



Rooted School - Washington

Rooted School Vancouver Board Meeting

Published on August 21, 2023 at 10:21 AM PDT

Amended on August 23, 2023 at 4:58 PM PDT

Date and Time

Wednesday August 23, 2023 at 6:00 PM PDT

Location

In Person Location:

10401 NE Fourth Plain Blvd, Suite 201,
Vancouver, WA 98662

Remote Option:

Join Zoom Meeting

<https://us06web.zoom.us/j/88295264427?pwd=aHIZREJDTTR3ejNjNXd4WTV6bGVNQT09>

Meeting ID: 882 9526 4427

One tap mobile

+12532158782,,88295264427#,,,,*591944# US (Tacoma)

+12532050468,,88295264427#,,,,*591944# US Dial by your location

+1 253 215 8782 US (Tacoma) +1 253 205 0468 US +1 669 444 9171 US

+1 669 900 6833 US (San Jose) +1 719 359 4580 US +1 346 248 7799 US (Houston)

+1 360 209 5623 US +1 386 347 5053 US +1 507 473 4847 US +1 564 217 2000 US

+1 646 931 3860 US +1 689 278 1000 US +1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC) +1 305 224 1968 US +1 309 205 3325 US

• +1 312 626 6799 US (Chicago)

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A. Call the Meeting to Order	Vote	Toby Martin	1 m
B. Record Attendance	Vote	Toby Martin	1 m

Roll Call:

Board Members:

Toby Martin: Board Chairperson
 Adrienne Mason: Board Secretary
 Taina Knox: Board Treasurer
 Nathan Webster: Board Member
 Yesenia Martinez: Board Member
 Sheila Davis: Board Member
 Denise Grant: Board Member
 Jennifer Hernandez - Board Member

Rooted School Foundation/School Officials:

Steven Carney: Executive Director & School Leader - RSV
 Sandra Yokley: Director of Operations - RSV
 Angie Lundgren: Office Manager - RSV
 Talia Livneh: Rooted School Foundation

Guests:

Tyrone Foster - Precision Landscape Services

C. Land Acknowledgement		Adrienne Mason	1 m
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We humbly acknowledge that Rooted School Vancouver stands on the ancestral lands of the Indigenous peoples of this region. We recognize and honor the historic and continued presence of the Cowlitz, Chinook, Klickitat, Yakama, Grand Ronde, Wasco, and Wishram peoples.

We acknowledge the trauma and injustice inflicted upon Indigenous communities through centuries of colonization, displacement, and assimilation efforts. As we seek to create a safe and inclusive learning environment for all students, we commit to

	Purpose	Presenter	Time
learning from and partnering with Indigenous communities to promote healing and equity.			

We also recognize the invaluable contributions and knowledge of Indigenous peoples to our shared history, culture, and identity. We are committed to integrating Indigenous perspectives and knowledge into our curriculum and ensuring that the voices and experiences of Indigenous students are heard and valued in our school community.

II. Approval of Minutes 6:03 PM

- | | | | |
|--|-----------------|-------------|-----|
| A. A. Approve Minutes from 07-26-2023 Rooted School Vancouver Regular Board Meeting | Approve Minutes | Toby Martin | 1 m |
|--|-----------------|-------------|-----|

Recommendation: The board approves the minutes of the July 26, 2023 regular board meeting.

III. Communications 6:04 PM

- | | | | |
|-------------------------------------|-----|----------------|-----|
| A. 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 6:05 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.)

	Purpose	Presenter	Time
A. Memorandum of Understanding with Latino Leadership Northwest (LLNW) and LULAC National Educational Service Centers (LULAC NESCS)	Vote	Steven Carney	1 m

Introduction

Rooted School Vancouver has entered into agreements with Latino Leadership Northwest (LLNW) and LULAC National Educational Service Centers (NESCS) for shared space usage at RSV's premises located at 10401 NE Fourth Plain Blvd Ste 201, Vancouver, WA 98662.

Background

RSV continues to strengthen its vision of being community-rooted by fostering relationships and partnerships that align with our mission and values. As part of this ongoing commitment, RSV has established MOUs with LLNW and NESCS to facilitate collaboration, support mutual objectives, and further community engagement.

