



## Rooted School - Washington

### Rooted School Vancouver Board Meeting

Published on January 21, 2024 at 4:14 PM PST

Amended on January 23, 2024 at 5:01 PM PST

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#### Date and Time

Tuesday January 23, 2024 at 6:00 PM PST

#### 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

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One tap mobile

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#### Agenda

Purpose Presenter Time

**I. Opening Items 6:00 PM**

- |           |                           |      |                |     |
|-----------|---------------------------|------|----------------|-----|
| <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  
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  
Eduardo Herrera: Director of CTE - RSV

**Guests:**

Corey Baron: Senior Analyst - Joule Growth Partners

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

- |           |  |                    |                |     |
|-----------|--|--------------------|----------------|-----|
| <b>A.</b> | A. Approve Minutes from Decembrer 12, 2023<br>Rooted School Vancouver Regular Board<br>Meeting | Approve<br>Minutes | Adrienne Mason | 2 m |
|-----------|--|--------------------|----------------|-----|

**Recommendation:** The board approves the minutes of the December 12, 2023 regular board meeting.

	Purpose	Presenter	Time	
<b>B.</b>	B. Approve Amended Minutes from October 24, 2023 Rooted School Vancouver Regular Board Meeting	Vote	Adrienne Mason	2 m

Request for board approval to amend the minutes from the October 24th board meeting to include detailed information under the "Consent Agenda" section regarding the approval of financial disbursements and payroll.

Proposed Amendment to October 24th Board Minutes:

### **III. Consent Agenda A. Approval of Financial Disbursements and Payroll as Audited and Certified per RCW Regulations**

- Motion to approve made by T. Martin.
- Motion seconded by A. Mason.

The board audited and certified the following payments, as required by RCW 42.24.080, and approved them for payment. Expense reimbursements claims were certified as required by RCW 42.24.090. Payroll payments in the amount of \$43,988.25 were also approved.

#### **Details of Approved Payments:**

##### **General Fund:**

- Accounts Payable:
  - Total electronic payments totaling \$108,029.09.
  - Check number N/A totaling \$0.00.

##### **Non-AP Cash Disbursements:**

- Total electronic payments totaling \$176.83.
- Check number N/A totaling \$0.00.

##### **Payroll:**

- Total electronic payments totaling \$43,988.25.
- Payroll check number N/A totaling \$0.

The board VOTED to approve the motion.

	Purpose	Presenter	Time
Action Required: The board is requested to vote on the approval of this amendment to the October 24th board minutes.			

**III. Communications 6:06 PM**

- |                              |     |                |     |
|------------------------------|-----|----------------|-----|
| A. Welcome Community Members |     | Adrienne Mason |     |
| 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. REPORTS, REQUESTS, AND COMMENTS BY BOARD MEMBERS 6:07 PM**

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|---|-----|----------------|-----|
| A. Reports, Requests, and Comments by Board Members | FYI | Adrienne Mason | 5 m |
|---|-----|----------------|-----|

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.

**V. Consent Agenda 6:12 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. Approval of Financial Disbursements and Payroll as Audited and Certified per RCW Regulations | Vote | Adrienne Mason | 1 m |
|---|------|----------------|-----|

The Finance Dashboard for Rooted School Vancouver as of December 2023 reflects a stable financial position. The school's average annual student FTE aligns with

expectations, supporting the primary revenue stream. Public revenue receipt stands at 28%, demonstrating steady progress in acquiring government funds. Private revenue, at 24%, indicates promising fundraising efforts. Total expenditures are managed well at 26% of the budget. Notably, the school maintains a healthy cash flow with 83 days of cash on hand. Upcoming funding from the WSCSA grant in summer 2024 is anticipated to further bolster the financial outlook.

**Recommendation:** Review and approve the following financial documents for Rooted School Vancouver for December 2023:

The following payments as audited and certified by the auditing officer, as required by RCW 42.24.080, and those expense reimbursements claims certified, as required by RCW 42.24.090,

- 1 - Payroll & AP Certification December 2023
- 2 - Payroll Summary December 2023
- 3a - AP Register December 2023
- 3b - NonAP Cash Disbursement Register December 2023
- 4 - Balance Sheet December 2023
- 5 - Budget Status Report December 2023
- 6 - Finance Dashboard December 2023

- |           |  |      |                |     |
|-----------|--|------|----------------|-----|
| <b>B.</b> | Recognition and Acceptance of Grant from Hugh and Mair Lewis Charitable Fund | Vote | Adrienne Mason | 1 m |
|-----------|--|------|----------------|-----|

**Background:** Rooted School Vancouver has been awarded a grant of \$15,000 by the Hugh and Mair Lewis Charitable Fund, part of the Community Foundation for Southwest Washington. This grant, intended for General Operating Support, affirms the foundation's commitment to the community and our school's mission.

