



## Rooted School - Washington

### Rooted School Vancouver Board Meeting

Published on May 25, 2024 at 7:30 PM PDT

Amended on May 28, 2024 at 5:44 PM PDT

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#### Date and Time

Tuesday May 28, 2024 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

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One tap mobile

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

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

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+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

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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
<b>Roll Call:</b>			
<b>Board Members:</b>			
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			
<b>Student Representative:</b>			
Crystal Rauda			
<b>School Officials:</b>			
Steven Carney: Executive Director & School Leader - RSV			
Angie Lundgren: Office Manager - RSV			
Sandra Yokley: Director of Operations - RSV			
<b>Guests:</b>			
Matt Paolini - Joule Growth Partners			
Gina Fafard - BoardOnTrack			
Jessica de Barros - Charter School Commission			
<b>II. Approval of Minutes</b>			<b>6:02 PM</b>
<b>A.</b> A. Approve Minutes from April 30, 2024 Rooted School Vancouver Regular Board Meeting	Approve Minutes	Adrienne Mason	2 m

**Recommendation:** The board approves the minutes of the April 20, 2024 regular board meeting.

<b>III.</b>	<b>Communications</b>		<b>6:04 PM</b>
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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.

<b>IV.</b>	<b>REPORTS, REQUESTS, AND COMMENTS BY BOARD MEMBERS</b>		<b>6:05 PM</b>
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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.

<b>V.</b>	<b>Consent Agenda</b>		<b>6:15 PM</b>
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(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 May 28, 2024, the Board approves payments totaling \$45,096.14. The payments are further identified in this document.

Total Payment by Type:

Payroll Direct Deposit (\$45,096.14)

Checks #N/A (\$0.00)

**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 May 28, 2024, the Board approves payments totaling \$68,522.96. The payments are further identified in this document.

Total Payment by Type:

Electronic Funds Transfer – Public Checking (\$68,522.96)

Electronic Funds Transfer – Private Savings (\$0.00)

Checks #N/A – (\$0.00)

**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 May 28, 2024, the Board approves payments totaling \$221.40. The payments are further identified in this document.

Total Payment by Type:

Electronic Funds Transfer – Public Checking (\$221.40)

Electronic Funds Transfer – Private Savings (\$0.00)

Checks #N/A – Private MMA (\$0.00)

- Payroll Summary April 2024
- AP Register April 2024
- Non-AP Cash Disbursements April 2024

**VI. Presentation 6:16 PM**

<b>A.</b>	Training on Roles & Responsibilities of the Charter School Board	FYI	Jessica De Barros	45 m
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**Agenda Item:**

**1. Training Session: Roles & Responsibilities of the Charter School Board**

- **Facilitator:** Jessica De Barros from the Washington Charter School Commission
- **Objectives:**
  - Clarify the legal and ethical responsibilities of charter school board members.
  - Provide an overview of the governance structure and the relationship between the board and school leadership.
  - Discuss best practices for effective board meetings, decision-making processes, and strategic planning.
  - Enhance understanding of financial oversight, accountability, and compliance requirements.

This training is incorporated into the current board meeting to ensure all members receive the necessary knowledge and skills to fulfill their roles effectively. The session covers key areas such as governance, strategic planning, financial oversight, and

compliance, which are essential for the successful operation of Rooted School Vancouver.

#### Expected Outcomes:

- Enhanced understanding of board members' roles and responsibilities.
- Improved governance practices and strategic planning processes.
- Better financial oversight and compliance adherence.
- Strengthened relationship between the board and school leadership.

**Conclusion:** The training on "Roles & Responsibilities of the Charter School Board" is a vital component of this board meeting, aimed at strengthening the governance of Rooted School Vancouver. Board members are encouraged to actively participate and engage in the session to gain valuable insights and skills.

## VII. Committee Reports to the Board

7:01 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    10 m

**Purpose:** To provide the board with an overview of the recent discussions and progress made by the Fund Development / Finance Committee.

**Meeting Date:** May 20, 2024

#### Summary of Discussion:

- The committee discussed and debated planning fundraising events for their organization, including the best day and time, ideal location, and format. They also considered the need for a specific date to plan towards and explored different ways of hosting the event. Matt Paolini and committee discussed the school's financial status, focusing on budget status reports, expenses, and fundraising goals. The team also discussed various strategies for hosting successful fundraising events, including incorporating smaller, more intimate

	Purpose	Presenter	Time
events, partnering with local businesses, and keeping costs low through interactive elements like auctions and games.			

