



## Rooted School - Washington

### Rooted School Vancouver Board Meeting

Published on February 23, 2024 at 4:12 PM PST

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#### Date and Time

Tuesday February 27, 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

+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)

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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  
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:**

Bill Kiolbasa - Joule Growth Partners  
Gina Fafard - BoardOnTrack

<b>II. Approval of Minutes</b>			<b>6:02 PM</b>
<b>A.</b> A. Approve Minutes from January 23, 2024 Rooted School Vancouver Regular Board Meeting	Approve Minutes	Adrienne Mason	2 m

**Recommendation:** The board approves the minutes of the January 23, 2024 regular board meeting.

**III. Communications 6:04 PM**

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| <b>A.</b> Welcome Community Members |     | Adrienne Mason |     |
| <b>B.</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 6:05 PM**

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| <b>A.</b> Reports, Requests, and Comments by Board Members | FYI | Adrienne Mason | 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.

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| <b>B.</b> Student Representative Report | FYI | Crystal Rauda | 5 m |
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The Student Representative will provide a verbal update to the board.

**V. 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

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 January 2024
- 2 - Payroll Summary January 2024
- 3a - AP Register January 2024
- 3b - NonAP Cash Disbursement Register January 2024

<b>B.</b> Approval of RSV Board Compliance Dashboard for 2023-2024_January	Vote	Steven Carney	
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**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\_January. 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.

<b>C.</b> Review and Acknowledgment of MOU for AI-Powered Grant Support and Services	FYI	Steven Carney	
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**Background:** In an innovative approach to enhance our school's financial resources without diverting leadership from their core responsibilities, Rooted School Vancouver has entered into a partnership with Joule Growth Partners and Flicker Consulting. This collaboration is supported by a contract with the Gates Foundation to implement a ChatGPT-assisted grant application process. The initiative aims to streamline grant applications, leveraging artificial intelligence to minimize the time investment required from our team, while maximizing potential funding opportunities.

**Project Overview:**

- **Objective:** To utilize AI technology for efficient grant application submission, aiming to secure additional private funding with minimal staff involvement.

- **Benefits:** Access to customized GPT for grant writing, a grant-seeking calendar, and assistance with application submission. Expected to save time and improve application quality.
- **Participation:** Requires sharing previous grant narratives and a 5-year budget plan. In return, schools will receive prepared grant applications for review and submission assistance.

**Implementation:** The project launched this month and is expected to run for 12 months, targeting a sustainable development function for securing supplemental funding.

**Next Steps:** The Board is requested to review the signed MOU for a comprehensive understanding of the partnership, roles, and expected outcomes.

- D.** Amendment to Enrollment Policy 3110                      Vote                      Steven Carney

**Background:** The Rooted School Vancouver (RSV) Enrollment Policy outlines the process and timelines for application, lottery, and enrollment. To maintain flexibility and adaptability in future academic years, it is proposed that specific dates mentioned in the policy be amended to "Set Annually" rather than specifying exact dates.

**Proposal:** Amend the Enrollment Policy document to replace all specific dates and years with "Set Annually" for the application period, lottery/enrollment offer date, acceptance deadline, waitlist notification, re-enrollment packets distribution, enrollment packets due date, and re-enrollment deadline. This change aims to ensure the policy remains applicable and accurate each year without the need for annual amendments.

**Board Approval Date:** Previously approved on January 28, 2023.

**Requested Action:** The board is requested to approve the amendment to the Enrollment Policy to specify timelines as "Set Annually," ensuring the policy's longevity and reducing the need for future revisions.

**Discussion:** Review the proposed amendments and determine their impact on the enrollment process's clarity, efficiency, and compliance with relevant laws and regulations.

**Decision:** Vote on the proposed amendment to the Enrollment Policy.

	Purpose	Presenter	Time
<b>E.</b> Review and Approval of 2022 Exempt Organization Return for Rooted School Washington	Vote	Adrienne Mason	

**Background:** The enclosed documents provide a detailed overview of Rooted School Washington’s financial health, governance, management practices, and program service accomplishments for the fiscal year ending August 31, 2023. Key highlights include total revenue of \$1,134,778, with significant program services aimed at reducing America's wealth gap by connecting underserved teenagers with career and financial pathways.

**Action Required:** The board is requested to review the provided documents for accuracy and completeness and approve the 2022 Exempt Organization Return. This approval will authorize the submission of the return to the IRS, ensuring compliance with federal tax obligations and transparency with stakeholders.

<b>F.</b> Policy 2409: Competency-Based Grading First Read	FYI	Steven Carney	
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**Policy 2409: COMPETENCY-BASED GRADING**

The term “competency-based learning” (a/k/a “mastery-based learning”) to mean when the strategies below are used:

- a) Students advance upon demonstrated mastery of content;
- b) Competencies include explicit, measurable, transferable learning objectives that empower students;
- c) Assessments are meaningful and a positive learning experience or students;
- d) Students receive rapid, differentiated support based on their individual learning needs; and
- e) Learning outcomes emphasize competencies that include application and creation of knowledge along with the development of important skills and dispositions.

State guidance will generally use the term mastery, to align with the state’s definition in legislation (E2SHB 1599, Sec. 301), unless referring to places where another term is used (e.g. in WAC, where the term “competency” is used instead).

**Competency-Based Crediting**

Competency-based learning at Rooted School Vancouver includes the specific opportunity for "competency-based crediting," where students can earn high school

credit through LEA-specified performance assessments aligned with learning standards. This policy supports personalized learning and recognizes competency-based learning occurring outside traditional classroom settings, contributing to students staying on track for career and college readiness.

