APPROVED

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Rooted School - Washington

Minutes

Rooted School Vancouver Board Meeting

Date and Time
Wednesday February 22, 2023 at 4:00 PM

Location

1500 SW 1st Ave #680, Portland, OR 97201, USA

Directors Present
A. Davis (remote), A. Mason (remote), D. Grant (remote), N. Webster (remote), T. Knox (remote), T. Martin (remote)

Directors Absent
Y. Martinez

Guests Present
Annegret Nautsch (remote), Corey Baron (remote), F. Ingargiola (remote), J. Johnson (remote), S. Carney (remote), S. Yokley (remote)

I. Opening Items

A. Call the Meeting to Order

T. Martin called a meeting of the board of directors of Rooted School - Washington to order on Wednesday Feb 22, 2023 at 4:00 PM.

B. Record Attendance

C.

Land Acknowledgement

Rooted School Vancouver acknowledges the people whose ancestral lands we inhabit today. Prior to the introduction of white settlers to the area currently known as Clark County, this land was cared for by indigenous peoples for thousands of years.

At the time that colonization began, this area of Southwest Washington was occupied primarily by the Chinook and Cowlitz tribes. Additionally, countless tribes from across the Pacific Northwest came to this area to trade with one another by using the Columbia River and its adjoining waterways as an intricate network of trade routes.

For millennia, their communities thrived while maintaining a balanced, sustainable relationship with the natural world. These values were passed down from generation to generation and are still practiced by indigenous groups today, including the Cowlitz and Chinook. We pay our respects to these peoples, both past and present, by opening a space of recognition, inclusion, and respect for our sovereign tribal partners and all indigenous students, families, and staff in our community.

A clarification was provided by Sheila Davis that will be added to the next board meeting statement.

II. Approval of Minutes

A. Approve Minutes from 01-25-2023 Rooted School Vancouver Regular Board Meeting

T. Martin made a motion to approve the minutes from Rooted School Vancouver Board Meeting on 01-25-23.
A. Mason seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

N. Webster	Aye
A. Mason	Aye
T. Martin	Aye
D. Grant	Aye
Y. Martinez	Absent
T. Knox	Absent
A. Davis	Aye

III. Communications

A. Welcome Community Members

- Annegret Nautsch to provide an update on facilities.

B.

Initial 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.

There was no public comment for this meeting.

C. Acceptance of Board Member Resignation

The board moved to accept the resignation of founding RSV Board member, Karthy Chandra. The board recognized Ms. Chandra for her years of dedicated service to the board and to the students of the Vancouver, Washington area.

IV. Consent Agenda

A. Second Read: RSW Financial Policies and Procedures Manual [FINAL]

A. Mason made a motion to approve the second reading of the RSV Financial Policies.
D. Grant seconded the motion.
Developed by JGP, this is the **final draft** of our financial policies and procedures manual. This is based on a template JGP has historically used with other schools, but is new and improved for RSW. This is an essential document because it's what we will be audited to, so it's vital that we know, understand, agree with, and feel prepared to execute everything described within. Sandra and Steven have reviewed the document extensively with JGP.
The board **VOTED** unanimously to approve the motion.

Roll Call

D. Grant	Aye
T. Knox	Aye
N. Webster	Aye
T. Martin	Aye
Y. Martinez	Absent
A. Davis	Aye
A. Mason	Aye

V. BOARD INFORMATION/DISCUSSION ITEMS

A. Budget Update

Corey Baron of JGP provided a board update on the budget and budget timelines:

- Discussion of financial principles
- Discussion of financial planning
- Discussion of planning-year cash flow

B. Facilities Update

Ms. Annegret Nautsch from WTSC provided a facilities update.

1. Annegret reviewed the hard costs of the building budget. **($960,000 total)**
2. A project status report was also provided for the members of the board.
3. A review of the contingency costs was also provided for the board and members of the public.
4. A funding gap of $151,000 due to the contingency budget needs/requests.
5. There was a proposed plan to address this gap.
6. The building project status is currently "on schedule."

C. Pre-Opening Report

The pre-opening report is available as an attachment to these minutes in the board packet for the 2/22/2023 meeting.

Pre Opening Board Report February 2023.pdf

D. Staff and Student Recruitment Update

Steven Carney visited and met with Kaitlin Karpinski, Executive Director of Rooted School NOLA, for three days garnering valuable information on:

1. CTE program certification / Industry-Based Credentialing
2. Recruitment and enrollment strategies
3. Staffing recruitment strategies
4. Sandra Yokely also provided updates on student and staff recruitment

E. Fund Development Committee Report

The Fund Development Report is available as an attachment to these minutes in the board packet for the 2/22/2023 meeting.

