



## Rooted School - Washington

### Rooted School Vancouver Board Meeting

Published on July 20, 2024 at 2:03 AM PDT

Amended on July 22, 2024 at 8:19 AM PDT

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#### Date and Time

Tuesday July 23, 2024 at 6:00 PM PDT

#### Location

10401 Fourth Plain Blvd

Vancouver, WA 98662

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#### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:00 PM</b>
<b>A.</b> Call the Meeting to Order	Vote	Adrienne Mason	1 m
<b>B.</b> Record Attendance	Vote	Adrienne Mason	1 m

#### Roll Call:

#### Board Members:

Adrienne Mason: Board Chairperson

Toby Martin: Board Vice Chairperson

Taina Knox: Board Treasurer

Sheila Davis: Board Secretary

Denise Grant: Board Member

Jennifer Hernandez - Board Member

	Purpose	Presenter	Time
Tyrone Foster - Board Member			

Student Representative:  
Crystal Rauda

**School Officials:**

Steven Carney: Executive Director & School Leader - RSV  
 Angie Lundgren: Office Manager - RSV  
 Sandra Yokley: Director of Operations - RSV  
 Adrienne Lee-Kernell - RSV Assistant School Leader

Guests:

Matt Paolini - Joule Growth Partners  
 Nikki Chen - RSV Board Candidate  
 Rhianna Johnson - RSV Board Candidate  
 Ashley Duncan - RSV Board Candidate

**II. Approval of Minutes 6:02 PM**

<b>A.</b>	A. Approve Minutes from May 28, 2024 Rooted School Vancouver Regular Board Meeting	Approve Minutes	Tyrone Foster	2 m
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**Recommendation:** The board approves the minutes of the June 25, 2024 regular board meeting.

**III. Communications 6:04 PM**

<b>A.</b>	Welcome Community Members		Tyrone Foster	
<b>B.</b>	Initial Public Comment	FYI	Tyrone Foster	1 m

**BOARD SECRETARY TO READ PRIOR TO ALL PUBLIC COMMENT:**

	Purpose	Presenter	Time
<p>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.</p>			

<b>IV. REPORTS, REQUESTS, AND COMMENTS BY BOARD MEMBERS</b>			<b>6:05 PM</b>
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| <p><b>A.</b> Reports, Requests, and Comments by Board Members</p> | FYI | Tyrone Foster | 5 m |
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The "Reports, Requests, and Comments by Board Members" section of the board agenda is a platform for members to share updates, solicit requests, or make comments on relevant topics.

<b>V. Approval of Board Members</b>			<b>6:10 PM</b>
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| <p><b>A.</b> Approval of Lisa White as a Board Member</p> | Vote | Tyrone Foster | 3 m |
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**Background Information:** Rooted School Vancouver is seeking to approve the appointment of Lisa White as a member of the Board of Trustees. Lisa is a dedicated parent with two children attending our school, Mei-Lin and Noah. She brings extensive educational experience and a strong commitment to student success and community engagement.

**Why Lisa White Would Be a Great Addition to the Board:**

- **Educational Expertise:** Lisa has a robust background in education, having held various roles such as Administrative Intern, Multilingual Education Program Specialist, and Achievement Coach. Her experience spans from classroom teaching to specialized educational support.
- **Leadership Skills:** Lisa has demonstrated leadership through her involvement in equity teams, professional development initiatives, and school improvement efforts. She is skilled in creating inclusive environments and fostering student achievement.
- **Commitment to Community:** As an active member of the school community, Lisa understands the needs and aspirations of our students and families. Her involvement in the school and broader educational community shows her dedication to making a positive impact.

	Purpose	Presenter	Time	
<b>B.</b>	Approval of Ashley Duncan as a Board Member	Vote	Tyrone Foster	2 m

**Action Requested:** The board is requested to approve the appointment of Lisa White as a member of the Board of Trustees. Her experience, commitment, and community focus make her an excellent addition to the board.