**Action:** The Board is requested to formally acknowledge and accept this grant. This entails certifying our compliance as a 501(c)(3) tax-exempt organization and adhering to the terms of the grant regarding the prohibition of private benefits from these funds. Acceptance will enable the integration of this grant into our operating budget, furthering our efforts in providing quality education and community service.

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|-----------|---|------|---------------|
| <b>C.</b> | Approval of RSV Board Compliance Dashboard for 2023-2024_December | Vote | Steven Carney |
|-----------|---|------|---------------|

**Background:** The RSV Board Compliance Dashboard for 2023-2024 for Decmeber, as required by the Washington State Charter Commission, provides a comprehensive

overview of various performance and compliance indicators. This includes academic measures, financial management, governance, and organizational obligations. The dashboard aligns with the requirements of the Revised Code of Washington (RCW), particularly concerning charter school operations and accountability.

**Proposed Action:** The School Board is requested to approve the RSV Board Compliance Dashboard for 2023-2024\_December. This approval will ensure continued adherence to state regulations and support effective monitoring of the school's performance and compliance with the Charter School Act as outlined in the RCW.

- D.** Second Read: Policy and Procedure 2125 - Sexual Health Education      Vote      Steven Carney

Second review of proposed Policy and Procedure 2125, focusing on implementing sexual health education in alignment with the Healthy Youth Act. This policy ensures the curriculum is medically accurate, age-appropriate, inclusive, and includes abstinence and contraceptive education. The procedure details community involvement in curriculum development and parental rights.

Recommendation: Vote to Approve Policy and Procedure 2125 - Sexual Health Education

## VI. Reports to the Board

6:14 PM

The "Reports to the Board" section provides straightforward updates from key areas within Rooted School Vancouver. The board will receive regular reports from:

- **Student Representative:** Insights and feedback from the student body perspective.
- **Rooted School Foundation:** Updates on RSF efforts and activities associated with RSF Contract.
- **Fund Development:** Updates on fundraising efforts, grants, and financial support initiatives.
- **Finance Committee:** Summaries of the school's financial status, budgets, and expenditures.
- **Operations:** Overviews of the daily operations, infrastructure, and any logistical matters.
- **CTE (Career and Technical Education):** Updates on tech training, partnerships, and student opportunities in technical fields.
- **Executive Director:** Comprehensive updates on school-wide initiatives, policies, and overall performance.

	Purpose	Presenter	Time
<b>A.</b> Finance / Fund Development Committee Report	Discuss	Adrienne Mason	2 m

**Background:**

The RSV Fund Development/Finance Committee last met on January 19, 2024 to review and update the school's fundraising plan document. This plan was initially created in 2020 and needed revisions to reflect changes since then and goals for the current school year.

**The committee made the following recommendations to bring before the Board for approval:**

- Update the fundraising plan document to reflect changes since its last revision, including adjustments to financial goals and timelines. This updated draft plan is submitted for Board review and approval.
- Work to complete a full five-year fundraising plan by the end of the current school year/summer of 2023, to provide long-term fundraising guidance and goals.
- Give the Executive Director permission to direct RSF to submit another application for the Fostering Diverse Schools federal grant with RSV as the lead applicant school. If awarded, this grant would provide over \$1 million in funding.

The Board is asked to review and approve the updated fundraising plan draft, as well as the committee's recommendations and planned next steps.

<b>B.</b> Student Representative Report	FYI	Crystal Rauda	5 m
The Student Representative will provide a verbal update to the board.			
<b>C.</b> RSF Report	FYI		5 m
See attachment			
<b>D.</b> Director of CTE Report	FYI	Eduardo Herrera	5 m

**Key Points:**

- **Unity Program Update:** Students' accomplishments in lighting, animation, and group projects, leading to the development of digital portfolios and a pathway to Unity certification.

Purpose

Presenter

Time

- **Student Engagement and Learning:** Enhanced technical skills, creativity, teamwork in art and scene creation, and preparation for Unity certification exams.
- **Partnership Developments:**
  - Meeting outcomes with Cisco Networking Academy for launching the program in fall 2024.
  - Collaboration with Bellevue School District for resource sharing and equipment donation, enhancing the Cisco Networking Academy program.

#### Future Outlook:

- **Growth of Unity Program:** Aligning with school values of growth, preparation, and excellence, and preparing students for future challenges.
- **Certification Preparation:** Ongoing efforts for Unity certification, including practice tests and utilization of tools like Gmetrix.
- **Partnership Benefits:** Leveraging partnerships for resource sharing, cost reduction, and enhanced learning experiences.

