



Rooted School - Washington

Rooted School Vancouver Board Meeting

Published on September 29, 2023 at 4:14 PM PDT

Amended on October 2, 2023 at 8:17 PM PDT

Date and Time

Tuesday October 3, 2023 at 6:00 PM PDT

Location

10401 NE Fourth Plain Blvd, Suite 201,
Vancouver, WA 98662

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A. Call the Meeting to Order	Vote	Toby Martin	1 m
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 Member

Denise Grant: Board Member

Jennifer Hernandez - Board Member

School Officials:

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

Guests:
 Tyrone Foster - Board Member Candidate

C. Land Acknowledgement	Toby Martin	1 m
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We humbly acknowledge that Rooted School Vancouver stands on the ancestral lands of the Indigenous peoples of this region. We recognize and honor the historic and continued presence of the Cowlitz, Chinook, Klickitat, Yakama, Grand Ronde, Wasco, and Wishram peoples.

We acknowledge the trauma and injustice inflicted upon Indigenous communities through centuries of colonization, displacement, and assimilation efforts. As we seek to create a safe and inclusive learning environment for all students, we commit to learning from and partnering with Indigenous communities to promote healing and equity.

We also recognize the invaluable contributions and knowledge of Indigenous peoples to our shared history, culture, and identity. We are committed to integrating Indigenous perspectives and knowledge into our curriculum and ensuring that the voices and experiences of Indigenous students are heard and valued in our school community.

II. Approval of Minutes		6:03 PM
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A. A. Approve Minutes from August-23-2023 Rooted School Vancouver Regular Board Meeting	Approve Minutes	Adrienne Mason	1 m
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Recommendation: The board approves the minutes of the August 23, 2023 regular board meeting.

III. Communications		6:04 PM
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	Purpose	Presenter	Time
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. Consent Agenda

6:05 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.)

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| A. Approval of Out-of-Endorsement Assignments for 2023-2024 School Year as Per WAC 181-82-110(1)(a) | Vote | Steven Carney |
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Background: Pursuant to Washington Administrative Code (WAC) 181-82-110(1)(a), teachers with specific certifications employed within our district can be assigned to classes outside of their endorsed areas. A critical condition of this provision is the development of a mutual written plan between the district representative and the assigned teacher. This plan ensures necessary assistance to the teacher and allows for reasonable planning and study time specifically associated with the out-of-endorsement assignment.

We propose the following out-of-endorsement assignments for the 2023-2024 school year:

Jenessa Ocon

Endorsement(s) Held: Biology

OTF Teaching Assignment(s): Earth and Space Science

Attachments: RSV Plan of Support for Out-of-Endorsment: Jenessa Ocon**B.** Adoption of Health Related Policies

Vote

Steven Carney

Background: To ensure the well-being of our students, it's crucial to have robust health policies and procedures in place. We've drafted a series of policies modeled after the Washington State School Directors' Association (WSSDA) guidelines. These proposed policies are:

- 3410 Student Health
- 3411 Accommodating Students with Epilepsy
- 3413 Student Immunizations and Life-Threatening Health Conditions
- 3414 Infectious Disease
- 3415 Accommodating Students with Diabetes
- 3416 Medications at School
- 3418 Response to Student Injury or Illness
- 3419 Self-administration of Asthma/Anaphylaxis Medications
- 3420 Anaphylaxis Prevention and Response
- 3424 Opioid Overdose Reversal

Recommendation:

We recommend the board approve these WSSDA-modeled policies. This step will ensure we're in line with established best practices and legal requirements, while also prioritizing student health and inclusion.

C. OT SLP and Psych Eval Services - ESD 112 Contract

Vote

Steven Carney

Background: We have contracted with ESD 112 to provide Occupational Therapy (OT), Speech-Language Pathology (SLP), and Psychological Evaluation Services for Rooted School Vancouver. Contracting these services is crucial for fulfilling the school's obligations under special education laws. It ensures that students with special needs receive the individualized support they require and Individual Education Plan goals are met.

The contract is in the amount of \$17650.00 to be paid in ten equal installments from September through June.

Recommendation: The board approves the contract with ESD112 as outlined.