**Background Information:** Rooted School Vancouver is seeking to approve the appointment of Ashley Duncan as a member of the Board of Trustees. Ashley is a dedicated parent with a child, Samantha Sanchez, attending our school. She brings a wealth of experience in human resources and a strong commitment to the success and growth of our school community.

**Why Ashley Duncan Would Be a Great Addition to the Board:**

- **Human Resources Expertise:** Ashley has over 17 years of experience in Human Resource Management and Consulting. Her skills in leadership consulting, business development, and succession planning are valuable assets for the board.
- **Leadership and Community Engagement:** Ashley has been actively involved in the school community, serving on the Parent Advisory Committee and organizing various events. Her ability to build connections and foster community involvement will benefit the board’s initiatives.
- **Commitment to School Success:** Ashley is passionate about supporting the school’s mission and believes in the importance of providing students with the right tools and education to succeed. Her proactive approach to identifying and addressing school needs makes her a strong advocate for our students and families.

**Action Requested:** The board is requested to approve the appointment of Ashley Duncan as a member of the Board of Trustees. Her extensive experience, leadership skills, and dedication to the school’s mission make her an excellent addition to the board.

**VI. Consent Agenda**

**6:15 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
<b>A.</b> Approval of Financial Disbursements and Payroll as Audited and Certified per RCW Regulations	Vote	Adrienne Mason	1 m

**BOARD CERTIFICATION STATEMENT**

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the Board.

As of July 23, 2024, the Board approves payments totaling \$40,911.78. The payments are further identified in this document.

Total Payment by Type:  
 Payroll Direct Deposit (\$40,911.78)  
 Checks #N/A (\$0.00)

<b>B.</b> Approval of the 2024-2025 Rooted School Vancouver Staff Handbook	Vote	Steven Carney	1 m
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**Background:**

Rooted School Vancouver is committed to maintaining a supportive, inclusive, and effective work environment for all staff members. The Staff Handbook serves as a comprehensive guide that outlines the rights, responsibilities, and benefits of our staff, as well as the policies and procedures that ensure the smooth operation of our school and the well-being of our students and staff.

For the 2024-2025 school year, we are proposing the approval of the updated Staff Handbook. While there are no significant changes or updates from the previous year’s handbook, it is crucial to reaffirm our policies and ensure that all staff members are fully informed of the guidelines and expectations.

**Request:**

We respectfully request the Board’s approval of the 2024-2025 Rooted School Vancouver Staff Handbook. Although the content remains largely unchanged from the previous year, re-approving the handbook underscores our ongoing commitment to providing a clear and consistent framework for our staff. This approval will help us continue to support a productive and positive work environment for our staff, benefiting our entire school community.

**VII. Committee Reports to the Board 6:17 PM**

The "Committee Reports to the Board" section provides straightforward updates from the following Board Appointed Committees:

- **Fund Development:** Updates on fundraising efforts, grants, and financial support initiatives.
- **Finance Committee:** Summaries of the school's financial status, budgets, and expenditures.
- Academic Excellence Committee:

<b>A.</b>	Finance / Fund Development Committee Report	Discuss	Adrienne Mason	2 m
	No new updates			

**VIII. BOARD INFORMATION/DISCUSSION ITEMS 6:19 PM**

<b>A.</b>	Reports to the Board	FYI	Steven Carney	15 m
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The "Reports to the Board" section provides straightforward updates from key areas within Rooted School Vancouver. The board will receive regular reports from (reports this month will be verbal reports):

- **Operations:** Overviews of the daily operations, infrastructure, and any logistical matters.
- **Executive Director:** Comprehensive updates on school-wide initiatives, policies, and overall performance.

<b>B.</b>	Financial Update	Discuss	Matt Paolini and Steven Carney	10 m
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**Objective:** To provide the Board with a comprehensive review of the current financial status, including a detailed analysis of the financial dashboard, budget status, and balance sheet as of June 30, 2024.

