



Rooted School - Washington

Rooted School Vancouver Board Meeting

Published on January 20, 2023 at 12:43 PM PST

Amended on January 25, 2023 at 4:52 PM PST

Date and Time

Wednesday January 25, 2023 at 4:00 PM PST

Location

1500 SW 1st Ave., Suite 680, Portland, OR 97201

Agenda

	Purpose	Presenter	Time
I. Opening Items			4:00 PM
A. Call the Meeting to Order	Vote	Toby Martin	1 m
Motion: The motion was made to call the meeting to order.			
This meeting was called to order at 4:02 PM PST by Mr. Toby Martin, Board Chairperson (or Board designee)			
B. Record Attendance	Vote	Toby Martin	1 m

Roll Call:

Board Members:

- Karthy Chandra - Board Member
- Denise Grant - Board Member
- Taina Knox - Board Member
- Toby Martin - Board Chairperson
- Adrienne Mason - Board Member
- Nathan Webster - Board Member

Purpose Presenter Time

Yesenia Martinez - Board Member

Rooted School Foundation/School Officials:

- Steven Carney - Executive Director & School Leader - Rooted School Vancouver
- Sandra Yokley - Director of Operations
- Frank Ingargiola - Director of Operations Rooted School NOLA
- Jonathan Johnson - Rooted School Foundation CEO

Guests:

- Bely Luu - WA Charters
- Sheila Davis - Board Member Candidate

C. Land Acknowledgement	Adrienne Mason	1 m
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Rooted School Vancouver acknowledges the people whose ancestral lands we inhabit today. Prior to the introduction of white settlers to the area currently known as Clark County, this land was cared for by indigenous peoples for thousands of years.

At the time that colonization began, this area of Southwest Washington was occupied primarily by the Chinook and Cowlitz tribes. Additionally, countless tribes from across the Pacific Northwest came to this area to trade with one another by using the Columbia River and its adjoining waterways as an intricate network of trade routes.

For millennia, their communities thrived while maintaining a balanced, sustainable relationship with the natural world. These values were passed down from generation to generation and are still practiced by indigenous groups today, including the Cowlitz and Chinook. We pay our respects to these peoples, both past and present, by opening a space of recognition, inclusion, and respect for our sovereign tribal partners and all indigenous students, families, and staff in our community.

II. Approval of Minutes 4:03 PM

A. Approve Minutes from 12-10-2022 Rooted School Vancouver Special Board Meeting	Approve Minutes	Toby Martin	1 m
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Recommendation: The board approves the minutes of the January 7, 2023 special board meeting, RSV School Board Work Session

III. Communications 4:04 PM

A.

	Purpose	Presenter	Time
Welcome Community Members			
B. Initial Public Comment	FYI	Adrienne Mason	1 m

BOARD SECRETARY TO READ PRIOR TO ALL PUBLIC COMMENT:

Our Public Comment period is for members of the public to address the board. Each member of the public may sign up to comment at the meeting and will be allotted three - five minutes. The board will listen, but may not directly respond to any comments. Please do not use specific student, teacher or administrator names in your comments as our meetings are open to the public and public record, and we must adhere to FERPA - Family Educational Rights and Privacy Act. As such, if your comment is about a private matter, please contact the board via email, or speak to the board chair privately.

IV. Consent Agenda

4:05 PM

(Subject to objections by the board members, the following items will be passed by a single motion to approve all listed actions and resolutions. There will be no discussion on these items unless requested by the board. If discussion is requested, the items will be moved from the Consent agenda and considered separately after the motion has been made and passed to approve the remaining items.)

A. Recommend to Approve the Hire of Rooted School Vancouver's Founding Student Success Coordinator	Vote	Steven Carney	5 m
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Recommendation: That the Board of Directors approves the hire of Dylan Rossi as Rooted School Vancouver's Founding Student Success Coordinator. The RSV Student Success Coordinator will serve as the Special Education teacher/specialist and Multi-Tiered Systems of Support (MTSS) coordinator. The RSV Student Success Coordinator will be responsible for providing and coordinating support and services for students with IEPs and 504 plans and ensuring all students get the support and services they need to be successful.

B. Recommendation to Conduct a Second Reading to Adopt Policy: 3110 Policy and Procedure Enrollment	Vote	Steven Carney	
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Rationale: Attached is new Policy: 3110 Policy and Procedure Enrollment

Recommendation: That the Board of Directors conducts a second reading and adopts new Policy: 3110 Policy and Procedure Enrollment

C. Rooted School Foundation Report	FYI		1 m
Report: Rooted School Foundation - Jonathan Johnson, CEO			

V. BOARD DISCUSSION/ACTION ITEMS **4:11 PM**

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| A. New Board of Trustees Member Appointment | Vote | Toby Martin | 5 m |
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Background: Pursuant to Article IV of the RSV Bylaws, "members of the Board of Trustees shall be elected by a majority vote of the then sitting members of the Board of Trustees." "The Board of Trustees shall consist of no fewer than three and no more than nine Members." Members serve 2 year terms.

Recommendation: Vote to appoint Sheila Davis as a member of the RSV Board of Trustees for a 2-year term effective 01/25/22.

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| B. Presentation: Fund Development | FYI | Bely Luu | 30 m |
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Guest Bely Luu from WA Charters to present on Fund Development.

- Board’s role in fundraising and philanthropy (review responsibilities and share examples of what schools have done)
- Discuss Rooted’s fundraising goals and brainstorm strategies and activities for the year (see slide below that I pulled from the development plan) – would you clarify if these are still the right goals for the board to focus on? And if the amounts listed are solicitation or actual goals, since they don’t align with the top monetary goal? Which portions do you want the RSV board to support and which areas are RSF responsible for?

