

APPROVED



## Adelante Schools

# Minutes

## Board Meeting

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### Date and Time

Thursday July 16, 2020 at 6:00 PM

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### Goals:

1. Approve organizational foundational tools and policies to govern our school and operate effectively.
2. Deepen our understanding of Adelante's Emma Donnan operational state and provide any necessary support and guidance.

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### Directors Present

A. Impink (remote), B. Burcope (remote), K. Branson-Hutchison (remote), K. Kainrath (remote), M. Staten (remote)

### Directors Absent

J. Garcia, M. Whitley

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### I. Opening Items

**A. Record Attendance**

**B. Call the Meeting to Order**

K. Kainrath called a meeting of the board of directors of Adelante Schools to order on Thursday Jul 16, 2020 at 6:21 PM.

K. Branson-Hutchison made a motion to Approve the minutes.

A. Impink seconded the motion.

Changes: Brian is from CIES, not Donavan CPA

The board **VOTED** to approve the motion.

**Roll Call**

M. Whitley	Absent
B. Burcope	Aye
J. Garcia	Aye
K. Branson-Hutchison	Aye
K. Kainrath	Aye
M. Staten	Aye
A. Impink	Aye

**C. Approve Minutes**

Changes: Brian is from CIES, not Donavan CPA

**D. Brian Anderson - Donovan CPA**

- A leader in Charter School finance ( Team Linda and Kim)
- Strategic decision making + operations support.
- Discussion of IN Charter School LEA ( local education agency) policies.

**II. Finance**

**A. Approval of Revised Financial Policies & Procedures**

B. Burcope made a motion to approve the revised Financial Policies and procedures.

M. Staten seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

J. Garcia	Absent
K. Kainrath	Aye
K. Branson-Hutchison	Aye
M. Staten	Aye
A. Impink	Aye
B. Burcope	Aye
M. Whitley	Absent

**B. Donovan CPA Internal Control Assessment**

- Met w/ Donovan CPA - Internal controls assessments:
- Minor recommendations:
- Ensuring we have a 3-way match.
- More specifics about our credit cards receipt policies defined in our financial policies.

### C. Budget Updates

No updates.

## III. Executive Director's Update

### A. Shalom Health Agreement

Shalom Health (in school Jan) vs Independent Contractor of RN to delegate to on-staff CNA reviewed by legal counselor, month to month contract and re-evaluate path forward in November. Will re-review to the board in November.

### B. K1ds Count Therapy

Adelante KCT Quote for services  
K1ds Count Schools Fee Schedule

K. Kainrath requested further discussion regarding budget for K1ds count. K Branson questioned billing invoice dates - 45 days.

A. Impink made a motion to approve K1ds Count Therapy partnership.

K. Branson-Hutchison seconded the motion.

The board **VOTED** to approve the motion.

#### Roll Call

A. Impink	Aye
J. Garcia	Absent
B. Burcope	Aye
K. Kainrath	Aye
M. Whitley	Absent
M. Staten	Aye
K. Branson-Hutchison	Aye

### C. Executive Directors Report

- Update on Staffing- 100% Filled ( pending a Tech coordinator)
- Enrollment Update - 49 newly enrolled students
- Intent to return students: 235 - [286 total students enrolled]
- Planning for COVID-19:
  - Transportation

- Fully remote student option
  - Masks will be required for K -12 (enforced during transitions, students will be able to remove masks once they are sitting in chairs) Teachers can keep masks on.
  - Cleaning practices: IPS custodial services plan
  - Meals in classrooms
  - Survey/ calls regarding number of students who are remote learning 10-15%
- +

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#### **IV. Open Discussion**

##### **A. Committee changes**

Changes in committees cannot be voted on.

Committee changes will be added to the Agenda for next month's meeting.

#### **V. Closing Items**

##### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:30 PM.

Respectfully Submitted,

A. Impink

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#### **Documents used during the meeting**

- ADELANTE SCHOOLS Financial Policies & Procedures Manual 060320.pdf
- Shalom Health Service Agreement- Adelante Schools\_2020.docx
- Adelante KCT Quote for Services (1) (1).pdf
- Adelante \_ K1ds Count School Fee Schedule 2020.pdf
- Adelante \_ K1ds Count Therapy contract 2020.pdf
- 071620\_Executive Director Update.pdf

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*We unite in solidarity with our families and community to create a joyous neighborhood school, preparing all scholars to graduate from college and lead lives of leadership and service to Indianapolis*