**Next Steps:**

- **Adrienne Mason will update the draft fundraising event dates based on the committee's discussion.**
- **Adrienne Mason will finalize details for the first fundraising event planned for Thursday, October 10, 2024.**
- **Matt Paolini will investigate the receivables balance on the balance sheet and report back at the next meeting.**

<b>VIII. BOARD INFORMATION/DISCUSSION ITEMS</b>	<b>7:11 PM</b>
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<b>A. Reports to the Board</b>	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. Preliminary Draft 2024/2025 Budget Review</b>	Discuss	Matt Paolini and Steven Carney	15 m
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**Purpose:** To present and review the preliminary draft of the 2024/2025 budget for Rooted School Vancouver, discuss the key components and changes from the previous year, and outline the process leading to the final budget adoption.

**Agenda Item:**

**1. Preliminary Draft 2024/2025 Budget Review**

- **Presenter:** [Your Name], Executive Director
- **Supporting Documents:**
  - 2024/2025 Budget Draft Presentation
  - 2024/2025 Budget Detail

**Key Components:**

**Enrollment and Staffing Changes:**

- Increase in enrollment from 25 to 70 students
- Addition of assistant school leader, half-time counselor, and two paraeducators
- Changes in staffing roles including school leader becoming executive director and CTE director becoming a CTE teacher
- Addition of 10 summer professional development days to contracts

**Financial Projections:**

- Total Revenue: \$2,440,093
- Total Expenses: \$2,210,788
- Net Income: \$229,304
- Net Cash Margin: \$17,235

**Major Changes from 2023/2024 Budget:**

- Reduction in tech hardware expenditure
- Rent increase due to additional space usage
- Budgeting for levy equalization revenues at 50%

**Process:****Presentation of Preliminary Draft:**

- Overview of the budget including key changes and financial projections
- Discussion on operational implications and long-term financial sustainability

**Discussion and Feedback:**

- Board members discuss the presented budget, ask questions, and provide feedback
- Identify any areas needing further clarification or adjustment

**Next Steps:**

- **Budget Workshop and Public Notice:**
  - Full budget meeting to be scheduled in June
  - Public notice for budget adoption will be issued
- **Final Budget Adoption:**
  - Review and incorporate board feedback
  - Present final budget for approval at the June board meeting

**Expected Outcomes:**

- Board members have a clear understanding of the preliminary budget
- Identify areas for further review and refinement



- Set the stage for final budget adoption in July

**Conclusion:** The review of the preliminary draft of the 2024/2025 budget is a crucial step in ensuring that Rooted School Vancouver's financial planning aligns with its strategic goals and operational needs. Active participation and feedback from board members will be essential in finalizing a robust budget for the upcoming school year.

**Attachments:**

- Detailed DRAFT Budget Document

**C. Board Committee Calendar Recommendations**      Vote      Adrienne Mason      15 m

**Purpose:** To present a recommended schedule for Board Committee meetings for the upcoming academic year, aimed at ensuring timely and effective governance, oversight, and alignment with the strategic priorities of Rooted School Vancouver.

**Background:** Regular meetings of the Board Committees are essential for effective governance and strategic oversight. These meetings provide an opportunity to review progress, address challenges, and make informed decisions. To ensure that these meetings are well-coordinated and productive, a proposed calendar has been developed.

**Discussion:** The proposed meeting calendar is designed to:

1. Align with key academic and administrative milestones.
2. Ensure adequate time for the preparation and review of necessary documents.
3. Facilitate the participation of all committee members.
4. Optimize the timing for strategic decision-making and reporting.

**Proposed Schedule**

**Finance Committee:**

- **Frequency:** Monthly
- **Proposed Dates:**
- **Key Focus Areas:** Budget reviews, financial audits, fundraising updates, and financial planning.

**Academic Excellence Committee:**

- **Frequency:** Bi-monthly
- **Proposed Dates:**

- **Key Focus Areas:** Curriculum development, student performance data, professional development, and instructional strategies.

#### **Governance Committee:**

- **Frequency:** Quarterly
- **Proposed Dates:**
- **Key Focus Areas:** Board member recruitment and training, policy reviews, and strategic planning.

#### **Fund Development Committee:**

- **Frequency:** Monthly
- **Proposed Dates:**
- **Key Focus Areas:** Fundraising strategies, donor engagement, grant writing, and event planning.

#### **Recommendations:**

- Approve the proposed meeting calendar for Board Committee meetings.
- Ensure all committee chairs and members are informed of the schedule and have access to necessary resources and documentation.
- Regularly review and adjust the schedule as needed to accommodate changing priorities and unforeseen circumstances.

#### **Action Items:**

- Motion to approve the proposed Board Committee meeting calendar.
- Schedule a follow-up to assess the effectiveness of the meeting schedule and make any necessary adjustments.

**Conclusion:** A well-structured Board Committee meeting calendar is vital for the strategic governance and operational success of Rooted School Vancouver. The proposed schedule aims to provide a clear framework for regular, focused, and productive committee meetings, contributing to the overall mission and goals of our school.