#### E. Direction of Operations Report

FYI

Sandra Yokley

5 m

The Director of Operations will present updates on various operational aspects of Rooted School Vancouver, reflecting the progress and developments.

- **Hiring/Staffing Updates:** A Special Education Paraeducator resigned in December 2023. The recruitment process yielded 18 applications, 11 were invited for first-round interviews, and two candidates progressed to on-site interviews.
- **School Facility/Physical Plant Update:** The school underwent a deep clean during the break. Issues with the fan in the electrical closet were addressed, and a full asset/inventory review is scheduled.
- **Prospective Enrollment:** The 2024-2025 application has been open since November 15, receiving 14 applications, mainly for 9th grade. Marketing and outreach initiatives are underway, including an Open House scheduled for February 20.
- **Family and Community Engagement:** An Open House is scheduled for February 20, 2024, to engage families and the community.
- **Compliance:** All compliance requirements and deadlines have been met to date.
- **Procedure Development:** The school is in the process of developing internal systems, focusing on operational areas and standard operating procedures.



	Purpose	Presenter	Time
<b>F. Executive Director Report</b>	FYI	Steven Carney	5 m

The Executive Director will provide updates on several key areas, including the school's new membership in the Diverse Charter Schools Coalition, mental health support initiatives, academic assessments, dual credit opportunities, and strategies to address recent school closures.

**Key Points:**

- **Diverse Charter Schools Coalition Membership:** Benefits of the new membership and upcoming activities.
- **Counseling and Mental Health Supports:** The need for a School Counselor / Social Worker and partnership strategies.
- **Academic Benchmark / Interim Assessment Update:** Impact of school closures on IXL and NWEA Assessments.
- **Dual Credit Collaboration:** Progress in collaboration with Clark College for dual credit courses.
- **School Closures and Make-Up Plans:** Addressing lost instructional time due to recent closures.

**VII. BOARD INFORMATION/DISCUSSION ITEMS 6:41 PM**

<b>A. PowerSchool Contract Termination Discrepancy</b>	Discuss	Steven Carney	5 m
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**Discussion Purpose:** To provide an update on the PowerSchool Contract Termination Request.

Background on Key Dates:

- April 7, 2023: Rooted School submitted a contract termination request to PowerSchool.
- April 23, 2023: A meeting was held with PowerSchool regarding this request.
- May 9, 2023: The school demanded immediate action on their request.
- May 18, 2023: PowerSchool's Senior Manager confirmed the cancellation.
- November 7, 2023: PowerSchool reversed their decision to cancel the contract, prompting further communication from the school for resolution. We expressed dismay and frustration over this unexpected development, noting the school's operational challenges and financial constraints due 6 months of no communication from PowerSchool.
- **Nov 21, 2023:** PowerSchool, reiterated the inability to fulfill the cancellation request, cites the contract's duration till November 2024 and mentions a previously granted credit. We expressed significant concerns regarding

	Purpose	Presenter	Time
PowerSchool's decision to reverse the contract cancellation. We highlighted the challenges and operational impacts faced by Rooted School Vancouver due to this decision, emphasizing the need for a resolution that aligns with the school's circumstances and needs.			
<ul style="list-style-type: none"> <li>• <b>Dec 4, 2023:</b> PowerSchool acknowledges our concerns and promises an internal discussion and subsequent update.</li> <li>• <b>Jan 10, 2024:</b> PowerSchool informs us of the executive team's decision, still unable to fulfill the cancellation request.</li> <li>• <b>Jan 12, 2024:</b>We requested the executive team's contact details for further discussions</li> <li>• <b>Jan 19, 2024: PowerSchool sent us the email of a member from their leadership team. We responded and expressed disappointment and urgency in resolving the contractual dispute.</b></li> </ul>			

**VIII. BOARD ACTION ITEMS**

**6:46 PM**

<b>A.</b> iNSL Concept Proposal for Rooted School Vancouver - UPDATE	Discuss	Steven Carney	10 m
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The board is requested to approve the pilot collaboration between Rooted School Vancouver and the International STEM League (iNSL). This pilot program integrates high-tech entrepreneurship and STEM education into our curriculum.

Key Changes from Initial Proposal to Final Pilot:

- **Transition to Pilot Model:** Focus on a short-term pilot to assess results and publicity, informing decisions on continued funding.
- **Trainer of Trainer Model:** Utilizing Rooted School staff for project implementation with iNSL coaching support in subsequent years.

**Discussion Points:**

1. **Pilot Program Overview:** Introduction of eSports T.E.A.M.S., data analysis certification, and game development.
2. **Resource Management:** Ensuring effective use of resources and staff under the trainer of trainer model.
3. **Sponsorships and Funding:** Strategies for attracting boutique sponsors during the pilot phase.

