



## Rooted School - Washington

### Rooted School Vancouver Board Meeting

Published on June 22, 2024 at 6:18 PM PDT

Amended on June 22, 2024 at 8:22 PM PDT

---

#### Date and Time

Tuesday June 25, 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

---

One tap mobile

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

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

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

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

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

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

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

• +1 312 626 6799 US (Chicago)

---

#### Agenda

	Purpose	Presenter	Time
<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  
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

	Purpose	Presenter	Time
<b>II. Approval of Minutes</b>			<b>6:02 PM</b>
<b>A.</b> A. Approve Minutes from May 28, 2024 Rooted School Vancouver Regular Board Meeting	Approve Minutes	Adrienne Mason	2 m
<b>Recommendation:</b> The board approves the minutes of the May 28, 2024 regular board meeting.			
<b>B.</b> Approve Minutes from June 06, 2024 Rooted School Vancouver Special Board Meeting	Approve Minutes		5 m
Recommendation: Approve Minutes from June 06, 2024 Rooted School Vancouver Special Board Meeting			
<b>III. Communications</b>			<b>6:09 PM</b>
<b>A.</b> Welcome Community Members		Adrienne Mason	
<b>B.</b> Initial Public Comment	FYI	Adrienne Mason	1 m
<b>BOARD SECRETARY TO READ PRIOR TO ALL PUBLIC COMMENT:</b>			
<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>6:10 PM</b>
<b>A.</b> 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**

**6:15 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.)

- A.** 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 June 25, 2024, the Board approves payments totaling \$42,098.84. The payments are further identified in this document.

Total Payment by Type:  
Payroll Direct Deposit (\$42,098.84)  
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 June 25, 2024, the Board approves payments totaling \$76,181.44. The payments are further identified in this document.

Total Payment by Type:  
Electronic Funds Transfer – Public Checking (\$76,181.44)

	Purpose	Presenter	Time
Electronic Funds Transfer – Private Savings (\$0.00)			
Checks #N/A – (\$0.00)			

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

<b>B.</b> Hiring of Adrienne Lee-Kernell for Assistant School Leader	Vote	Steven	1 m
--	------	--------	-----

**Objective:** To approve the hiring of Adrienne Lee-Kernell for the position of [Position] at Rooted School Vancouver.

### 1. Overview of the Hiring Process

- **Initial Screening:**
  - 36 applicants were initially screened.
  - 15 candidates advanced to the first step of the interview process, which included a set of questions focused on leading and learning.
- **Interviews:**
  - Adrienne Lee-Kernell completed an extensive interview process that included:
    - An initial interview with Steven and Sandra.
    - A panel interview with staff, board members, a parent, and a student.
    - A performance task that involved observing the school for an hour and writing an action plan based on the observation, focusing on radical transparency.
- **Final Selection:**
  - The pool was narrowed down to 7 candidates, and then to 3 finalists who went through the panel and performance task.
  - Adrienne Lee-Kernell was selected as the top candidate after analyzing all parts of the interview.

### 2. Adrienne Lee-Kernell's Qualifications and Experience

- **Professional Background:**
  - Ten years of experience as an Equity Facilitator and educator.
  - Roles include District Instructional Facilitator Equity TOSA, English Language Learner Specialist, Program Coordinator, and Teacher.
- **Skills and Expertise:**
  - Experienced in creating inclusive and equitable learning environments.
  - Proficiency in data analysis and strategic decision-making.

- Expertise in culturally responsive pedagogy and equitable teaching practices.

- **Education:**

- Doctor of Education (in progress) from Concordia University Wisconsin.
- Master's in Education from Concordia University.
- Bachelor of Arts in Education from Washington State University.
- Associate of Arts in Education from Clark College.

### 3. Highlights of Adrienne's Performance Task

- Adrienne observed the school for an hour and wrote a comprehensive action plan.
- Demonstrated her ability to identify areas for improvement and propose actionable strategies.
- Showed strong alignment with Rooted School Vancouver's values of Growth, Preparation, Hospitality, Excellence, and Community.

### 4. Decision and Recommendation

- All three final candidates performed exceptionally well, making the final decision challenging.
- Adrienne Lee-Kernell rose to the top due to her outstanding performance in all interview components and her alignment with the school's mission and values.
- The hiring committee is confident that Adrienne's leadership, instructional expertise, and passion for equity and social justice make her an ideal candidate for this position.

