APPROVED

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Rooted School - Washington

Minutes

Rooted School Vancouver Board Meeting

Date and Time
Wednesday June 28, 2023 at 4:00 PM

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

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

Directors Absent
A. Davis, Y. Martinez

Guests Present
F. Ingargiola, S. Carney

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 Jun 28, 2023 at 4:00 PM.

B. Record Attendance

C. Land Acknowledgement

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

A. A. Approve Minutes from 04-26-2023 Rooted School Vancouver Regular Board Meeting

T. Martin made a motion to approve the minutes from Rooted School Vancouver Board Meeting on 05-24-23.
A. Mason seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Communications

A. Welcome Community Members

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.

IV. Executive Session

A. Evaluation Review of Executive Director

The Board voted to move into executive session to discuss matters of personnel:

• Annual evaluation of the Executive Director

There was no vote taken during the executive session.

V. Consent Agenda

A. Pre-Opening Report

T. Martin made a motion to Approve the consent agenda.
A. Mason seconded the motion.
https://app2.boardontrack.com/org/daNhSk/attachment/download/283820
The board **VOTED** unanimously to approve the motion.

B. Recommend to Approve the Hire of Rooted School Vancouver's Founding Office Manager

T. Martin made a motion to Approve the consent agenda.
A. Mason seconded the motion.
The Board of Directors approves the hire of Angie Lundgren as Rooted School Vancouver's Founding Office Manager
The board **VOTED** unanimously to approve the motion.

C. Second Read Policy and Procedure 2020 Course Design, Selection and Adoption of Instructional Materials

T. Martin made a motion to Approve the consent agenda.
A. Mason seconded the motion.
The provided policy and procedure for the Local Education Agency (LEA) ensure an evidence-based, systematic approach towards course design and the selection and adoption of instructional materials. They stress alignment with state standards, student needs, and best practices. Topics range from adopting new courses, modifying existing ones, the role of Open Educational Resources (OER), technology-based resources, and the formation of an Instructional Materials Committee (IMC) for assessing core instructional materials. The policy and procedure also emphasize addressing diverse learning needs and ensuring equitable access to quality education for all students. They establish guidelines for continuous review, improvement, and field testing of materials, and include mechanisms for public input and objections.

Recommendation: Approve Policy and Procedure 2020 Course Design, Selection and Adoption of Instructional Materials

2020 Policy Course Design, Selection and Adoption of Instructional Materials.docx

2020 Procedure Course Design, Selection and Adoption of Instructional Materials.docx
The board **VOTED** unanimously to approve the motion.

D. Second Read Policy and Procedure 2022 Electronic Resources and Internet Safety

T. Martin made a motion to Approve the consent agenda.
A. Mason seconded the motion.
The combined "Electronic Resources and Internet Safety" policy and procedure establish the school's approach to safe and effective use of digital resources. The policy sets the overall direction and objectives for safe, productive online behavior. It empowers the Executive Director to develop procedures and guidelines, emphasizing the need for digital literacy, privacy rights, and responsible use of electronic resources.

The procedure then provides the specific implementation measures for the policy, outlining the rules for network usage, the role of personal electronic devices, guidelines for online safety, copyright compliance, and provisions for network security. In combination, these documents aim to foster a digital environment in the school that aligns with its educational mission, community norms, and legal obligations.

Recommendation: Approve Policy and Procedure 2022 Electronic Resources and Internet Safety

2022 Procedure Electronic Resources and Internet Safety.docx

2022 Policy Electronic Resources and Internet Safety.docx
The board **VOTED** unanimously to approve the motion.

E. Second Read Policy and Procedure 3231 Student Records

T. Martin made a motion to Approve the consent agenda.
A. Mason seconded the motion.
The combined Policy and Procedure on Student Records establishes the guidelines for the school's management and protection of student information in compliance with state and federal laws. The policy emphasizes the importance of maintaining student records for educational guidance, operational efficiency, and legal requirements. It highlights that student records are the property of the school while ensuring access to students and parents in an orderly and timely manner.

The procedure defines educational records and provides examples of the information contained within them, such as cumulative folders, supplementary records, and other relevant records. It outlines the general rights of parents and eligible students under the Family Educational Rights and Privacy Act (FERPA), including the rights to access, seek amendment, and consent to disclosure of personally identifiable information from education records. The procedure also explains the exceptions to consent for disclosure, such as disclosure to school officials, other schools, and for directory information.

Additionally, the procedure addresses the process for amendment of education records, the retention of student records according to state records retention schedules, and the release of records to other school agencies or organizations. It clarifies the circumstances under which grades, transcripts, or diplomas may be withheld, such as outstanding fees or fines. The procedure also acknowledges the need for parental or adult student consent for the release of records, with exceptions as provided by law.

Overall, the combined Policy and Procedure on Student Records underscores the school's commitment to safeguarding student information while facilitating appropriate access for educational purposes and legal compliance. It establishes clear guidelines for the management, disclosure, and retention of student records, ensuring transparency and protection of privacy rights.

Recommendation: Approve Policy and Procedure 3231 Student Records

3231 Policy Student Records.docx

3231 Procedure Student Records.docx
The board **VOTED** unanimously to approve the motion.

F. Second Read Policy and Procedure 3208 Prohibition of Harassment, Intimidation, and Bullying

T. Martin made a motion to Approve the consent agenda.
A. Mason seconded the motion.
Background: The Prohibition of Harassment, Intimidation, and Bullying Policy and Procedure is a comprehensive framework designed to create a safe and inclusive educational environment for all students. The policy is driven by the school's commitment to fostering a respectful and supportive community that values the well-being of every individual.