Details

The MOUs outline the shared use of space at RSV's location, including access to designated classrooms, shared restrooms, maintenance provisions, responsibilities, liability, funding, indemnification, and termination clauses.

Latino Leadership Northwest: LLNW's mission and objectives align with RSV's community-focused approach. The MOU with LLNW enables them to access specific spaces within RSV to carry out activities that support their cause.

LULAC National Educational Service Centers: Similarly, the identical MOU with NESCS promotes educational opportunities and community development. This partnership emphasizes shared values and goals that resonate with RSV's ethos.

Rationale

These MOUs are rooted in RSV's commitment to engaging with community organizations that share common goals and values. By providing space and support to LLNW and NESCS, RSV is:

- **Fostering Collaboration:** Enhancing collaboration with organizations that have a positive impact on the local community.
- **Building Community Connections:** Strengthening ties with community leaders and organizations, reinforcing RSV's image as a community-rooted institution.

- **Supporting Shared Goals:** Facilitating shared objectives that align with RSV's mission, such as promoting education, leadership, and community development.

Recommendation

The Board is requested to review and acknowledge the MOUs with Latino Leadership Northwest and LULAC National Educational Service Centers and support Rooted School Vancouver's ongoing efforts to remain community-rooted through these partnerships.

Attachments

1. MOU with Latino Leadership Northwest (LLNW)
2. MOU with LULAC National Educational Service Centers (LULAC NESCC)

- B.** Updates to RSV Financial Policies for Board Approval – August 2023 Vote Steven Carney

Introduction

Rooted School Vancouver has made several essential updates to its Financial Policies, encompassing additions, updates, and removal of certain clauses. These revisions are aimed at enhancing compliance, clarity, efficiency, and adaptability in financial management.

Details

The following summarizes the significant changes made to RSV's Financial Policies:

Added:

Page 18 – Donor Acknowledgment:

- **Text:** "By December 1, the Financial Consultant provides a list of donors who have contributed \$250 or more in the calendar year."
- **Rationale:** Helps the school team comply with the requirement of donor acknowledgment letters, ensuring transparency and adherence to best practices.

Page 28 – Contract Signatories:

- **Text:** "Contracts may be signed by the Executive Director or Director of Operations. If a contract exceeds the purchase authority of the Director of Operations, prior written approval by the Executive Director is required."

- **Rationale:** Provides additional clarity for auditors and strengthens internal controls on contractual agreements.

Page 43 – Payroll Approval Authority:

- **Text:** "If the Executive Director is unavailable to approve payroll by 2 pm PT of the day of the payroll deadline, the Director of Operations, Board President, and Board Treasurer also have authority to approve payroll."
- **Rationale:** Ensures a backup in case of emergency, preventing delays in payroll processing.

Updated:

Page 28 – Purchase Authorization Increase:

- **Text:** "Director of Operations is authorized to make purchases up to \$2,500." (previously \$1,000)
- **Rationale:** Increases operational efficiency by granting greater flexibility in purchasing decisions.

Page 32 – Bank Affiliation:

- **Text:** "RSV banks with Umpqua Bank" (previously Columbia)
- **Rationale:** Reflects the merger, ensuring accurate and up-to-date banking information.

Removed:

1. Page 17 – Mail Stamping Requirement:

- **Rationale:** Improves operational efficiency; minimal information is lost as non-junk mail is primarily scanned and therefore digitally dated. The removal of this requirement streamlines administrative processes.

Rationale

These updates reflect RSV's commitment to maintaining clear, efficient, and responsive financial policies. The revisions provide a framework that supports compliance, operational flexibility, and prudent financial management in line with RSV's mission and values.

Recommendation

The Board is requested to review and approve the updates to the RSV Financial Policies as detailed above.