### 5. Conclusion

- **Action Required:** Approve the hiring of Adrienne Lee-Kernell for the position of [Position] at Rooted School Vancouver.

C.	Hiring of Frimpong Atta Junior Osei for Technology Teacher Position	Vote	Adrienne Mason	2 m
----	---	------	----------------	-----

**Objective:** To approve the hiring of Frimpong Atta Junior Osei for the position of Technology Teacher at Rooted School Vancouver.

#### 1. Overview of the Hiring Process

- **Initial Screening:**

- The search for a qualified technology teacher is particularly challenging.
- We received 20 applications for the position.

- **Interviews:**

- Frimpong completed an extensive interview process, including:

- An initial interview with [Your Name] and Sandra.
  - A panel interview with staff, board members, a parent, and a student.
  - A performance task involving observing the school for an hour and developing an action plan based on the observation, focusing on radical transparency.
- **Final Selection:**
    - Frimpong was selected as the most qualified candidate from a highly competitive pool.

## 2. Frimpong Atta Junior Osei's Qualifications and Experience

- **Professional Background:**
  - Currently pursuing a Master of Science in Computer Science at the University of Oregon.
  - Previous roles include Graduate Teaching Assistant at the University of Oregon, IT Support Technician at the University of Education, Winneba, and Desktop Support Technician at O. Y. Mensah Enterprise.
- **Technical Skills:**
  - Proficient in a wide range of programming languages, frameworks, libraries, and tools.
  - Extensive experience in system administration, network security, automation, containerization, and cloud technologies.
- **Certifications:**
  - CCNA 200-301 (Scheduled June 5, 2024)
  - CompTIA Security+ (April 2024)
  - Ansible Essentials for Network Engineers - NVIDIA (February 2024)
  - Infiniband Essentials - NVIDIA (January 2024)

## 3. Special Considerations

- **Conditional Certificate:**
  - Frimpong does not currently hold a teaching certificate but will be obtaining it over the next two years with support from Rooted School Vancouver.
  - He will be put on a conditional certificate initially.
- **Visa Status:**
  - Frimpong is currently in the United States on a school visa, which will transition to a work visa over the coming years.

## 4. Responsibilities and Compensation

- **Additional Responsibilities:**

- Frimpong will serve as the Technology Coordinator, overseeing and supporting all technology at the school.
- He will be responsible for the development and implementation of the technology curriculum, providing technical support, and ensuring the integration of technology into the classroom.

**5. Decision and Recommendation**

- Frimpong stood out as the most qualified candidate due to his exceptional technical expertise, strong educational background, and dedication to fostering technological skills in students.
- The hiring committee is confident that Frimpong's skills, experience, and passion for education make him an ideal candidate for this position.
- His unique background and expertise will significantly enhance our technology curriculum and support our students' learning.

**6. Conclusion**

- **Action Required:** Approve the hiring of Frimpong Atta Junior Osei for the position of Technology Teacher at Rooted School Vancouver.

**VI. Committee Reports to the Board**

**6:19 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

**Objective:** To update the Board on the recent activities of the Finance / Fund Development Committee, including the review of the proposal from Pacific Northwest Fundraising (PNWF) and plans for a revised proposal.

**1. Committee Meeting Overview**

- **Date of Meeting:** June 17, 2024



- **Attendees:** Steven Carney, Sandra Yokley, Adrienne Mason, Tyrone Foster and Eddie Allen (PNW Fundraising)

## 2. Proposal Review from Pacific Northwest Fundraising (PNWF)

- **Purpose of the Proposal:**

- To provide comprehensive fundraising and development services to Rooted School Vancouver (RSV).

- **Key Components of the Proposal:**

- Serve as outsourced Development/Marketing Director
- Sponsorship & Donor Outreach for all giving campaigns
- Manage specific campaigns with narratives and deliverables
- Assist with Board Development & Recruiting
- Provide content planning, social media support, and marketing collateral
- Facilitate database project and grant outsourcing

## 3. Highlights from the Proposal

- **Benefits of the Fractional Business Model (FBM):**

- Provides high-level expertise at a fraction of the cost of hiring full-time staff.
- Includes a team of experts in various fields to support RSV's fundraising goals.