## **IX. BOARD ACTION ITEMS**

**7:56 PM**

<b>A.</b>	Approval of RSV Board Compliance Dashboard for 2023-2024_March	Vote	Steven Carney	10 m
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**Background:** The RSV Board Compliance Dashboard for 2023-2024 for March, 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\_April. 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.** Approval of the 2024-2025 School Calendar      Vote      Steven Carney      15 m

**Purpose:** To seek approval for the proposed 2024-2025 school calendar for Rooted School Vancouver.

**Background:** The 2024-2025 school calendar has been drafted to align with the academic and operational needs of Rooted School Vancouver. This calendar outlines important dates, including the first and last days of school, holidays, professional development days, and other key events. The goal is to provide a structured and predictable schedule for students, families, and staff.

#### **Key Dates and Highlights:**

- **First Day of School:** August 28, 2024
- **Last Day of School:** June 18, 2025
- **Student & Family Orientation:** August 27, 2024 (Mandatory)
- **Winter Break:** December 23, 2024 - January 3, 2025
- **Spring Break:** March 31 - April 4, 2025
- **Professional Development Days:** Various dates throughout the year (no school for students)
- **Student-Led Conferences:** October 28-31, 2024 and March 24-28, 2025
- **Snow Make-Up Days:** February 7, March 14, June 20-24, 2025 (if needed)

**Discussion:** The calendar has been developed with input from staff and consideration of state requirements and best practices for student learning and well-being. Key considerations include balancing instructional days with necessary breaks, providing adequate professional development opportunities for staff, and ensuring that major events are well-distributed throughout the year.

#### **Recommendations:**

- Approve the proposed 2024-2025 school calendar as presented.
- Communicate the approved calendar to all stakeholders, including students, families, and staff, to ensure ample time for planning and preparation.
- Monitor the implementation of the calendar and gather feedback to inform future calendar planning processes.

**Action Items:**

- Motion to approve the 2024-2025 school calendar.

**Conclusion:** The proposed 2024-2025 school calendar is designed to support the academic goals and operational needs of Rooted School Vancouver. Approval of this calendar will provide a clear and structured framework for the upcoming school year, contributing to a positive and productive learning environment.

<b>C.</b>	Approval of 2024-2025 School Year Board Meeting Calendar	Vote	Adrienne Mason	15 m
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**Purpose:** To seek board approval for the proposed schedule of board meetings, workshops, and special events for the 2024-2025 school year.

**Background:** Establishing a comprehensive calendar of board meetings, workshops, and special events is crucial for effective governance, strategic planning, and community engagement. The proposed calendar outlines regular board meetings, State of the School workshops, Friend Raiser events, and a board retreat to ensure thorough oversight and proactive planning.

**Proposed Meeting Dates:**

**June 2024:**

- Regular Meeting: June 25

**July 2024:**

- Regular Meeting: July 23

**August 2024:**

- State of the School Workshop: August 3
- Regular Meeting: August 27

**September 2024:**

- Regular Meeting: September 24

**October 2024:**

- FRIEND RAISER #1: Thursday, October 9
- Regular Meeting: October 22

**November 2024:**

- State of the School Workshop: November 2
- Regular Meeting: November 19 (**Changed to avoid Thanksgiving**)

**December 2024:**

- Regular Meeting: December 17 (**Changed to avoid holiday season**)

**January 2025:**

- FRIEND RAISER #2: Thursday, January 23
- Regular Meeting: January 28

**February 2025:**

- State of the School Workshop: February 8
- Regular Meeting: February 25

**March 2025:**

- Regular Meeting: March 25

**April 2025:**

- FRIEND RAISER #3: Thursday, April 10
- Regular Meeting: April 22

**May 2025:**

- Board Retreat: May 17
- Regular Meeting: May 27

**June 2025:**

- Regular Meeting: June 24

**Discussion:** The proposed calendar ensures regular monthly meetings for governance activities, supplemented by workshops for in-depth strategic planning and

	Purpose	Presenter	Time
<p>Friend Raiser events to foster community and stakeholder engagement. The calendar adjustments around holidays and key events provide flexibility and accommodate community needs.</p>			

**Recommendations:**

- Approve the proposed 2024-2025 board meeting calendar.
- Communicate the approved calendar to all board members, staff, and stakeholders.
- Post the approved meeting schedule on the school’s website and other relevant platforms to inform the community.

**Action Items:**

- Motion to approve the proposed board meeting calendar for the 2024-2025 school year.
- Develop a communication plan to ensure all stakeholders are informed of the meeting dates and events.

**Conclusion:** Approving the proposed board meeting calendar for the 2024-2025 school year will provide a structured and comprehensive schedule for governance, strategic planning, and community engagement. This will support the board’s ability to oversee the school’s operations and make informed decisions throughout the year.

<b>X.</b>	<b>Closing Items</b>		<b>8:36 PM</b>
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<b>A.</b>	Reminder and Important Dates	FYI	Adrienne Mason	2 m
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Next Board Meeting - June 25, 2024

Student Exhibition - June 11, 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