APPROVED

Adelante Schools

Minutes

Adelante Schools Board Meeting

Date and Time
Friday February 17, 2023 at 8:30 AM

Location
Emma Donnan Elementary and Middle School
Scholar Center, Floor 2
1202 E Troy Ave., Indianapolis, IN 46203

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
B. Burcope, K. Branson-Hutchison (remote), K. Kainrath, M. Staten, M. Whitley, R. Scott (remote), S. Simpson (remote)

Directors Absent
A. Smith, N. Frech

Guests Present
E. Rangel, J. Habayeb, M. Rooney

I. Opening Items

A. Call the Meeting to Order

K. Kainrath called a meeting of the board of directors of Adelante Schools to order on Friday Feb 17, 2023 at 8:34 AM.

B. Record Attendance

C. Approve Minutes

M. Whitley made a motion to approve the minutes from Adelante Schools Board Meeting on 01-20-23.
B. Burcope seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Executive Director Update

A. Executive Director Update

1st Update: **Family Surveys**
Updates on parent survey results. Core question: "How much do you agree with the following statement about this school: 'The teachers do their best to help my child learn.'" In 20-21, 86.1% stated agree/strongly agree. In January of 2023, 93.2% stated agree/strongly agree. Based on OEI authorizer goals, this is considered "Exceeds Standard."

Core question: Overall satisfaction with Emma Donnan. 90% hit for 22-23 school year, an increase from 83% from the prior year.

The school presented these findings to the Family Advisory Council and solicited more feedback on what the organization can do to improve these result and target next steps. Families advocated for more activities after-school and opportunities to engage families. We can do a better job of bringing other trades, including carpentry, welding, etc.

2nd Update: **Potential Expansion**
The School expressed interest in pursuing the building at Raymond Brandes School 65 and purchase for $1. A complaint was filed against IPS for not honoring the $1 law by the Indiana Charter School Network. The Attorney General's office found this week that IPS had provided substantial evidence that they will be using the building. The ICSN is asking to review the evidence. IPS has publicly stated that will be ending classroom instruction in May 2023 and have community meetings. However, there is no other currently released information.

The University of Indianapolis is still interested in Adelante Schools creating the teacher lab school. The School will continue to work with IPS to be part of the conversation for the future of Raymond Brandes 65. Currently, there is a holding pattern, so The School has withdrawn its application for intent to file a replication charter. Another cycle opportunity will occur in the fall.

III. Finance & Operations

A. PataSchool Partnership

Habayeb conducted an overview of scholar experience when it comes to school nutrition. Currently, The School serves breakfast, lunch, and snack totaling 130,000 per year. Currently, we pay IPS to pick and receive their school meals, standardized through the district. IPS sets the menu, pulls it, and then each afternoon a delivery brings the next day's food. Everything is pre-wrapped and warmed up. The kitchen currently operates as a "warm-up" kitchen.

Due to constraints on supply chains and the nutritional model of IPS public schools, kids are eating the same limited items that are frequently rotated. Because of the pre-packaged nature of the meals, 20,000 lbs. of waste are accumulated per year. In order for the school to be reimbursed for the meal, many meals get thrown into the trash. 85% of milk is thrown away and 74% throw away at least 1 uneaten item per day.

The average amount of reimbursement per scholar is $1,450 per year (all three meals served). The per pupil allocation is intended to cover the cost of the meals, the staffing, and the supplies. Currently, The School is not able to dictate the costs for meal delivery, this is set by IPS, resulting in The School currently operating at 104% cost. This means it is more expensive than it could be to provide nutritional meals for kids.

Nutritional wellness is integral to children's holistic wellness and has been a prior for the The School. The School wants the future of meals to focus on high-quality food, a model that is financially sound to make best use of the funds we have, and a focus on green education. We also want to better incorporate the school garden so kids know where their food is coming from.

The local restaurant, Patachou, has a foundation to support and implement school lunch programs. The foundation's executive director Matthew Feltrop gave a presentation on the foundation's efforts since 2013. The biggest piece they've learned is the power of food in the cafeteria, in terms of efficiency and improving nutritional outcomes and wellness. Currently, they are beta-testing a pilot at a charter school on the eastside called Circle City Prep.

The Pataschool model features a cafeteria overhaul, meaning a transition to self-operating kitchen that allows us to determine what food is served. This allows for more

local control of what's happening in the cafeteria. The foundation will then recommend needs for equipment. Currently, The School has many of the bare bones to build this type of kitchen, but is currently determined by the Health Department as just a warming kitchen. To transition, the foundation will recommend equipment upgrades.

The foundation will help to train foodservice training and systems creation management. They would help The School select staff and train them so they have the capacity to serve meals. Meals will be choice-based and hopefully constrict waste. They will also support the financial management to create a fiscally sustainable model over time. This will likely take 3-5 years to be completely self-sustaining.

The current contract would be a $0 intensive 2-year contract to build capacity on-site with a large amount of oversight. The expectation would be to renew that contract at least once.

Community building is central to their model. Bryan Daniel, their community and director of operations, presented on the community-based frameworks of the foundation. They use the Appreciate Inquiry Framework to (1) define a desired outcome, (2) discover current strengths, (3) dream of what the future should be, (4) design a plan, and (5) make it happen.

Stakeholder engagement includes admin, teachers, parents, and students. This includes interviews, surveys, student focus groups, taste testing in May for staff and kids. In August, a Progress Report will be provided and a 12-month framework for an appointed wellness team to endeavor. Student input will continue to be assessed each subsequent semester of the partnership, specifically around menu design.