**1. Financial Dashboard Overview**

- **Enrollment (Average Annual Student FTE):** 26 (Goal: 25) - On target.
- **Public Revenue Received:** 70% of overall budget (Goal: 78%) - On target; pace of federal fund claims varies.
- **Private Revenue Received:** 65% of overall budget (Goal: 65%) - On target; majority expected from WSCSA grant in summer 2024.

- **Total Expenditures to Date:** 60% of overall budget (Goal: 83%) - On target to finish the year below budget.
- **Days Cash on Hand:** 120 days (Goal: 60 days) - On target.

## 2. Budget Status Report

- **Total Revenue:** \$1,572,942 (69.7% of the full-year budget of \$2,256,870).
  - Local Support: \$3,167 (10.0% of full-year budget).
  - State Revenue - General: \$1,143,330 (77.0% of full-year budget).
  - State Revenue - Special Purpose: \$95,002 (133.9% of full-year budget).
  - Federal Revenue: \$213,455 (41.5% of full-year budget).
  - Grants & Other Sources: \$117,989 (76.4% of full-year budget).
- **Total Expenditures (FASB):** \$1,268,520 (67.2% of full-year budget).
  - Salaries: \$587,078 (83.3% of full-year budget).
  - Personnel Taxes & Benefits: \$207,502 (81.3% of full-year budget).
  - Contracted Services: \$217,610 (58.2% of full-year budget).
  - School Operations: \$80,733 (33.5% of full-year budget).
  - Facility Operations & Maintenance: \$175,597 (65.8% of full-year budget).
- **Net Income (FASB):** \$304,423 (82.6% of full-year budget).

## 3. Balance Sheet Highlights

- **Total Assets:** \$3,317,318.90
  - Current Assets: \$740,045.03
  - Fixed Assets: \$1,813,457.93
  - Other Assets: \$763,815.94
- **Total Liabilities:** \$2,069,176.29
  - Current Liabilities: \$50,506.81
  - Long-Term Liabilities: \$2,018,669.48
- **Total Equity:** \$1,248,142.61

## 4. Key Financial Metrics and Considerations

- Positive cash flow and strong cash on hand position.
- On target with budgeted revenue and expenditure goals.
- Continued monitoring of federal fund claims and private funding receipts.

### Discussion Points:

- Strategies to address the variance in public revenue receipt.
- Plans for ensuring continued financial stability and meeting year-end financial goals.

	Purpose	Presenter	Time
	<ul style="list-style-type: none"> <li>Potential adjustments to operations or future plans based on current financial trends.</li> </ul>		
	<p><b>Action Required:</b> Review and discuss the financial update, including the financial dashboard, budget status, and balance sheet. Provide guidance on any necessary adjustments or actions to ensure financial goals are met.</p>		
C.	Executive Evaluation	Discuss	Steven Carney
	<p><b>Objective:</b> To discuss the completion of the Executive Evaluation by next month using the BoardOnTrack Template.</p>		

### 1. Importance of the Executive Evaluation

- Ensure accountability and performance alignment with the school's mission and goals.
- Provide constructive feedback and set goals for the upcoming year.

### 2. Evaluation Process and Timeline

- **Steps to Completion:**
  - Collection of feedback
  - Review of the Executive Director's self-assessment and supporting documentation.
  - Analysis of performance data and relevant metrics.
- **Timeline:**
  - **Week 1:** Distribute BoardOnTrack evaluation forms and request feedback.
  - **Week 2:** Compile and review feedback.
  - **Week 3:** Conduct evaluation meeting with the Executive Director.
  - **Week 4:** Finalize and document evaluation results.
  - **Next Board Meeting:** Present and discuss the evaluation outcomes and set goals for the upcoming year.