Attachments

1. Updates RSV Financial Policies – August 2023
2. RSV Financial Policies and Policies Manual – August 2023

- C.** Signed WA Charters Implementation Grant Agreement – New School – 2023-2024 Vote Steven Carney

Background:

This Grant Agreement was entered into on August 1, 2023, by and between Rooted School Vancouver (“RSV” or “Grantee”) and the Washington State Charter Schools Association (“WA Charters”) (together, “the Parties”). The purpose of the Grant is to provide funding for startup costs associated with the first school year of a newly formed charter school (the “Implementation Grant”) as described in the Assurances and Budget Detail (the “Budget”), collectively referred to as “the Project.”

Key Details:

1. **Grant Amount:** WA Charters shall award Grantee grant funds in the amount of (up to) \$274,500.
2. **Payment Schedule:** Payments are scheduled as per milestones and deliverables, with the first payment of \$164,700 due on August 31, 2023.
3. **Term:** The Agreement shall remain in effect for an initial term of one (1) year, which may be extended by mutual written agreement of the parties.
4. **Signatories:** Rekha Bhatt (Co-President, Innovative Schools), Steven Carney (Executive Director), and Tobias Martin (Board Chair).
5. **Conditions:** The Grantee agrees to fulfill specific performance measures, submit timely financial reports, participate in external evaluations, and maintain auditable records.

Recommendation:

The Board is requested to review and acknowledge the signed contract and the associated terms and conditions.

Attachments:

- Signed Contract (Pages **5-6** of the document)
- Payment Schedule and Terms (Page **0** of the document)
- Additional Clauses and Conditions (Pages **4-5** of the document)

- D. Approval of Out-of-Endorsement Assignments for 2023-2024 School Year as Per WAC 181-82-110(1)(a) Vote Steven Carney

Background: Pursuant to Washington Administrative Code (WAC) 181-82-110(1)(a), teachers with specific certifications employed within our district can be assigned to classes outside of their endorsed areas. A critical condition of this provision is the development of a mutual written plan between the district representative and the assigned teacher. This plan ensures necessary assistance to the teacher and allows for reasonable planning and study time specifically associated with the out-of-endorsement assignment.

We propose the following out-of-endorsement assignments for the 2023-2024 school year:

Jenessa Ocon
 Endorsement(s) Held: Science
 OTF Teaching Assignment(s): Health/Fitness

Attachments: RSV Plan of Support for Out-of-Endorsment: Jenessa Ocon

- E. Policy and Procedure 2029: Animals as Part of the School Environment Vote Steven Carney

Policy and Procedure 2029: Animals as Part of the School Environment

Background

Policy 2029 and Procedure 2029 outline the guidelines for including animals in the instructional program of the classroom or school. The policy emphasizes the safety, health, educational value, and compliance with local regulations, with the Executive Director / School Leader responsible for approving or denying requests.

Key considerations include assessing the educational benefit, ensuring proper care and responsibility, evaluating the animal's training and behavior, notifying parents, complying with regulations, and addressing specific provisions for different types of animals.

The procedure further details the evaluation process that the Executive Director / School Leader must follow prior to granting or denying requests, focusing on

educational benefit, control plans, health concerns, animal well-being, and sanitary issues.

Recommendation to Approval of Policy and Procedure 2029

Attachments

- Policy 2029: ANIMALS AS PART OF THE SCHOOL ENVIRONMENT
- Procedure 2029: ANIMALS AS PART OF THE SCHOOL ENVIRONMENT

F. Policy and Procedure 3120: Enrollment and Attendance Vote Steven Carney

Background

Policy 3120 and Procedure 3120 pertain to the enrollment and attendance of students within the school district. The policy outlines the responsibilities of the Executive Director / School Leader or designee in developing procedures for enrolling students, recording attendance, behavior, and counseling, and correcting students with attendance problems.

Key aspects of the policy include:

- Requirements for parents and students to disclose specific information during enrollment, such as history of special education placement, disciplinary actions, violent behavior, unpaid fines, and health conditions.
- Provisions for sharing information about a student's history that could be a threat to safety with teachers and security personnel.
- Stipulations that the school will not inquire into a student's citizenship or immigration status.
- Cross-references to related policies and legal references.