- **Services Offered:**

- Strategic Community Partnerships
- Recurring Gift/Membership Campaigns
- Major Gift Plan
- Free Educational Seminars for Board and Stakeholders
- Quarterly Grant Services and Marketing Stewardship
- Event Management and Quarterly Report Stewardship

## 4. Committee's Feedback and Next Steps

- **Feedback:**

- The committee appreciated the comprehensive nature of the proposal and the potential benefits for RSV.
- Identified areas where services might be redundant or unnecessary for our current needs.

- **Next Steps:**

- PNWF will revise the proposal to remove services that RSV does not need and help lower the overall cost.
- The revised proposal will be reviewed at the next committee meeting and brought to the Board for approval in the July meeting.

**5. Timeline and Actions**

- **July Board Meeting:**
  - Presentation of the revised proposal from PNWF for Board approval.
- **Implementation:**
  - Upon approval, immediate initiation of services to enhance RSV’s fundraising and development efforts.

**6. Conclusion**

- **Summary:**
  - The committee is optimistic about the potential partnership with PNWF and believes their expertise will significantly benefit RSV.
  - Ensuring cost-effectiveness and alignment with RSV’s strategic goals remains a priority.

**VII. Board Member Recognition and Appointment 6:29 PM**

- |  |     |                |      |
|--|-----|----------------|------|
| <b>A.</b> Recognition of Founding Board Member Toby Martin | FYI | Adrienne Mason | 10 m |
|--|-----|----------------|------|

**Objective:** To recognize and honor Toby Martin, Founding Board Member, for his outstanding service and leadership over the past four years.

**1. Introduction and Background**

- **Toby Martin’s Role and Contributions:**
  - Served as a Founding Board Member of Rooted School Vancouver.
  - Played a pivotal role in the school's establishment and success.

**2. Key Achievements Under Toby Martin's Leadership**

- **Charter Approval:**
  - Led efforts to secure the charter approval, ensuring the establishment of Rooted School Vancouver.
- **Finding the School Location:**
  - Instrumental in identifying and securing the current location of Rooted School Vancouver.
- **Hiring the Founding Leadership Team:**
  - Provided strategic guidance and support in recruiting the founding leadership team, setting a strong foundation for the school.
- **Opening Rooted School Vancouver:**

- Oversaw the opening of the school, ensuring all necessary preparations and resources were in place.

### 3. Impact of Toby Martin's Service

- **Advancing the School's Mission:**

- Toby's leadership and dedication have been crucial in advancing the mission of Rooted School Vancouver.

- **Building a Strong Foundation:**

- His efforts have laid a strong foundation for the school's continued growth and success.

- **Inspiring Leadership:**

- Toby's commitment and vision have inspired the board, staff, and community to strive for excellence.

### 4. Presentation of Recognition

- **Words of Gratitude:**

- Executive Director/Board Chair and other board members to share words of gratitude and reflections on Toby's impact.

### 5. Open Floor for Comments

- **Board and Staff Reflections:**

- Invite board members, staff, and community members to share their experiences and express their gratitude for Toby's leadership and service.

### 6. Closing Remarks

- **Executive Director/Board Chair's Closing Remarks:**

- Summarize Toby Martin's contributions and the lasting impact of his service on Rooted School Vancouver.

**B.** Approval of Rhianna Johnson as a Board Member

Vote

Adrienne Mason

3 m

**Objective:** To approve the appointment of Rhianna Johnson as a member of the Rooted School Vancouver Board.

#### 1. Introduction of Candidate: Rhianna Johnson

- **Current Role:** Director of Guided Pathways and Partnerships at Clark College
- **Professional Background:**

- 20 years of experience in managing programs, projects, staff, and resources.
- Extensive background in post-secondary education and workforce development, focusing on marginalized populations and economic mobility.
- Previous roles include:
  - Director of Guided Pathways and Partnerships at Clark College
  - Workforce System Operator at WorkSource SW Washington Region
  - Deputy Center Director/Career Development Director at Sacramento Job Corps Center
  - Director of Instructional Support Programs at Portland Community College
  - Corrections Education Director at Clark College

## 2. Educational Background

- Master of Science in Sociology from Portland State University
- Bachelor of Arts in Public Affairs from Washington State University
- Leadership Clark County, Class of 2021

## 3. Volunteer and Board Experience

- Board Member of the National Job Corps Association
- Marketing Committee and Social Media Representative for Leadership Clark County

## 4. Skills and Expertise

- Data analysis, vision setting, strategic planning, budget management, staff supervision, project oversight.
- Commitment to building vibrant communities that reflect values of diversity, equity, and inclusion.