	Purpose	Presenter	Time
<p>D. Policy 4218: Language Access Plan</p> <p>Background</p> <p>As per the requirements outlined in Chapter 28A.642 RCW, Chapter 49.60 RCW, Chapter 392-400 WAC, WAC 392-400-215, and Title VI of the Civil Rights Act of 1964, the Board of Directors is committed to improving two-way communication and access to Rooted School Vancouver's programs and services for students and their families with limited English proficiency. The proposed policy establishes guidelines for the implementation and maintenance of a language access program that aligns with principles of equity, accessibility, accountability, and responsiveness.</p> <p>Recommendation</p> <p>The Board is advised to review and approve the Language Access Program Policy, which will be fully implemented by the 2023-2024 school year. The policy sets out methods for identification of families needing language access services, oral interpretation, written translation, staff training, and periodic review.</p>	Vote	Steven Carney	
<p>V. BOARD INFORMATION/DISCUSSION ITEMS</p>			6:05 PM
<p>A. Executive Director Report</p> <p>The Executive Director will provide a verbal update to include the RSV Board Compliance Dashboard.</p>	FYI	Steven Carney	15 m
<p>B. Fund Development Committee Report</p> <p>Fundraising update:</p> <ul style="list-style-type: none"> - Fostering Diverse Schools: We're now past the date for the intergovernmental review which was extended to 9/26. I've put some feelers out to better understand what might be at play and will update you as soon as I hear something. We requested ~\$500k for the school. - Catalyze: We submitted the Catalyze proposal for the school. We submitted two proposals for a total of \$270k total. At least \$35k would go to the school between the two proposals. - Community Foundation for Southwest Washington: The Focus Grant has been submitted to the Community Foundation for Southwest Washington. We requested \$25k for the school and funding decisions will be made by the end of November 2023/early December 2023. - Nasdaq Foundation Grant: We'll submit for a grant of \$75k - \$100k over one year (average amount awarded is \$75k) by November 10, 2023. - Charter School Growth Fund: No updates at this time. 	Discuss	Taina Knox	10 m

Purpose

Presenter

Time

- [Funders on this list](#): Jonathan is still continuing his outreach with these institutions and will update the list once he completes his review.

VI. BOARD ACTION ITEMS

6:30 PM

- A.** Consideration of Tyrone Foster for Board Membership at Rooted School Vancouver Vote Adrienne Mason 5 m

Introduction: We're excited to introduce Tyrone Foster as a potential new member for the Rooted School Vancouver Board of Trustees.

Background: According to Article IV of the RSV Bylaws, board members are elected by a majority vote and serve 2-year terms. The board must have between three and nine members.

Candidate Profile:

- Tyrone Foster inspired the founding of Rooted School in Vancouver.
- Earned a BS in Microelectric Engineering from Rochester Institute of Technology.
- Currently chairs Interise, an organization focused on economic revitalization in lower-income communities.
- Serves on the board of KairosPDX, a non-profit aimed at equitable education.
- [LinkedIn Profile](#)

Alignment with RSV: Tyrone is eager to contribute his skills in marketing and entrepreneurship, and he shares our passion for bridging the wealth gap.

Recommendation: Vote to appoint Tyrone Foster to the RSV Board of Trustees for a 2-year term, effective 09/26/23.

- B.** Updates to RSV Financial Policies for Board Approval – September 2023 Vote Steven Carney

Introduction: Attached is an updated version of our Financial Policies and Procedures (Document 1b). The updates aim to enhance the language and clarity based on feedback from a SAO audit at another school. No substantive changes are intended.

	Purpose	Presenter	Time
<p>Background: The updates are based on feedback from a SAO audit conducted at another school. The aim is to refine the language for clarity, without altering the substance of existing policies.</p>			

Documents for Review:

Document 1a: Specific changes and corresponding rationale

Document 1b: Updated Financial Policies and Procedures

Action Required: Board approval for the updated RSV Financial Policies and Procedures Manual Document 1b.

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| C. | Adoption of Highly Capable (HiCap) Program Plan | | 5 m |
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Background

In compliance with Washington State law RCW 28A.185, which mandates educational programs for highly capable students, Rooted School Vancouver has developed a Highly Capable (HiCap) Program Plan. This plan aims to identify and provide advanced learning opportunities for students performing at significantly advanced academic levels. Adhering to this legal framework ensures that our program is both equitable and effective.