The procedure further details the maintenance of enrollment and attendance records, retention and destruction of attendance registers, actions to reduce absenteeism, and annual reporting to the Superintendent of Public Instruction. Definitions for "full-time equivalent student" are also provided.

Recommendation: It is recommended that the School Board approve Policy 3120 and Procedure 3120, as they provide a clear framework for managing enrollment and

	Purpose	Presenter	Time
attendance, ensuring transparency, and maintaining the safety and well-being of students and staff.			

Attachments

- Policy 3120: ENROLLMENT AND ATTENDANCE
- Procedure 3120: ENROLLMENT AND ATTENDANCE

V. BOARD INFORMATION/DISCUSSION ITEMS 6:06 PM

A. Recognition and Acceptance of Resignation - Board Member Nathan Webster	Vote	Toby Martin	5 m
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Details

Mr. Nathan Webster has submitted his resignation as a Board Member of RSV, effective August 23rd. During his tenure, he has displayed commitment, dedication, and leadership that significantly contributed to the growth and success of our institution.

Acknowledgment

The Board would like to take this opportunity to express our heartfelt gratitude to Mr. Webster for his invaluable service. His insights, expertise, and unwavering support have been instrumental in shaping the direction and future of RSV. We wish to recognize his many contributions, which have had a lasting impact on our community.

B. Executive Director Report	FYI	Steven Carney	15 m
The Executive Director will provide a pre-opening update.			

C. Fund Development Committee Report	Discuss	Taina Knox	10 m
The committee chair will provide a verbal report.			

VI. BOARD ACTION ITEMS 6:36 PM

	Purpose	Presenter	Time
A. Fixing and Adopting the SY2023-24 Fiscal Budget for Rooted School Vancouver #06901	Vote	Corey Baron & Steven Carney	15 m

Introduction

In accordance with WAC 392-123-054, the Board of Directors of Rooted School Vancouver (RSV) is mandated to convene for the purpose of fixing and adopting the budget of the district for the ensuing fiscal year.

Details

WHEREAS, WAC 392-123-054 necessitates that the Board of Directors of every district assemble to fix and adopt the budget for the upcoming fiscal year,

AND WHEREAS, a public notice was circulated announcing that the Rooted School Vancouver #06901 Board of Directors would gather in a public meeting to finalize and adopt the SY2023-24 fiscal budget of the district, the four-year budget plan that encompasses a four-year enrollment projection, financial forecasts, and appropriations,

THEREFORE BE IT RESOLVED, the Board of Directors of Rooted School Vancouver has concluded that the final appropriation level of expenditures for the fiscal year 2023-24 will be apportioned as follows:

- **General Fund:** \$2,196,569

DATED this 23rd day of August 2023

Rationale

This resolution ensures that RSV complies with state regulations regarding school budgeting and appropriation. It provides a clear, transparent, and strategic allocation of funds in alignment with the district's needs and priorities.

Recommendation

The Board of Directors is requested to adopt the SY2023-24 fiscal budget for Rooted School Vancouver #06901 as outlined above, affirming the appropriation level for the General Fund.

Attachments

1. **SY23-24 Budget Summary_RSV.pdf:** A summarization of the budget for the upcoming fiscal year, providing key highlights and overviews.
2. **SY23-24 Budget Detail_RSV.pdf:** Detailed breakdown of the budget for the fiscal year 2023-24, including specific allocations, categories, and line items.
3. **SY23-24 Budget Adoption Resolution_RSV.pdf:** Official resolution document for budget adoption for the fiscal year 2023-24.
4. **SY23-24 Budget Adoption Presentation_RSV.pdf:** Presentation outlining the process, rationale, and key components of the budget adoption for the fiscal year 2023-24.

- B.** Proposed RSF_RSW Services Agreement (2023 – 2026) Vote Steven Carney 15 m

Background: A proposed Services Agreement has been drafted between Rooted School Foundation (RSF), and Rooted School Washington (RSW). The Agreement outlines the terms and conditions under which RSF will provide specific services to RSW.