Researched benefits of quality school food include: excitement, academic performance improvement, supporting attendance, expanded parent & student collaboration, and greater engagement with teachers.

Early results of the beta-test at Circle City:
- 29% increase in lunch satisfaction
- 39% satisfaction with cafeteria overall
- 6% increase in lunch participation

1. **Phase 1** (Now - May)
    1. Planning, baseline data gathering, stakeholder input, backend set
2. **Phase 2** (May-June 2023)
    1. Kitchen equipment upgrades
3. **Phase 3** (after July)
    1. Implementation & monitoring

Jordan wanted to address the questions around the funding of the vision. The Pataschool Foundation has created a financial model with the amount of money we get reimbursed, with some money left over to address other wellness priorities and other continual kitchen maintenance. 75% of the costs will be start-up kitchen costs can be covered by current grant funding. $200,000 in kitchen upgrades and equipment is needed. The bones are present (in terms of infrastructure for electrical, etc.), but many of the necessary equipment has since been removed. An additional $50,000 shift (to 10%) would come from a 1.7 million surplus. All pieces of equipment would be owned by Adelante Schools and could be moved elsewhere if needed. 100% of yearly operating expenses would be covered as long as The School hits its enrollment targets. There is currently a buffer of 20 pupils to cover potential shifts in enrollment for that target.

Burcope asked regarding who staff reports to. In the first year of the program, they would report to a member of the foundation team. By the end of the year, a Kitchen Manager would be hired. But, they would be Adelante employees.

Kainrath asked what role the Foundation plays after 3 years. Jordan is the designated staff member for all Food Services position. He would then be the manager for the operation with training support from the foundation. Leadership capacity is built in the internal team so the foundation will transition to an advisory/consultant role.

Staten asked about how Emma Donnan found out about the program. Rangel has been familiar with the program at a prior school. They currently operate after-school meal/snack programs in 8-10 local schools. 1 school, Circle City Prep, is the first and only site for this particular lunch model. The foundation is partnering with a data team from IU Health to look at attendance and academic performance connections at their current beta-testing school.

Whitley asked about any terms that would change. $0 contract would remain. The foundation's model would include 4 new jobs within the 5 years. If the school expands, there is flexibility within the contract to adapt to support, but there would potentially need to be capital upgrades.

The staff model includes 2 part-time staff to have a more livable wage for current full-time employees.

Burcope asked about the biggest challenges at Circle City Prep. Upgrading the kitchen and staffing have been two challenges.

IPS and the IDOE has been supportive of this endeavor.

The potential con would be the upfront cost and investment in the kitchen upgrades.

Kainrath asked for Board members to review the contract prior to signing.

M. Whitley made a motion to approve the school partnership with PataSchool pending the review of terms in the contract.
B. Burcope seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Consent Vote: Approval of December and January Transactions

Financial statements and transactions were included in the report. Scott asked about the policy for the transactions and why they require board approval. Jordan reminded the Board that it was state policy to provide additional oversight.

Kainrath noticed a few items that fell above the $10,000 line. She will direct the Finance Committee to review those costs and ensure approval ahead of time. They will recommend any changes in the current oversight policies.

One item is from Sinclair, which is for the playground, grant-funded. Zesco food services is another covered by grants.
B. Burcope made a motion to approve the transactions as posted.
M. Whitley seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Committee Updates

A. Academic Excellence

No update.

B. Finance & Development

No update.

C. Governance

Nelson will be joining the Governance committee. Rachel and Shayla will join the Finance Committee. A very solid candidate (possibly another) for the board is currently in the process for review. Nelson and Barb will be re-evaluating the governance calendar and scorecard for review by the full board in April.

The board previously stated they would have quarterly board education opportunities. The next one is in March/April. More details forthcoming.

The Board discussed keeping Diversity, Equity, and Inclusion at the forefront in regards to its policies and practices at monthly board meetings. One proposed question: "What do you need from everyone in this room to be open and trusting so we can operate on behalf of our students?"

By-laws: In regards to the terms of Board members, each has a two year term. There is an opportunity to extend that term to another two years. Multiple board members have entered their four-year terms. According to by-laws, they must take a year off with the ability to come back. The Board can change the by-laws and reconsider the two-year standard. Kainrath wanted an open discussion so the Governance committee could make a recommendation. This would need to be made by July. Scott recommended that whatever shifts (or maintaining the current by-laws) would need to ensure (1) strong succession plans and (2) ensure diversity and openness of fresh perspectives. The board discussed multiple insights and questions regarding precedent from other organizations, what is strong for a start-up organization, what priority capacities should be there for perspective board members. July 1st will be the deadline to make by-law changes. Recommendation from the Governance committee would be discussed in March, work time in April, and a final vote in May.

Strategic Planning Sessions: The goal is to have a committee and long-term Board planning summit on a yearly basis, as well as to build solidarity as a team. No Board member expressed any issues with having another one soon. Multiple hours would need to be booked, so reconciling calendars has been a challenge. Burcope is asking for a 3-hour block of availability. Scott asked if there would be an outside facilitator, but none have been used since.

V. Board Chair Update

A. OEI Reporting Requirements

The only reporting requirement to OEI is the standard board minutes submission.

VI. 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 10:12 AM.

Respectfully Submitted,
M. Whitley

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