### 3. Responsibilities

- **Board Chair/Committee Chair:**
  - Oversee the evaluation process and ensure timely completion.
  - Facilitate the evaluation meeting with the Executive Director.
- **Board Members:**
  - Provide honest and constructive feedback.
  - Participate in the evaluation discussion and goal-setting process.
- **Executive Director:**
  - Complete self-assessment and provide supporting documentation.



- Participate in the evaluation meeting and discuss performance and goals.

#### D. First Reading of Revised Policy and Procedure

5 m

##### 3122 - Excused and Unexcused Absences

Background Information: Rooted School Vancouver has revised Policy and Procedure 3122 to incorporate specific guidelines for withdrawing students due to non-attendance. These revisions aim to provide clear protocols for managing extended absences, ensuring compliance with state regulations, and supporting student re-engagement.

#### Revised Policy and Procedure Highlights:

##### Procedures for Exiting Students Due to Non-Attendance:

- **End-of-Year Non-Attendance:** Students who do not attend consecutively for the last 20 days of the prior school year will be withdrawn at the end of the school year and required to reapply for enrollment.
- **Students with Excused Absences:** Students absent for excused reasons will not be withdrawn.
- **Extended Consecutive Unexcused Absences:** A student will be withdrawn after 20 consecutive full days of unexcused absences, following truancy requirements outlined in Chapter 28A.225 RCW.

##### Changes Between School Years:

- **Confirmed Transfers:** Students will be withdrawn upon receipt of a records request with appropriate withdrawal codes (T0, T2, or T3).
- **Unconfirmed Transfers:** Students will be withdrawn if a parent/guardian indicates they are moving without enrollment in a new school, using withdrawal code U3.

##### Beginning of the New School Year:

- **Expected to Return but Do Not Attend:** RSV will maintain enrollment through September 30 while attempting to contact the family. If no attendance by this date, the student will be withdrawn with code U4.
- **New Enrollments Not Attending:** Maintain enrollment until confirmed the student resides elsewhere or through September 30. Withdraw if no attendance by this date with code U4.

##### During the School Year:

- **Enrolled but Not Attending:** Maintain enrollment for a minimum of 20 serving days while attempting to re-engage the student. Withdraw if no attendance by the end of this period with code U4.

**Compliance:**

- Ensure compliance with all truancy requirements and reporting procedures as outlined in Chapter 28A.225 RCW.
- Program data (e.g., special education, bilingual, Title I Part A) should not be submitted for students who have not returned until they re-enroll.

**Action Requested:** The board is requested to review the revised Policy and Procedure 3122 during this first reading. Feedback and suggestions are welcome to ensure the policy meets the needs of our students and complies with state regulations.

**E.** First Reading of Revised Policy 3110 - Enrollment

5 m

**Background Information:** Rooted School Vancouver has made revisions to Policy 3110 to clarify and update the enrollment procedures. These revisions provide specific guidelines on the application period, lottery process, enrollment deadlines, and re-enrollment timelines. These updates are essential for maintaining a clear and fair enrollment process for all students.

**Summary of Revisions:**

**Application and Enrollment Period:**

- **Application Period:** Changed from specific dates (Monday, November 1, 2022 – February 28, 2023) to a range (the first day in November through the last day in February).
- **Lottery/Enrollment Offer Date:** Changed from a specific date (Wednesday, March 1) to March 1st or the next weekday if it falls on a weekend.
- **Acceptance of Enrollment Offer Deadline:** Changed from a specific date (Wednesday, March 15) to two weeks after the Lottery/Enrollment date.
- **Waitlist Students Notified:** Changed from a specific date (Thursday, March 16) to 15 days after the Lottery/Enrollment date.
- **Re-Enrollment Packets Distributed:** Changed from a specific date (1st or the next weekday if it falls on a weekend) to April 3 (or 30 calendar days after the enrollment offer).

- **Enrollment Packets Due:** Specified as 30 calendar days after the distribution of re-enrollment packets.