RSV Board Dashboard.pdf

F. Rooted School Foundation Report

The Rooted School Foundation Report is available as an attachment to these minutes in the board packet for the 2/22/2023 meeting.

Fund Development Committee Report February 2023.pdf

G. First Read: Policy and Procedure 5010: Non-Discrimination and Affirmative Action

The draft policies can be found below:

- 5010 Policy - Nondiscrimination and Affirmative Action.pdf
- 5010 Procedure - Nondiscrimination and Affirmative Action.pdf

H. First Read: Policy and Procedure 5011: Sexual Harassment of School Staff Prohibited

The draft policies can be found below:

- 5011 Sexual Harassment of School Staff Prohibited.pdf
- 5011 Procedure Sexual Harassment of School Staff Prohibited.pdf

I. First Read: Policy and Procedure 1805: Open Government Trainings

The draft policy can be found below:

- 1805 Open Government Trainings.pdf

J. First Read: Policy and Procedure 1600: Conflicts of Interest and Prohibited Acts

The draft policy can be found below:

- 1600 Policy Conflicts of Interest and Prohibited Acts.pdf

K. First Read: Policy 5201: Drug-Free Schools, Community and Workplace

The draft policy can be found below:

- 5201 Policy Drug-Free Schools, Community and Workplace.pdf

L. IMPORTANT DATES Constituent Legislative Meetings / WA Charters Conference

1. **Constituent Legislative Meetings [March 9, 2023]:** Jon Thomas from Washington State Charter Schools Association is organizing meetings to meet with Rooted School Vancouver area legislators. We are looking for board members, parents and staff to attend. Attached are the talking points to use during the visit. We would like to give Jonthomas the names of 1-2 board members who are willing to attend either or both events.

2. **Sixth Annual WA State Charter Schools Association Conference [May 6, 2023]:** Reuniting educators, students, charter school families, community partners, funders, and policymakers, the conference will celebrate the resilience that individuals and schools have shown over the last two years and showcase the charter school community's commitment to sector excellence and growth.

Location & Accommodations
Hilton Seattle Airport and Conference Center, SeaTac
WA: 17620 International Blvd, Seattle, WA 98188

https://wacharters.org/conference/

If you are interested in attending, please let Steven know and we will get you registered.

VI. BOARD ACTION ITEMS

A. Board Committees

A. Mason made a motion to create a board Finance Sub-Committee.
N. Webster seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

N. Webster	Aye
A. Davis	Aye
T. Martin	Aye
T. Knox	Aye
A. Mason	Aye
D. Grant	Aye
Y. Martinez	Absent

B. Board Treasurer

T. Martin made a motion to establish a board Finance Sub-Committee and to accept board member, Taina Knox, to serve in the capacity of RSV Treasurer and chair of the newly formed board Finance Sub-Committee.
D. Grant seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

T. Martin	Aye
T. Knox	Aye
Y. Martinez	Absent
N. Webster	Aye
A. Mason	Aye
A. Davis	Aye

Roll Call

D. Grant Aye

T. Martin made a motion to create a board Governance Sub-Committee.

A. Mason seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Y. Martinez	Absent
N. Webster	Aye
D. Grant	Aye
T. Knox	Aye
A. Davis	Aye
T. Martin	Aye
A. Mason	Aye

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:29 PM.

Respectfully Submitted,
T. Martin

Documents used during the meeting

- RSW Financial Policies and Procedures Manual (UD 02-03-2023)_for BOD approval.pdf
- Rooted WA Balance Sheet January 2023.pdf
- Rooted WA BvA January 2023.pdf
- Rooted WA P&L January 2023.pdf
- Pre Opening Board Report February 2023.pdf
- RSV Board Dashboard.pdf
- Fund Development Committee Report February 2023.pdf
- Rooted School Foundation Report (February 2023) (1).pdf
- 5010 Policy - Nondiscrimination and Affirmative Action.pdf
- 5010 Procedure - Nondiscrimination and Affirmative Action.pdf
- 5011 Sexual Harassment of School Staff Prohibited.pdf
- 5011 Procedure Sexual Harassment of School Staff Prohibited.pdf
- 1805 Open Government Trainings.pdf
- 1600 Policy Conflicts of Interest and Prohibited Acts.pdf

- 5201 Policy Drug-Free Schools, Community and Workplace.pdf