APPROVED

Adelante Schools

Minutes

Adelante Schools Board Meeting

Date and Time
Friday June 16, 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
A. Smith, B. Burcope (remote), K. Kainrath, M. Staten, N. Frech, S. Simpson

Directors Absent
M. Whitley, R. Scott

Guests Present
E. Rangel, 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 Jun 16, 2023 at 8:33 AM.

B. Record Attendance

C. Public Comment

D. Approve Minutes

M. Staten made a motion to approve the minutes from Adelante Schools Board Meeting on 05-19-23.
A. Smith seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Executive Director Update

A. Executive Director Update

Student Enrollment Goal
By count day of Fall 2023 (Oct. 1) and Spring of 2024 (Feb. 1), Adelante Schools will meet their ADM (384 students) for the school year.

Family Communication & Retention
By August 2023, 80% of students enrolled at EDEMS attended the school in the previous year.

Right Now Status Towards Goal

- 239 students returning confirmed (71%)
- 15% of families have not yet responded to Intent to Return
- We are at 76% of our current enrollment goal of 384 (293 students) as of 6/14/2023. It was 275 on June 5th.
- The IPS board approved our transportation zone, resulting in more opportunities to engage new neighborhoods

Smith asked at what point the school becomes over-enrolled and what is that threshold. Rangel stated that there may be an instance where additional FTE's may need to be approved.

Initiatives to Reach That Goal

- Door to Door Canvassing
- Community Canvassing
- Information Tables at Community Events

- Open Houses for Families (including last night)
- Community/Neighborhood Meetings (inc. Irvington, University Heights)
- Family Referral Program (non-monetary giveaway gifts)

Who is Helping Reaching That Goal

- 12-month employee recruitment schedule
- Staff incentives and flexible time off, including bonuses for fully recruited grade levels
- Weekly recruitment updates for goal-setting

III. Finance & Operations

A. Consent Vote: Approval of May Transactions

Financial Statement Questions

- Kainrath pointed out that the K-8 instructional expenses are more than 100% of the budget. Rangel stated that it is because of non-reimbursed grant funds. We have been able to spend the funds, but have not yet received the reimbursement for it. Kainrath asked if there is specific planning to budget based upon the reimbursement schedule. Rangel added that additional Title funds that are reimbursed are not included preemptively into the budget, but are added once they arrive. Kainrath understands that it evens out in the end, but wants to ensure we are strategically budgeting and refine our processes to align with that schedule to prevent situations we are 140%+ over budget.

Transactions for May were also included.

Transaction Questions

- Kainrath - On May 22nd, a $17,000 line item in the red (and another one for $15,000 on May 24th) to University of Indianapolis. Rangel explained that the State of Indiana has a Literacy Cadre that we are a part of which covers, via grants, 60% of the Director of Literacy salary.
- Frech - Recognizing expenses for Uber, meals, etc. Wants to ensure that there is a clear policy in place. Rangel stated that the policy is under $1,000 does not require approval. Additional food items in May were due to Teacher Appreciation Week, as well as end of year events. The repeated Uber transactions were due to supporting staff to do home visits, as well as support Family Advisory Council members to attend events. Rangel stated that there is a master grant & expenditure sheet, which should be included in the next Finance Committee meeting.

Habayeb will connect with the board in the finance committee meeting to address these specific items.

Rangel requests that there could be a capped debit card or credit card for additional expenses for Directors (like for recruitment events) for staff other than Rangel/Habayeb to use for one-off expenditures.

Smith asked that the memo line could better be utilized in reports to help eliminate questions & give stronger context to the board in finance reports.
N. Frech made a motion to approve the transactions for the month of May with the anticipated response to questions.
A. Smith seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Committee Updates

A. Academic Excellence

No updates. ILEARN scores are public July 12th.

B. Finance & Development

No update.

C. Governance

Frech stated that he hasn't received ED reviews from most of the board (all members except Kainrath). The goal is to have them sent asap with the final OEI report on 6/27 due.

Burcope completed the Board Evaluation and will send out 6/19 and then send to OEI by 6/27 as well. She will be sending the Skills & Knowledge Matrix to begin the board recruitment process. On-going goals related to the finalized goals during the retreat are on-going.

Is there an interest in hosting a Board lunch during July PD? The board will be invited to the lunch where Patachou will provide for the staff, allowing them to engage with the board.

D. DEI Article and Conversation

The DEI work around readings will begin in August 2023's meeting. The reflection question for June's board meeting:

Have we created a space to allow you to show up as authentically as yourself? If not, what needs to occur in meetings to create that space?

V. Board Chair Update

A. OEI Reporting Requirements

School Assurance Forms - The forms indicate that board members have viewed all the quarterly reports. This needs to be sign on 6/27.

The self-reflection Executive Director report has been submitted.

New Board Member List - Needs to be updated by July 1st.

Any Updated By-Laws - Needs to be updated by July 1st (will be voted on today).

B. Approval of bylaws and committee descriptions

Bylaws were sent to OEI for reference earlier in the week & no questions have been sent back. All updated by-laws & committee descriptions determined during the board retreat have been included in a single packet to be voted on in today's meeting.

Smith will archive former bylaws with Board on Track.
N. Frech made a motion to approve the updated by-laws & committee descriptions as amended.
M. Staten seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Nomination of interim treasurer

Recruitment process has begun to find someone to fully fill this role. In the meantime, an interim Treasurer will be appointed until a more permanent replacement can be found.

Responsibilities:

- Run the Finance Committee
- Coordinate with School Leaders
- Basic Dialogue with CIES
- Will walk hand-in-hand with Kainrath who also serves on the Finance Committee

Kainrath will serve as the interim Treasurer.
A. Smith made a motion to nominate Kristy Kainrath to a two-month board treasurer.
N. Frech seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

A. Smith	Aye
N. Frech	Aye
S. Simpson	Aye

Roll Call

R. Scott	Absent
M. Staten	Aye
B. Burcope	Aye
M. Whitley	Absent
K. Kainrath	Abstain

VI. Closing Items

A. Adjourn Meeting

Staten asked the status of the Charter School Growth Fund grant application. Rangel stated that we were denied due to questions regarding the district.

Smith asked if the board is ok continuing meetings on Friday mornings at 8:30am. The board did not have objections to the recurring date and time.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:53 AM.

Respectfully Submitted,
K. Kainrath

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