	Purpose	Presenter	Time
4. <b>Long-term Potential:</b> Evaluating the program's impact on high-tech career readiness for students.			
<b>Action Requested:</b>			
Approval of the pilot program, acknowledging the shift in strategy from a long-term funding plan to a pilot model for initial implementation and evaluation.			
<b>B. RSV Annual Board Assessment and Goal Setting</b>	Vote	Adrienne Mason	10 m
The RSV Board Chair and Executive Director will provide a presentation of the latest annual board assessment results and the incorporation of goal setting for the upcoming year. The board is required to complete an assessment and set board goals annually to identify areas of strength and opportunities for improvement.			
<b>Objectives:</b>			
<ul style="list-style-type: none"> <li>• Review and discuss the findings from the most recent board assessment.</li> <li>• Engage in goal setting for the next year based on these results.</li> <li>• Highlight the importance of the annual assessment in guiding the board's strategic planning and development.</li> </ul>			
<b>Recommended Board Goals based on Assessment Results:</b>			
<ul style="list-style-type: none"> <li>• <b>Academic Oversight Goal:</b> By June 2024, establish a board-led Academic Oversight Committee that meets quarterly to review and provide guidance on curriculum development and student performance, targeting at least a 10% improvement in academic outcomes.</li> <li>• <b>Board Expansion and Diversification Goal:</b> By March 2024, increase the number of board members from 6 to 9, ensuring the inclusion of parents, and amend the bylaws to allow an expansion up to 15 members. This goal aims to enhance board capacity and diversity, ensuring a wider range of skills and perspectives to better support the school's mission and objectives.</li> <li>• <b>Fund Development Goal:</b> By the end of the 2024 fiscal year, increase board involvement in fund development activities by 30%, with each board member actively participating in or initiating at least one major fundraising initiative. These initiatives could include donor outreach, organizing fundraising events, or grant writing, with the aim of significantly boosting the school's financial resources for key projects and operational needs.</li> </ul>			
<b>C. Approval of Updated Rooted School Vancouver Development Plan for 2023/2024.</b>	Vote	Adrienne Mason	10 m
<b>Description:</b>			

	Purpose	Presenter	Time
Request for board approval of the Updated Rooted School Vancouver Development Plan. This document outlines the strategic approach for fundraising and development activities over the next five years.			

**Background:**

The development plan presents a comprehensive strategy for Rooted School Vancouver, focusing on cultivating philanthropic partnerships, setting budget goals, and outlining funding opportunities. It includes strategies for engaging with various funding sources, including grants, corporate sponsorships, and individual giving.

Key Components of the Plan:

- Context and goals for regional fundraising.
- Budget goals and funding opportunities.
- Prospect research strategies and relationship-building approaches.
- Solicitation strategies for the first year.
- Smart goals and indicators of success.

**Action Requested:**

Approval of the Rooted School Vancouver Development Plan. It is important to note that Corey from JGP is currently working on updating the financial figures in the document. The board's approval today will be for the plan's strategic framework, understanding that the final numerical details will be updated for submission to the WA State Charter Association.

<b>D.</b>	2nd Semester Block Schedule Proposal	Vote	Steven Carney	15 m
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The Leadership team will present a proposed change in our daily schedule.

Recommendation: Approve 2nd Semester Block Schedule

<b>E.</b>	Approval of Calendar Adjustment Due to Snow Days	Vote	Steven Carney	5 m
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Background: Due to unexpected school closures last week caused by snow, it is proposed to extend the current semester until February 2nd. This extension aims to compensate for the instructional time lost during the snow days. The plan involves designating February 2nd as a regular school day, instead of a non-school day, while retaining June 24th as an additional snow makeup day. This adjustment has been approved by our teachers and does not change the total number of instructional days for the school year.

	Purpose	Presenter	Time
<p>Action: The Board is asked to approve the amended school calendar, with the extension of the semester to February 2nd. This approval is pending any necessary confirmations from the WA Charter School Commission. This adjustment ensures that our academic commitments and instructional days are maintained despite the weather-related disruptions.</p>			

<b>IX.</b>	<b>Closing Items</b>		<b>7:36 PM</b>
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<b>A.</b>	Reminder and Important Dates	FYI	Adrienne Mason	2 m
	Board Retreat Dates			
	Next Board Meeting - February 27, 2023			
	Next Finance/Fund Development Committee - February 18, 2023			

<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

Date of next Rooted School Vancouver, WA Board Meeting is Tuesday, January 23, 2023 @ 6:00 PM PT