## 5. Personal Background

- First-generation college graduate passionate about equitable access to quality jobs and thriving communities.
- North Portland native who enjoys outdoor activities in her free time.

## 6. Discussion and Vote

- Review of Rhianna Johnson's qualifications and experience.
- Discussion on how her skills and background align with the mission and goals of Rooted School Vancouver.

	Purpose	Presenter	Time
	• Motion to approve Rhianna Johnson as a member of the Board of Rooted School Vancouver.		
	<b>Action Required:</b> Approve the appointment of Rhianna Johnson as a Board Member of Rooted School Vancouver.		
<b>C.</b>	Approval of Nicole (Nikki) Chen as a Board Member	Vote	Adrienne Mason
			3 m

**Objective:** To approve the appointment of Nicole (Nikki) Chen as a member of the Rooted School Vancouver Board.

### 1. Introduction of Candidate: Nicole (Nikki) Chen

- **Current Role:** Equity and Inclusion Business Partner for the City of Vancouver
- **Professional Background:**
  - Experience in supporting Vancouver Police, Fire, City Attorney, and Public Works Departments in their Equity & Inclusion initiatives.
  - Previous roles include:
    - Project Manager for the Domestic Violence Shelter at the YWCA Clark County
    - Health Equity & Research Program Manager at Stanford Healthcare in Palo Alto, CA
- **Educational Background:**
  - PMP Certificate Training (in progress)
  - Licensed Vocational Nurse from West-Med Nursing College
  - Licensed Pharmacy Technician from Mission College
  - High School Diploma from Henry T. Gunderson High School

### 2. Professional Experience and Skills

- **City of Vancouver:**
  - Develop and implement integrated workforce solutions for diverse departments.
  - Collaborate with community and City stakeholders to promote equity and inclusion.
  - Support the development and implementation of the City-wide DEI Strategic Plan.
- **YWCA of Clark County:**
  - Managed the renovation of the Domestic Violence Shelter.
  - Developed and led project teams, managed finances, and ensured stakeholder satisfaction.
- **Stanford Healthcare:**

- Led Health Equity program improvement efforts and ensured compliance with policies and regulations.
- Coordinated staff training and competency assessments.

### 3. Community Engagement

- Actively participates in Equity & Inclusion initiatives within the Vancouver community.
- Co-creator of Sprinkle Vancouver!, a wellness group for BIPOC women in Vancouver focused on creating a supportive community away from capitalism, white supremacy, patriarchy, and ableism.

### 4. Personal Background

- Originally from San Jose, CA, with a background in healthcare spanning 19 years.
- Strong commitment to building equitable and inclusive communities.

### 5. Discussion and Vote

- Review of Nicole (Nikki) Chen's qualifications and experience.
- Discussion on how her skills and background align with the mission and goals of Rooted School Vancouver.
- Motion to approve Nicole (Nikki) Chen as a member of the Board of Rooted School Vancouver.

**Action Required:** Approve the appointment of Nicole (Nikki) Chen as a Board Member of Rooted School Vancouver.

## VIII. BOARD INFORMATION/DISCUSSION ITEMS

6:45 PM

A. Reports to the Board FYI Steven Carney 15 m

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.

	Purpose	Presenter	Time
<b>B.</b> Financial Update	Discuss	Matt Paolini and Steven Carney	10 m

**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 May 31, 2024.

### 1. Financial Dashboard Overview

- **Enrollment (Average Annual Student FTE):** 26 (Target: 25) - On target.
- **Public Revenue Received:** 65% of overall budget (Target: 71%) - On target; pace of federal fund claims varies.
- **Private Revenue Received:** 65% of overall budget (Target: 65%) - On target; majority expected from WSCSA grant in summer 2024.
- **Total Expenditures to Date:** 53% of overall budget (Target: 75%) - On target to finish the year below budget.
- **Days Cash on Hand:** 123 days (Target: 60 days) - On target.