Recommendation

The Board is recommended to review and approve the Highly Capable (HiCap) Program Plan. The plan outlines criteria for student identification, professional development, and additional resources required for successful implementation.

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| D. | Retroactive Awarding and Rollover of PTO for Executive Director and Director of Operations | Vote | Corey Baron & Steven Carney | 15 m |
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Proposal: To request the School Board's approval to retroactively award and roll over Paid Time Off (PTO) for the Executive Director and the Director of Operations into this year's emergency sick leave for both positions.

Background:

Purpose

Presenter

Time

- Last year, the contracts for the ED and DO did not include PTO.
- Had PTO been included, the ED would have accrued 30 days and the DO would have accrued 20 days.

Action Required:

Vote to approve or disapprove the granting and rollover of retroactive emergency leave PTO.

E. School-Specific Goals (SSGs) Vote Steven Carney 15 m

Background:

As mandated by Washington State's Charter School Commission and outlined in WAC 108-30-020, SSGs are essential performance indicators that contribute to our school's Academic and Organizational Performance Frameworks.

These goals are not just best practices; they are a regulatory requirement that impacts our annual assessments and potential for renewal by the Commission. SSGs account for 15% of our Academic Performance Framework, making them a critical focus for our school's success and accountability.

A presentation on school-wide data and SSGs will be provided.

Recommendation: Approve School-Specific Goals as written.

F. Executive Director Performance Goals 5 m

Background: To continue our progress in achieving Rooted School Vancouver's strategic objectives, it's crucial that our Executive Director's performance goals align directly with those of the school. This alignment ensures a targeted focus on key areas such as student achievement, staff retention, and community engagement. The proposed goals have been developed in line with the school's mission and values, aiming to foster an inclusive and high-performing learning environment.

Recommendation: It is recommended that the Board approve the Executive Director Performance Goals as presented for the academic year. These goals are in alignment with our school-specific objectives and will serve as key performance indicators for the Executive Director.

- Goal 1: Student IBC Earnings
- Goal 2: Teacher Retention

	Purpose	Presenter	Time
	<ul style="list-style-type: none"> • Goal 3: School Climate and Culture • Goal 4: Community Engagement • Goal 5: Literacy Improvement • Goal 6: Math Level Improvement 		
G.	Review and Approval of Executive Director's Emergency Leave Plan		5 m
	<p>Background</p> <p>In light of the personal circumstances concerning the health of the Executive Director's father, a comprehensive leave plan has been prepared. This plan outlines the operational contingencies and delegation of responsibilities to ensure the uninterrupted functioning of Rooted School Vancouver during any potential absence of the Executive Director.</p> <p>Presentation: Executive Director's Emergency Leave Plan</p> <p>Recommendation</p> <p>The Board is recommended to review and approve the Executive Director's Emergency Leave Plan. This plan details the delegation of key duties and protocols to be followed in the Executive Director's absence.</p>		
H.	Election of New Secretary and Treasurer		5 m
	<p>Background Summary</p> <p>The positions of Secretary and Treasurer are due for election.</p> <p>The election process for the new Board Chair, Vice Chair, Secretary, and Treasurer will be conducted in accordance with the school board's bylaws and applicable laws and regulations. The process for each includes:</p> <p>Process</p> <ol style="list-style-type: none"> 1. Nominations: Board members may nominate candidates for each position. Nominations are accepted during the meeting. 2. Candidate Statements: Nominated candidates may have the opportunity to present a brief statement outlining their qualifications and vision for the role. 3. Voting: Voting is motioned, seconded, and counted. A majority vote of the present board members is required for election. 4. Announcement: The vote results will be announced, and the newly elected officers will be formally recognized. 		

	Purpose	Presenter	Time
Nomination for:			
Secretary			
Treasurer			

VII. Closing Items 7:25 PM

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| A. | Reminder and Important Dates | FYI | Toby Martin | 2 m |
| B. | Adjourn Meeting | FYI | Toby Martin | 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, September 26, 2023 @ 6:00 PM PT