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| C. Board Goals [DRAFT] | Vote | Steven Carney | 15 m |
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Background: The following draft of the 2022/2023 Pre-Opening Board Goals were established at the 1st Annual RSV Board Retreat in Dec/Jan. The goals were are result of facilitated process to identify pre-opening high-priority areas and complete a SPOT Matrix (see attached).

Fund Development

Goal: By 2024, RSV will raise resources, accrue substantial reserves, and establish a strong fund balance required to fulfill the RSV mission and provide the best education possible.

- **Strategy:** By Febraury 2023, the RSV board will establish a Fund Development Committee responsible for developing, monitoring, and supporting a multi-year fundraising plan.
- **Strategy:** By March 2023, the RSV Fund Development Committee will identify and calendar a minimum of 8 events designed to promote enrollment and accelerate fundraising.

- **Strategy:** By July 2023, the RSV board will establish a multi-year fundraising plan to be implemented, monitored and supported by a Fund Development Committee.

Board Recruitment and Succession

Goal: By June 2023, RSV will have recruited, nominated, oriented, and trained at total of 11 board members that represent the diversity of the intended RSV student population and meet the technical needs of the organization.

- **Strategy:** By March 2023, RSV will establish a governance committee commissioned by and responsible to the Board of Trustees to assume the primary responsibility for matters pertaining to Board of Trustees recruitment, nominations, orientation, training, and evaluation in accordance with the bylaws of the organization as well as established policies and practices approved by the Board of Trustees.
- **Strategy:** By May 2023, RSV will establish a board recruitment and succession plan.

Student Recruitment

Goal: By August 1, 2023 100% of student enrollment targets will be met.

- **Strategy:** Monitor and support school leadership team's implementation of the board adopted Family and Student Engagement and Recruitment Plan.
- **Strategy:** Participate in scheduled enrollment events.

Staff Recruitment

Goal: By August 1, 2023 100% of staff recruitment targets will be met.

- **Strategy:** Monitor and support school leadership team's implementation of the RSV staff recruitment efforts.
- **Strategy:** Participate in scheduled recruitment and hiring events.

RSV Program and Pre-Opening Development

Goal: By opening day 2023, all pre-opening conditions have been met and all freshman program and curricular components, resources, and support are established.

- **Strategy:** Monitor and support school leadership team's progress in completing pre-opening conditions and the establishment of partnerships and resources needed to develop program and curricular components.

	Purpose	Presenter	Time
Recommend motion to approve board goals and direct the Executive Director to align ED goals and organizational goals accordingly.			

D. Pre-Opening Report	Discuss	Steven Carney & Sandra Yokley	15 m
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Background: Due to the overlap and focus on opening Rooted School Vancouver in August 2023, we decided to create a combined report related to pre-opening progress rather than individual reports from both the ED and DOO. It is recommended that individual reports pick up again once the school year has started. Attached is the Pre-Opening Board Report and the Recruitment dashboard. Additionally, a SchoolMint Engage and Connect Dashboard will be presented to view live engagement data.

E. First Read: RSW Financial Policies and Procedures Manual [DRAFT]	Discuss	Steven Carney	15 m
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Developed by JGP, this is the **first draft** of our financial policies and procedures manual. This is based off a template JGP has historically used with other schools, but new and improved for RSW. This is an essential document because it's what we will be audited to, so it's important that we know, understand, agree with, and feel prepared to execute everything described within. Sandra and Steven are in the process of reviewing the document with JGP. With our review, combined with your feedback, we plan to bring a final draft for approval at the February board meeting.

F. 2023/2024 School Calendar	Discuss	Steven Carney	10 m
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Background: As part of the basic education requirements in Washington state, each local education agency (including charter schools) must make a minimum of 180 school days available to students each school year. We must also provide at least 1,080 annual instructional hours to students in grades 9–12. We receive state funding based on the number of students who are enrolled in the school for 1,080 instructional hours over 180 school days.

Attached is a draft school calendar to consider.

G. IMPORTANT DATES Constituent Legislative Meetings / WA Charters Conference	FYI	Steven Carney	5 m
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Constituent Legislative Meetings [Feb 14 & March 9, 2023]: Jonthomas from Washington State Charter Schools Association is organizing meetings to meet with Rooted School Vancouver area legislators. The meetings are scheduled in person in Olympia for February 14th at 9am. Additionally, virtual meetings for March 9th are also set up. We are looking for board members, parents (if we had some at this point), and staff to attend. Attached are the talking points to use during the visit. We would like to give Jonthomas the names of 1-2 board members who are willing to attend either or both events.

Sixth Annual WA State Charter Schools Association Conference [May 6, 2023]:

Reuniting educators, students, charter school families, community partners, funders, and policymakers, the conference will celebrate the resilience that individuals and schools have shown over the last two years and showcase the charter school community’s commitment to sector excellence and growth.

Location & Accommodations

Hilton Seattle Airport and Conference Center, SeaTac, WA: [17620 International Blvd, Seattle, WA 98188](https://www.hilton.com/en/hotels/sea-hilton-seattle-airport-and-conference-center/)

<https://wacharters.org/conference/>

If you are interested in attending, please let Steven know and we will get you registered.

H. Board Committees	Vote	Toby Martin	10 m
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It is recommended the board establish the following committees and appoint a committee chair.

Board Governance Committee

Board Finance Committee

Board Development Committee

VI. Executive Session (if needed)

There will be no *Executive Session* for this meeting.

VII. Closing Items 5:56 PM

A. Adjourn Meeting	FYI	Toby Martin	1 m
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Motion: The motion was made to adjourn the meeting.

The meeting was adjourned at X:XX PM PST

Date of next Rooted School Vancouver, WA Board Meeting is Wednesday, February 23, 2023 @ 4:00 PM PT