### 2. Budget Status Report

- **Total Revenue:** \$1,470,889 (65.2% of the full-year budget of \$2,256,870).
  - Local Support: \$2,800 (8.8% of full-year budget).
  - State Revenue - General: \$1,057,218 (71.2% of full-year budget).
  - State Revenue - Special Purpose: \$90,492 (127.5% of full-year budget).
  - Federal Revenue: \$202,389 (39.3% of full-year budget).
  - Grants & Other Sources: \$117,989 (76.4% of full-year budget).
- **Total Expenditures (FASB):** \$1,142,182 (60.5% of full-year budget).
  - Salaries: \$531,688 (75.5% of full-year budget).
  - Personnel Taxes & Benefits: \$188,639 (73.9% of full-year budget).
  - Contracted Services: \$186,363 (49.8% of full-year budget).
  - School Operations: \$78,927 (32.7% of full-year budget).
  - Facility Operations & Maintenance: \$156,564 (58.7% of full-year budget).
- **Net Income (FASB):** \$328,707 (89.2% of full-year budget).

### 3. Balance Sheet Highlights

- **Total Assets:** \$3,314,861.33
  - Current Assets: \$763,511.55
  - Fixed Assets: \$1,787,533.84
  - Other Assets: \$763,815.94
- **Total Liabilities:** \$2,042,434.46
  - Current Liabilities: \$18,719.22
  - Long-Term Liabilities: \$2,023,715.24

Purpose

Presenter

Time

- **Total Equity:** \$1,272,426.87

#### 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.
- Potential adjustments to operations or future plans based on current financial trends.

#### C. 2024-2025 Budget Review

Discuss

Adrienne Mason

60 m

**Objective:** To review and discuss the proposed budget for the 2024-2025 school year, including projected revenue, expenses, and financial sustainability, and prepare for budget approval next month.

#### 1. Enrollment and Revenue Projections

- **Total Enrollment:** 70 students
- **Total Revenue:** \$2,554,777
  - Local Support: \$42,720
  - State Revenue - General Purpose: \$1,656,999
  - State Revenue - Special Purpose: \$161,751
  - Federal Revenue - Restricted: \$453,557
  - Other Entities: \$239,750

#### 2. Expense Projections

- **Total Expenses (FASB):** \$2,359,777
  - Administrative Staff Personnel Costs: \$451,311
  - Instructional Personnel Costs: \$568,822
  - Non-Instructional Personnel Costs: \$0
  - Payroll Taxes and Benefits: \$370,505
  - Contracted Services: \$438,644
  - School Operations: \$218,170
  - Facility Operation & Maintenance: \$257,762
  - Reserves/Contingency: \$54,562



### 3. Net Income and Cash Margin

- **Net Income (FASB):** \$195,000
- **Net Cash Margin:** \$18,730

### 4. Key Budget Considerations and Changes

- **Staffing Changes:**
  - Addition of assistant school leader, half-time counselor, director of operations, fellow, and 2 paraeducators.
  - Addition of 10 summer professional development days.
  - Transition of school leader position to executive director and CTE director to CTE teacher.
- **Contracted Services:**
  - Addition of contracted community engagement.
- **Operational Adjustments:**
  - Reduction in tech hardware expenses.
  - Rent increase due to additional space usage.
  - Budgeting for audits (SAO and CPA).
  - SPED student placement costs.
- **Long-Term Financial Planning:**
  - Fundraising targets to ensure sustainability.
  - Projected impact of levy equalization revenues.

### 5. Fundraising and Financial Sustainability

- **Fundraising Needed Per Year:**
  - With Levy Equalization: Approx. \$830,000 over four years.
  - Without Levy Equalization: Approx. \$1.6 million over four years.
- **Supplementary Funding and Recruitment Efforts:**
  - Applying for Safety Net funding.
  - Seeking supplementary funding.
  - Continued student recruitment to reach future enrollment targets.

### 6. Cash Flow Projections

- **Projected Cash Flow for 2024-2025:**
  - Month-end cash balance projections and metrics for maintaining financial health.

### Attachments:

- Detailed 2024-2025 Budget Report
- Budget Draft Presentation

Purpose

Presenter

Time

- Financial Summary and Key Metrics

### Discussion Points:

- Review and discussion of the proposed 2024-2025 budget.
- Strategies for achieving fundraising targets and ensuring long-term financial sustainability.
- Potential risks or adjustments based on projected financials and enrollment trends.
- Preparation for final budget approval in the next board meeting.

**Action Required:** Review and discuss the 2024-2025 budget proposal. Provide feedback and guidance on any necessary revisions. Prepare for budget approval in the next month's board meeting.