Key Details:

- **Services Provided:** RSF will provide coaching, professional learning experiences, college and career coaching, and enrollment support to RSW (Page 14).
- **Compensation:** The School shall pay RSF a fee equal to 1% of recurring annual revenue over the Term of this Agreement (Page 3).
- **Invoicing and Payment Terms:** RSF shall submit invoices as per the payment schedule, and RSW has the right to dispute any inaccuracies (Page 3).
- **Excluded Services:** Other than the Services outlined in Exhibit “A”, RSF is not responsible for any other activities unless mutually agreed to in writing (Page 3).
- **Notices:** Both parties agree to communicate and notify each other of material issues, problems, or other matters that could affect the agreement (Page 1 and 2).

Recommendation: The Board is requested to review the proposed contract and discuss its terms and conditions. A motion to approve the contract between Rooted School Foundation and Rooted School Washington is sought.

Attachments:

- Proposed Contract (Page 11 of the document)

	Purpose	Presenter	Time
	<ul style="list-style-type: none"> • Services Provided, Compensation, and Excluded Services (Page 3, 14 of the document) • Communication and Notice Details (Page 1, 2 of the document) • Additional Responsibilities and Obligations (Pages 0, 1, 2, 3, 14 of the document) • RSF-RSW Trademark Agreement (2023-2027) 		
C.	Approval of Amending Board Meeting Calendar SY23/24	Vote Steven Carney	5 m

Background:

As part of our ongoing efforts to ensure that our board meetings align with the schedules and availability of board members and key stakeholders, we are proposing a change in the regular board meeting schedule. Starting in September 2023, we propose to shift the meeting dates from every fourth Wednesday to every fourth Tuesday of the month, with meetings to be held from 6:00 pm to 7:30 pm.

Proposed Schedule:

The proposed schedule for board meetings from September 2023 to July 2024 is as follows:

- September 26, 2023, 6:00 pm - 7:30 pm
- October 24, 2023, 6:00 pm - 7:30 pm
- November 28, 2023, 6:00 pm - 7:30 pm
- December 13, 2023, 6:00 pm - 7:30 pm
- January 23, 2024, 6:00 pm - 7:30 pm
- February 27, 2024, 6:00 pm - 7:30 pm
- March 26, 2024, 6:00 pm - 7:30 pm
- April 23, 2024, 6:00 pm - 7:30 pm
- May 28, 2024, 6:00 pm - 7:30 pm
- June 25, 2024, 6:00 pm - 7:30 pm

Rationale:

This amendment to the board meeting calendar aims to create a more consistent and feasible schedule for all board members, thereby enhancing participation and collaboration. The specific timing ensures alignment with typical work schedules and promotes attendance.

Motion:

The Board is requested to review and approve the proposed amendment to the board meeting calendar as detailed above, starting in September 2023 and continuing through July 2024, with meetings scheduled from 6:00 pm to 7:30 pm.

- D. Election of New Board Chair, Vice Chair, Secretary, and Treasurer 5 m

Background Summary

The positions of Board Chair, Vice Chair, Secretary, and Treasurer are due for election.

The election process for the new Board Chair, Vice Chair, Secretary, and Treasurer will be conducted in accordance with the school board's bylaws and applicable laws and regulations. The process for each includes:

Process

1. **Nominations:** Board members may nominate candidates for each position. Nominations are accepted during the meeting.
2. **Candidate Statements:** Nominated candidates may have the opportunity to present a brief statement outlining their qualifications and vision for the role.
3. **Voting:** Voting is motioned, seconded, and counted. A majority vote of the present board members is required for election.
4. **Announcement:** The vote results will be announced, and the newly elected officers will be formally recognized.

Nomination for:

- Board Chair
- Vice Chair
- Secretary
- Treasurer

VII. Closing Items 7:16 PM

- A. Reminder and Important Dates FYI Toby Martin 2 m

- 1) Starting in August, all board meetings will start at 6pm - 7:30pm.
- 2) Update Photos and Why's on Board On Track
- 3) RSV 9th Grade Orientation is August 28 & 29 2023
- 4) First Day of School is August 30th

	Purpose	Presenter	Time
5) Open House is September 7th.			
B. 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 Tuesday, September 26, 2023 @ 6:00 PM PT