress in each instructional component and overall rating. | SASB | CASB MS | CASB HS |
| | | Click Here | Click Here |

H. Public Comment. Larry Garatoni stated that the Board invites public comment or questions at the conclusion of each meeting, and asked if anyone wished to speak. There being no comments, questions, or further business, the meeting was adjourned at 6:15 pm.

Charles M. Loeser, Assistant Secretary

**PROPOSED CAREER ACADEMY STRATEGIC PLAN
FOR THE PERIOD BEGINNING 1/1/2020
AND ENDING 6/30/2021**

I. Overview

The South Bend Elkhart Regional Partnership has the overall goal of increasing the per capita income in our region to above the national average. The Career Academy, Inc. wants to help in reaching that goal by preparing our students for STEM focused high paying, high demand occupations after graduation either with higher education or directly into the workforce. All our career paths will include a work-based learning opportunity.

II. Vision

“We create an environment that empowers every student to develop academic, career, and citizenship skills, leading to a successful future.”

III. Mission

“We foster authentic project-based learning that is real-world, connected, and engaging.

We are continually developing rigorous education that is challenging and inclusive while cultivating comprehensive and skill-based standards.

We nurture relationships that are compassionate and respectful that translate to appropriate social and emotional skills.”

IV. Strategic Plan

The following strategic plan was adopted by the Career Academy Board of Directors on December 10, 2019 and is intended for substantial completion by 6/30/2021. This plan is the result of many hours of discussion and the collaboration of the staff, leadership of the Career and Success Academies and the Board of Directors.

- A. ENSURE THAT EVERY STUDENT IS CAREER FOCUSED AND PREPARED ACADEMICALLY, SOCIALLY AND EMOTIONALLY FOR THEIR SUCCESS AFTER GRADUATION.
 - 1. Offer a rigorous, project based educational experience for high wage, high demand careers in IT, Advanced Manufacturing, Welding, Health Care, Pre-engineering, Business and Entrepreneurship.
 - 2. Ensure there is a support system to meet the basic needs of our students are met both inside and outside of our schools.
 - 3. Develop comprehensive career paths, programs, and course offerings in our selected occupational sectors for all students.

4. Describe the student values we want and develop the school culture we need to achieve them.
5. Review and implement the best practices for safety and security, recognizing the physical, emotional, and psychological perspectives of all students and adults.
6. Develop a support program for post high school education.
7. Increase student levels of reading proficiency and reading comprehension.
8. Develop a technology plan to ensure digital tools are being used purposely on a daily basis.
9. Embed soft skills and intrapreneurship across all our career paths.
10. Use data analysis to achieve great student outcomes.
11. Increase the diversity, equity and inclusion in all our programs.

B. BECOME KNOWN AS A GREAT PLACE TO WORK.

1. Recruit and retain high performing talented staff members.
2. Implement a comprehensive staff appreciation and recognition program.
3. Engage all staff members in our strategic plan and develop their team and personal objectives in support of the plan.
4. Enhance our Professional Development programs.
5. Implement a comprehensive staff communication and involvement program.
6. Complete our school philosophy and the policies and actions we need to live it.

C. USE OUR SCHOOLS TO PROACTIVELY SUPPORT OUR STUDENTS, THEIR FAMILIES AND THE NEIGHBORHOODS AROUND OUR SCHOOLS.

1. Investigate becoming a “community school” as defined by the Institute for Educational Leadership.
2. Investigate the need and the feasibility of a pre-kindergarten program.
3. Increase parent participation in school programs by 30%.

D. ENSURE THE LONG-TERM ACADEMIC SUCCESS AND FINANCIAL VIABILITY OF OUR SCHOOLS.

1. Develop criteria, processes and by laws to ensure a strong and involved board.
2. Develop a growth plan to increase our enrollment to over 2,000 students in order to support student outcomes and enhance long term viability.
3. Increase opportunities for family, school and community connections and collaboration in order to further support student outcomes and enhance long term community support.
4. Investigate all our costs to be sure we are getting the best price and value.

V. Implementation

The formulation and approval of the strategic plan sets the direction and focus of our students and staff. We must accomplish the following steps:

A. REVIEW THE ENTIRE PLAN WITH ALL STAFF MEMBERS.

Describe the overall strategic direction and intent of the plan for the involvement of all staff members in its completion.

B. FOR EACH OBJECTIVE:

1. Determine if is a district wide objective or whether it is an objective for each school.
2. Develop the appropriate metrics to measure the progress or completion of each objective.
3. Determine the person who has the responsibility for the ultimate completion of that objective.
4. Complete an Action Plan for each objective along with benchmarks for monitoring, timeline, and budgetary needs if applicable.

To the extent possible, include all staff members in the development of the Action Plan whose work is impacted by the objective.

5. To the extent possible, have each staff member develop individual plans in support of the action plan.

C. REPORT TO THE BOARD ON THE PROGRESS OF THE PLAN'S COMPLETION.

Report to the board of the progress made in completing the objectives.