## D. Executive Evaluation

Discuss

Adrienne Mason

10 m

**Objective:** To discuss the completion of the Executive Evaluation by next month using the BoardOnTrack Template.

### 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:**

	Purpose	Presenter	Time
	<ul style="list-style-type: none"> <li>◦ Oversee the evaluation process and ensure timely completion.</li> <li>◦ Facilitate the evaluation meeting with the Executive Director.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Board Members:</b> <ul style="list-style-type: none"> <li>◦ Provide honest and constructive feedback.</li> <li>◦ Participate in the evaluation discussion and goal-setting process.</li> </ul> </li> <li>• <b>Executive Director:</b> <ul style="list-style-type: none"> <li>◦ Complete self-assessment and provide supporting documentation.</li> <li>◦ Participate in the evaluation meeting and discuss performance and goals.</li> </ul> </li> </ul>		
<b>E.</b>	Review of Board Retreat Outcomes and Action Items	Discuss Adrienne Mason	10 m

**Objective:** To review and discuss the outcomes of the board retreat held in May, including the action items, goals, and strategies outlined for the 2024-2025 fiscal year.

### 1. Quarterly Goals (by August 31, 2024)

- **Assistant Principal Recruitment:** Steven
- **Grant List Creation:** Tanita
- **Fund Development Workshop:** Adrienne
- **Board Development Priority List:** Sheila
- **Support Global Majority Families:** Steven
- **Next Year Budget Approval:** Tyrone

### 2. Core Actions (Future Goals)

- **Total Students:** 70 (Steven)
- **Funds Raised:** \$450K by Dec 2025 (RD Committee)
- **Grants:** \$100K by Dec 2025 (RD Committee)
- **Major Gifts:** \$100K by Dec 2025 (RD Committee)
- **Foundations:** \$100K by Dec 2025 (RD Committee)
- **Individual Giving:** \$10K by Dec 2025 (RD Committee)
- **Business Sponsorship:** \$60K by Dec 2025 (RD Committee)
- **Board Composition:** 75% Global Majority (Governance Committee)
- **Teacher/Staff Composition:** 60% Global Majority (Steven)
- **Enrolled Students:** 60% Global Majority by 2025/2026 (Steven)

### 3. 2024 Annual Goals

- **Parent Partnership for Enrollment:** Steven
- **Add Six Board Members:** Governance Committee
- **Secure and Write Five Grants:** Fund Development Committee
- **Define Board Roles:** Board President
- **Annual Fundraising Plan:** Fund Development Committee

- **Expand Marketing/Communication:** External Relations Committee
- **Develop Marketing Strategy:** External Relations Committee

**4. Core Focus and Plan**

- **Vision:** Every student with a college acceptance and a full-time job offer.
- **Mission:** Provide pathways to financial freedom.
- **Pillars of Learning:** Self-directed, project-based, small group, and whole group learning.

**5. Future Goals (by August 31, 2028)**

- **Total Students:** 140 (60% Global Majority)
- **Graduation Rate and Job Placement:** TBD
- **Fund Development for Gaps:** \$500k/year

**6. Board Structures and Committees**

- **Finance/Development:** Tyrone, Steven
- **Academic Excellence:** Jennifer, Steven
- **Governance:** Sheila, Steve, Adrienne
- **Fund Development:** Adrienne, Tanita, Steven
- **External Relations:** Steven, Future Marketing Board Member

**7. Board Meeting Rhythm**

- Monthly Board Meetings
- Quarterly Workshop Meetings
- Committee Meetings on their own schedule

**Action Required:** Review and discuss the outcomes of the board retreat, confirm responsibilities, and ensure alignment with the strategic goals and actions for the 2024-2025 fiscal year.

**IX. BOARD ACTION ITEMS 8:30 PM**

- |           |  |      |               |      |
|-----------|--|------|---------------|------|
| <b>A.</b> | Approval of RSV Board Compliance Dashboard for 2023-2024_March | Vote | Steven Carney | 10 m |
|-----------|--|------|---------------|------|

**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

	Purpose	Presenter	Time
<p>dashboard aligns with the requirements of the Revised Code of Washington (RCW), particularly concerning charter school operations and accountability.</p>			

**Proposed Action:** The School Board is requested to approve the RSV Board Compliance Dashboard for 2023-2024\_June. 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>X.</b>	<b>Closing Items</b>		<b>8:40 PM</b>
-----------	----------------------	--	----------------

<b>A.</b>	Reminder and Important Dates	FYI	Adrienne Mason	2 m
-----------	------------------------------	-----	----------------	-----

Next Board Meeting - July 23, 2024

<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