### Implementation

This policy supports de-linking credit acquisition from classroom seat time, enabling personalized learning at each student's pace. It emphasizes the development of skills and dispositions crucial for success in college, careers, and citizenship through authentic, deeper learning experiences.

In compliance with state law, the board will grant credit based on competency demonstration in any subject, course, or learning experience, following proficiency criteria approval and procedures developed by the ED or their designee.

## VI. Committee Reports to the Board

6:16 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:

A. Finance / Fund Development Committee Report    Discuss    Adrienne Mason    2 m

### Background:

The RSV Fund Development/Finance Committee last met on February 26, 2024 to review school financial status and update the school's fundraising plan document.

### Financial Update:

The Finance Dashboard for Rooted School Vancouver as of January 2024 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 36%, demonstrating steady progress in acquiring government funds. Private revenue, at 40%, indicates promising fundraising efforts. Total expenditures are managed well at 33% of the budget. Notably, the school maintains a healthy cash flow with 95 days

	Purpose	Presenter	Time
of cash on hand. Upcoming funding from the WSCSA grant in summer 2024 is anticipated to further bolster the financial outlook.			

1. Strong student retention - great to see the 25 holding steady.
2. At this point, expenditures are trending materially below budget. It's obviously great to be in that position, but we should make sure to review the assumptions when we're preparing next year's budget to be as accurate as possible.

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

**VII. BOARD INFORMATION/DISCUSSION ITEMS**

**6:18 PM**

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| <b>A.</b> | Reports to the Board | FYI | Steven Carney |
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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:

- **Rooted School Foundation:** Updates on RSF efforts and activities associated with RSF Contract.
- **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.

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| <b>B.</b> | Update on Academic Achievement and Progress Towards Goals | Discuss | Steven Carney | 30 m |
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**Objective:** To present a comprehensive update on Rooted School Vancouver's progress towards the academic goals set for the 2023-2024 school year, focusing on mathematics and reading achievements. The report utilizes data from IXL Math Diagnostic, Achieve 3000 Literacy, and NWEA MAP Growth assessments to inform the School Board of our successes, challenges, and strategic recommendations for continued improvement.



Rooted School Vancouver has set ambitious academic goals aimed at significant improvements in Algebra 1 proficiency and reading growth. This report outlines our progress, highlighting key findings from our assessment tools and proposing strategic actions to address areas of need.

### Findings

- **Math Achievement:** The average grade level improvement for students who were initially 3 or more grade levels behind in math is approximately 0.73 grade levels, with a median percentile of 29th in NWEA MAP Growth Algebra 1.
- **Reading Achievement:** Data shows that 45.83% of students achieved at least 1.5 times the expected growth in literacy, with a median percentile of 63rd in NWEA MAP Growth Reading.

### Analysis

The assessment data indicates a notable achievement in reading, while identifying Algebra 1 as an area requiring targeted interventions. The variance in performance between subjects underscores the importance of differentiated instruction and the need for strategic focus on math proficiency.

### Actions

- Continue to Implement targeted math interventions.
- Continue to build on literacy successes.
- Utilize data-driven instruction strategies.
- Increase stakeholder engagement in student learning.

### Conclusion

The commitment to academic excellence at Rooted School Vancouver is unwavering. With strategic interventions and the support of the School Board, we are poised to meet and exceed our academic goals, ensuring all students achieve their highest potential.

### Discussion

The School Board is invited to discuss the findings, recommendations, and proposed actions, with the aim of endorsing a collaborative approach to achieving academic success at Rooted School Vancouver.

<b>C.</b>	Acknowledgment of Signed Independent Contractor Agreement with [Akin] for Behavioral Health Education Services	FYI	Steven Carney	5 m
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**Background:** The signed agreement stipulates that [Akin] will provide behavioral health education and support services to RSV students, enhancing their well-being and educational experience. The terms include service deliverables, compensation, and the duration of the agreement.

**Discussion Points:**

1. Acknowledgment of the signed agreement and its terms.
2. Overview of the planned implementation of the services [Akin] will provide, including timelines and integration with existing student support services.
3. Discussion on monitoring and evaluating the impact of [Akin]'s services on student well-being and success.
4. Consideration of any additional resources or support needed from the board to facilitate the successful delivery of these services.

**Recommendation:** The board to acknowledge the signed agreement and support the administrative and operational steps necessary for the smooth implementation and monitoring of the services.

**VIII. BOARD ACTION ITEMS**

<b>IX.</b>	<b>Executive Session</b>		<b>6:53 PM</b>
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| <b>A.</b> | Executive Session – Performance Review of Executive Director | Discuss | Adrienne Mason | 15 m |
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**Purpose:** To conduct a performance review of the Executive Director.

**RCW Reference:** RCW 42.30.110(g)

<b>X.</b>	<b>Closing Items</b>		<b>7:08 PM</b>
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| <b>A.</b> | Reminder and Important Dates | FYI | Adrienne Mason | 2 m |
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Board Retreat Dates - April 26 - April 27, 2023

Next Board Meeting - February 27, 2023

Next Finance/Fund Development Committee - March 18, 2023

Required Training - Please sign atestation that training on School Finance is complete.

<https://app.smartsheet.com/b/form/116138138067467fbd51d85c76c2d0bb>

	Purpose	Presenter	Time
<b>B.</b> Adjourn Meeting	FYI	Adrienne Mason	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, January 23, 2023 @ 6:00 PM PT