#### **General Policy Updates:**

- The policy maintains its commitment to open enrollment, inclusivity, and adherence to state regulations.
- Updated guidelines for application submissions and assistance for families in need.
- Clarified procedures for verifying enrollment preferences, handling false information, and managing waitlists.

**Action Requested:** The board is requested to review the revised Policy 3110 during this first reading. Feedback and suggestions are encouraged to ensure the policy aligns with the school's mission and complies with state regulations.

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| <b>F.</b> | First Reading of Policy 1420 - Proposed Agenda and Consent Agenda | Discuss | Steven Carney | 5 m |
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**Background Information:** Rooted School Vancouver is introducing Policy 1420 to establish clear guidelines for the preparation and dissemination of meeting agendas and the use of a consent agenda to expedite board meeting proceedings. This policy aims to ensure transparency, efficiency, and accessibility for board members and the public.

#### **Summary of Policy 1420:**

##### **Proposed Agenda:**

- The Executive Director will prepare the proposed agenda for each meeting in consultation with the board chair.
- Copies of the proposed agenda, minutes of the previous meeting, and relevant supplementary information will be provided to each board member at least three (3) days in advance of the meeting.
- The proposed agenda and related documents will be available to any interested citizen at the home office twenty-four (24) hours prior to the meeting or on the school's website.
- The proposed agenda for regular and special meetings will be posted on the school website not less than twenty-four (24) hours prior to the start time of the meeting, unless the school does not have a website or has less than ten full-time equivalent employees.
- At a special meeting, final action may be taken only on the business contained in the original notice of the special meeting and agenda.

##### **Consent Agenda:**

- A consent agenda will be used to expedite business at school board meetings, including items considered routine in nature.
- The consent agenda will appear on the regular agenda following the approval of minutes of the previous meeting(s).
- Any item on the consent agenda may be removed upon request by a board member and placed on the regular agenda.
- The remaining items on the consent agenda will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items on the consent agenda.

**Legal References:**

- SHB 2105
- RCW 42.30.080 Special meetings

**Action Requested:** The board is requested to review Policy 1420 during this first reading. Feedback and suggestions are encouraged to ensure the policy aligns with the board's operational needs and compliance requirements.

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| <b>G.</b> | First Read of Policy 6700 and Procedure 6700 - Nutrition | Discuss | Steven Carney | 5 m |
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**Background:**

Rooted School Vancouver recognizes the importance of providing a healthy school environment that prepares students for college, careers, and successful futures. Proper nutrition plays a crucial role in students' ability to learn effectively in the classroom. As part of our commitment to enhancing student well-being, we propose the first read of Policy 6700 and Procedure 6700 - Nutrition. This policy and procedure outline our approach to nutrition and food services within the school, aligning with state and federal guidelines.

**Summary of Policy 6700 - Nutrition:**

Policy 6700 emphasizes the importance of nutrition in creating a conducive learning environment. Key points include:

- Support for the National School Lunch and School Breakfast Programs.
- Provision of wholesome and nutritious meals to all students.
- Annual distribution of meal applications and protection of student eligibility information.
- Compliance with USDA meal pattern requirements and meal period regulations.
- Establishment of a Food Safety Plan and determination of meal prices.
- Use of USDA Foods and maintenance of a nonprofit school food service account.

- Accommodation of special dietary needs and adherence to nondiscrimination policies.

**Summary of Procedure 6700 - Nutrition:**

Procedure 6700 details the implementation of the nutrition policy. Key components include:

- Distribution and processing of meal applications and eligibility determination.
- Monthly direct certification of students for free meals based on participation in assistance programs.
- Adherence to USDA meal patterns and Smart Snacks in School standards.
- Implementation of the Community Eligibility Provision where applicable.
- Provision of free meals in certain elementary schools based on eligibility criteria.
- Introduction of the Breakfast After the Bell program in high-needs schools.
- Setting of mealtimes and ensuring adequate time for students to eat.
- Establishment of a Food Safety Plan and meal pricing guidelines.
- Procedures for accommodating special dietary needs and handling unpaid meal charges.

