



# **Adelante Schools**

# **Minutes**

# **Board Meeting**

#### **Date and Time**

Thursday July 16, 2020 at 6:00 PM

#### 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.

## **Directors Present**

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

### **Directors Absent**

J. Garcia, M. Whitley

## 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	Absen
B. Burcope	Aye
J. Garcia	Aye
M. Staten	Aye
A. Impink	Aye
K. Kainrath	Aye
K. Branson-Hutchison	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**

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

#### B. Donovan CPA Internal Control Assessment

- Met w/ Donavan 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

J. Garcia	Absent
K. Kainrath	Aye
M. Whitley	Absent
M. Staten	Aye
A. Impink	Aye
K. Branson-Hutchison	Aye
B. Burcope	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
- $_{\circ}$  Survey/ calls regarding number of students who are remote learning 10-15%

+

٠

## **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

## 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

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