



Rooted School - Washington

Rooted School Vancouver Board Meeting

Published on February 20, 2023 at 9:14 AM PST

Date and Time

Wednesday February 22, 2023 at 4:00 PM PST

Location

1500 SW 1st Ave #680, Portland, OR 97201, USA

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 Secretary

Purpose Presenter Time

- Nathan Webster - Board Member
- Yesenia Martinez - Board Member
- Sheila Davis - 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:

- Erika Rangel
- Elizabeth Silberg

- C. Land Acknowledgement** Adrienne Mason 1 m

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 01-25-2023 Rooted School Vancouver Regular Board Meeting** Approve Minutes Toby Martin 1 m

Recommendation: The board approves the minutes of the January 25, 2023 regular board meeting.

III. Communications 4:04 PM

- A. Welcome Community Members**

	Purpose	Presenter	Time
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.

C. Acceptance of Board Member Resignation	FYI	Toby Martin	1 m
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Thank you Karthy Chandra, Founding Rooted School Board Member 2020-2023, for believing in the Rooted School mission, and offering invaluable leadership and support. You made a difference.

IV. Consent Agenda 4:06 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. Second Read: RSW Financial Policies and Procedures Manual [FINAL]	Discuss	Steven Carney	1 m
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Developed by JGP, this is the **final draft** of our financial policies and procedures manual. This is based on a template JGP has historically used with other schools, but is new and improved for RSW. This is an essential document because it's what we will be audited to, so it's vital that we know, understand, agree with, and feel prepared to execute everything described within. Sandra and Steven have reviewed the document extensively with JGP.

Recommendation: Approve the RSW Financial Policies and Procedures Manual

V. BOARD INFORMATION/DISCUSSION ITEMS 4:07 PM

A. Budget Update	FYI	Corey Baron	10 m
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Budget update provided by Joule Growth Partners

B. Facilities Update	FYI	Annegret Nautsch	10 m
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	Purpose	Presenter	Time
Facilities update provided by Washington Charter School Development			
C. Pre-Opening Report	FYI	Steven Carney & Sandra Yokley	10 m

Attached is the Pre-Opening Progress Board Report.

D. Staff and Student Recruitment Update	FYI		10 m
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Steven Carney and Sandra Yokley will provide a staff and student recruitment update. Additionally, a SchoolMint Engage and Connect Dashboard will be presented to view live engagement data.

E. Fund Development Committee Report	FYI	Jonathan Johnson	5 m
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Attached is the Fund Development Committee monthly report.

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

G. First Read: Policy and Procedure 5010: Nondiscrimination and Affirmative Action	Discuss	Steven Carney	5 m
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Background: To **provide clarity to employees on acceptable behavior, reduce bias, attract diverse candidates, and ensure compliance with WA laws and regulations, the following draft Policy and Procedure 5010: Nondiscrimination and Affirmative Action are provided. The draft policy and procedure are aligned with the Washington State School Directors' Association (WSSDA) model policies.**

H. First Read: Policy and Procedure 5011: Sexual Harassment of School Staff Prohibited	Discuss	Steven Carney	5 m
I. First Read: Policy and Procedure 1805: Open Government Trainings	Discuss	Steven Carney	5 m
J. First Read: Policy and Procedure 1600: Conflicts of Interest and Prohibited Acts	Discuss	Steven Carney	5 m
K. First Read: Policy 5201: Drug-Free Schools, Community and Workplace	Discuss	Steven Carney	5 m
L. IMPORTANT DATES Constituent Legislative Meetings / WA Charters Conference	FYI	Steven Carney	5 m

Constituent Legislative Meetings [March 9, 2023]: Jonthomas from Washington State Charter Schools Association is organizing meetings to meet with Rooted School Vancouver area legislators. 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.

VI. BOARD ACTION ITEMS

5:23 PM

A. Board Committees	Vote	Toby Martin	5 m
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It is recommended that the board establish the following committees and appoint a committee chair:

1. Board Governance Committee
2. Board Finance Committee

B. Board Treasurer	Vote	Toby Martin	10 m
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Per the RSV board-adopted Financial Policies and Procedures Manual, it is recommended that the board appoint an RSV Board Treasurer.

- Member of and Elected by: The Board of Trustees
- Reports to: The Chair and the Board of Trustees
- Supports: Executive Director, Business Manager, accountant or bookkeeper, and auditors as necessary.
- Term of Office: One year; renewable for three consecutive years

General Responsibilities:

1. Provides direction for the financial management of the organization and facilitates the board in meeting its financial oversight responsibilities.
2. Chair of the Finance Committee.
3. Provides direction for the oversight of the organization's record keeping and accounting policies.
4. Ensures the presentation of timely and meaningful financial reports to the board.
5. Ensures the development of an annual budget and its submission to the Board for its approval.
6. Leads the monitoring of budget implementation.
7. Oversees development and board review of financial policies and procedures. With the
8. Finance Committee, monitors the adherence to financial policies and procedures adopted by the Board.
9. Develops and monitors any investment policies adopted by the Board.
10. Ensures that assets are protected and invested according to board policy.
11. Leads the board in assuring compliance with federal, state and other financial reporting requirements.
12. Presents the recommendation of the auditor to the Board for their approval. With the
13. Finance Committee reviews the results of the audit including the management letter, develops a plan for remediation, if necessary, and presents the results to the Board.
14. Recognizes his or her responsibility to set the example for other board members by contributing financially at a level that is meaningful to him/her and by playing a major role in fundraising activities.
15. Takes responsibility for designing an annual board education program so that all board members can effectively conduct oversight of the financial health of the organization.

Qualifications:

1. The treasurer must display a commitment to the organization and its principles, mission and goals, and the distinctions between governance and management.
2. A strong understanding of record-keeping, accounting systems, financial reports and financial policies and procedures.
3. An ability to focus on both the short-term and long-term financial health of the organization.

VII. Executive Session (if needed)

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

VIII. Closing Items

5:38 PM

	Purpose	Presenter	Time
A. Adjourn Meeting	FYI	Toby Martin	1 m

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