**Request:**

We respectfully request the Board to conduct the first read of Policy 6700 and Procedure 6700 - Nutrition. These documents outline our commitment to providing nutritious meals and creating a healthy school environment that supports student learning and well-being.

**IX. BOARD ACTION ITEMS**

**7:09 PM**

<b>A.</b>	Annual Board Budget Adoption	Vote	Steven Carney & Matt Paolini	40 m
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**Objective:** To discuss and adopt the annual budget for the upcoming fiscal year.

**1. Background**

- **Presenters:** Steven Carney and Matt Paolini(JGP)
- **Purpose:** Facilitate the budget adoption presentation, providing a comprehensive overview of the proposed budget for the upcoming fiscal year.

**2. Presentation**

- **Facilitators:** Steven Carney & Matt Paolini (JGP)
- **Content:**

Purpose

Presenter

Time

- Detailed breakdown of projected revenues and expenses
- Key budget priorities and allocations
- Comparison with previous year's budget
- Explanation of any significant changes or new initiatives
- Financial goals and performance metrics for the upcoming fiscal year

### 3. Discussion

- **Duration:** 40 minutes
- **Discussion Points:**
  - Clarifications on budget items and allocations
  - Address any questions or concerns from board members
  - Review of contingency plans and financial risk management
  - Alignment of budget with strategic goals and objectives

### 4. Action Required

- **Motion:** Approve the proposed annual budget for the upcoming fiscal year.
- **Vote:** Board members to vote on the adoption of the budget.

**B.** Approval of the 2024-2025 Block Schedule      Vote      Steven Carney      10 m

#### Background:

Rooted School Vancouver seeks approval for the implementation of a block schedule for the 2024-2025 academic year. This proposal aligns with our commitment to providing an equitable, inclusive, and comprehensive educational experience, enhancing both academic and personal growth for our diverse student population.

#### Rationale for Change:

Our current schedule, while functional, presents several challenges that hinder our ability to deliver intensive, individualized support and integrate applied learning experiences essential for student success. Notably, with 46% of our students having Individualized Education Plans (IEPs) and significant learning gaps in core subjects, a block schedule will better meet their needs through:

- **Reduced Fragmentation of Instruction:** Longer class periods allow for in-depth exploration of topics, fostering a deeper understanding and reducing instructional fragmentation.
- **Increased Active Learning Opportunities:** Extended periods facilitate more active learning methods, benefiting students with diverse learning styles through experiments, group discussions, and hands-on activities.

- **Minimized Transition Time:** Fewer transitions between classes reduce organizational challenges and increase time for focused learning.
- **More Flexibility in Teaching and Learning:** Teachers can employ varied teaching strategies and address individual student needs more effectively.
- **Equitable Access to Resources:** Longer periods allow students extended access to resources like libraries and laboratories.
- **Enhanced Focus and Reduced Distractions:** Extended periods promote a more focused and immersive learning environment.
- **Support for Diverse Learning Paces:** The flexibility of block scheduling accommodates different learning paces, providing more individualized support.

Revised Schedule:

The proposed block schedule includes:

**Extended Learning Blocks:** 100-minute sessions for core subjects, promoting deeper understanding.

**SDL and Integrated Interventions:** Focused periods for Self-Directed Learning (SDL) and targeted interventions in ELA and Math.

**Flexibility for Extracurricular Activities:** Introduction of flex periods to enhance social-emotional learning and engagement.

Friday Schedule:

The Friday schedule will consist of:

**50-minute periods for core subjects:** Allowing for a focused review and intervention time.

**SDL/Tier 3 Intervention/Certification Prep:** A dedicated 45-minute period for additional support and preparation.

**Benefits of Block Scheduling:**

**Maximized Instructional Time:** Longer class periods allow for comprehensive learning opportunities.

**Focused SDL Blocks:** Dedicated blocks for SDL ensure effective prioritization of learning.

**Enhanced Social and Emotional Learning:** Advisory periods and flex times support SEL and extracurricular activities.

**Flexible Intervention Support:** Integrated interventions within the regular schedule ensure consistency and effectiveness.

Conclusion:

Implementing a block schedule demonstrates our dedication to a responsive, student-focused, and data-driven educational approach. It aligns with our Charter Agreement,

	Purpose	Presenter	Time
	ensuring daily instructional requirements are met while adding depth and practical application to our curriculum. This shift will provide an equitable, inclusive, and comprehensive educational experience, fostering academic and personal growth for all students.		
	Request: We respectfully request the Board's approval for the implementation of the block schedule for the 2024-2025 academic year.		
<b>C.</b>	Approval to Reschedule Board Workshop and Regular Board Meeting	Vote Steven Carney	5 m

**Subject:**

Approval to Reschedule the August 3rd Board Workshop to September 14th and the August 27th Regular Board Meeting to August 20th

**Background:**

In order to better accommodate the schedules of our board members and to ensure full participation, it is proposed that the August 3rd board workshop and the August 27th regular board meeting be rescheduled. The new proposed dates are as follows:

- The August 3rd board workshop will be moved to September 14th.
- The August 27th regular board meeting will be moved to August 20th.

**Rationale:**

Rescheduling these meetings will allow for better attendance and participation from all board members. It will also provide additional time to prepare and review materials, ensuring that both the workshop and regular meeting are productive and beneficial for the board and the school community.

**Request:**

1. Move the August 3rd board workshop to September 14th.
2. Move the August 27th regular board meeting to August 20th.

**Recommendation:**

Approve the proposed new dates for the board workshop and regular board meeting as outlined.

<b>D.</b>	Approval for PTO Carryover Exception for DOO and ED	Vote Steven Carney	5 m
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**Background:**

Rooted School Vancouver's current PTO rollover policy specifies the following limitations on the carryover of unused personal/sick leave:

- **Exempt Employees:** Can rollover up to 5 days per year, with a maximum cap of 15 days. Any balance in excess of 15 days is transferred to an Emergency Leave Bank.
- **Non-Exempt Employees:** Can rollover up to 40 hours of personal/sick leave.

Given the unique circumstances of the 2023-2024 school year, where the sick leave allocation for the Director of Operations (DOO) and Executive Director (ED) was based on unearned sick leave from prior years, and considering the additional work days required due to the school's opening year, it is proposed that the carryover limitations should not apply to the remaining PTO balance for these two roles.

**Rationale:**

1. **Equity in Leave Allocation:** The sick leave allocated to the DOO and ED for the school year 2023-2024 was based on unearned leave from previous years. Therefore, it should not be subjected to the standard carryover limitations.
2. **Additional Work Days:** Both the DOO and ED worked additional days beyond their contracted terms due to the demands of opening a new school, limiting their ability to utilize the allocated sick leave.
3. **Retention and Fairness:** Allowing the carryover of the remaining PTO balance without the standard limitations recognizes the extra effort and dedication of the DOO and ED during a critical period and supports their well-being and retention.

**Request:**

We respectfully request the Board's approval to allow the Director of Operations and Executive Director to carry over their remaining PTO balance from the 2023-2024 school year, bypassing the current rollover limitations specified in our policy.

**Recommendation:**

Approve the proposed exception to the PTO rollover policy for the Director of Operations and Executive Director, allowing them to carry over their remaining balance of PTO from the 2023-2024 school year without the standard limitations.

**X. Closing Items****8:09 PM****A. Reminder and Important Dates**

FYI

Adrienne Mason

2 m

	Purpose	Presenter	Time
Next Board Meeting - August 20, 2024			

<b>B.</b>	Adjourn Meeting	FYI	Adrienne Mason	1 m
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**Motion: The motion was made to adjourn the meeting.**

The meeting was adjourned at X:XX PM PST