This policy defines "harassment, intimidation, or bullying" as intentional acts, including electronic communication, that physically harm a student or damage their property, substantially interfere with their education, create an intimidating or threatening environment, or disrupt the orderly operation of the school. It emphasizes that these acts can be motivated by factors such as race, color, religion, gender, sexual orientation, disability, or other distinguishing characteristics.

The procedure outlines a clear and structured process for addressing incidents of harassment, intimidation, or bullying. It emphasizes the importance of reporting through an Incident Reporting Form, which can be submitted anonymously, confidentially, or non-confidentially to protect the targeted student from retaliation.

Upon receipt of a report, school staff are required to promptly investigate the incident, ensuring the safety and well-being of the complainant. The investigation involves interviews with the complainant, alleged aggressor, and any witnesses, as well as a review of previous complaints. Corrective measures, ranging from counseling and education to discipline and involvement of law enforcement, are implemented based on the severity of the behavior and the individual's history.

Prevention and education are integral components of this policy and procedure. Staff members receive annual training to understand their roles and responsibilities, while students are provided with age-appropriate information to recognize and prevent harassment, intimidation, or bullying.

The policy acknowledges that it does not limit the school's ability to address other inappropriate behaviors through additional policies or rules. It also emphasizes the school's commitment to compliance with state laws related to harassment, intimidation, or bullying.

Overall, this comprehensive policy and procedure reflect the school's dedication to maintaining a safe, respectful, and inclusive learning environment. By promoting awareness, intervention, and support, the school aims to ensure the well-being and academic success of all students while fostering a positive and thriving educational community.

Recommendation: Approve Policy and Procedure 3208 Prohibition of Harassment, Intimidation, and Bullying

3208 Procedure Prohibition of Harassment, Intimidation, and Bullying.docx

3208 Policy Prohibition of Harassment, Intimidation, and Bullying.docx
The board **VOTED** unanimously to approve the motion.

G. Second Read Policy and Procedure 3122 EXCUSED and UNEXCUSED ABSENCES

T. Martin made a motion to Approve the consent agenda.
A. Mason seconded the motion.
Rooted School Vancouver's Excused and Unexcused Absences policy and procedure have been developed in the context of prevailing educational standards, state laws, and the school's commitment to support the holistic development of all students. The policy aims to encourage regular school attendance, identify the factors causing absenteeism, and create solutions that promote positive student engagement.

The procedure regarding excused absences acknowledges the occasional valid reasons that prevent a student from attending school and outlines a clear process for making such absences known to the school. It addresses the ways in which the school will support the

student in catching up with missed work, thereby ensuring that excused absences don't negatively impact a student's academic progression.

The aspect of the policy dealing with unexcused absences is driven by an understanding that persistent absenteeism can hinder a student's academic performance and socio-emotional development. It sets forth a proactive, data-informed approach to reduce student absences, including conferences, assessments, personalized interventions, and, if needed, collaboration with a community engagement board and the juvenile court system.

This policy and procedure underlines Rooted School Vancouver's dedication to fostering an educational environment where every student is present, engaged, and equipped with the resources they need to succeed. It sets out the framework for effective communication between the school, students, and parents, ensuring that all parties are aware of their responsibilities and the steps that will be taken in the event of both excused and unexcused absences.

Recommendation: Approve Policy and Procedure 3122 EXCUSED and UNEXCUSED ABSENCES

3122 Policy Excused and Unexcused Absences.docx

3122 Procedure Excused and Unexcused Absences.docx
The board **VOTED** unanimously to approve the motion.

H. Second Read Policy and Procedure 4130 Title I Parent and Family Engagement

T. Martin made a motion to Approve the consent agenda.
A. Mason seconded the motion.
The combined Policy and Procedure on Title I Parent and Family Engagement underscores the school's commitment to involving and supporting parents and families in their children's education. The policy recognizes the diversity of family structures, circumstances, and cultural backgrounds, valuing families as important decision-makers in their children's educational journey.

The policy highlights the school's adherence to federal laws governing Title I programs and emphasizes the involvement of parents and guardians in the development and evaluation of these programs. It acknowledges the critical role of coordination, technical assistance, and other support in effectively engaging parents to enhance student school performance and academic achievement.
The school's commitment to building the capacity for strong parental involvement is outlined, with an emphasis on conducting an annual evaluation of the policy's effectiveness and identifying barriers to greater parent participation, particularly for parents with limited English proficiency, parents with disabilities, and parents of migratory

children. The establishment of the Family Advisory Council (FAC) is detailed, with its integration into Title I program planning and evaluation processes.

The accompanying procedure provides specific actions to ensure meaningful parent engagement. It outlines the annual meeting that informs parents of the school's participation under Title I, explains Title I requirements, and clarifies parental rights. The procedure highlights the importance of flexibility in meeting times and ongoing involvement of parents in planning, reviewing, and improving Title I programs.

The procedure further emphasizes timely information dissemination, including descriptions of the curriculum, academic assessments, and state academic standards. It emphasizes the need for regular communication between teachers and parents, frequent progress reports, reasonable access to staff, and opportunities for parent input and suggestions.

The school-parent compact is addressed in the procedure, emphasizing shared responsibilities for improved student academic achievement. It outlines the school's commitment to providing high-quality curriculum and instruction while expecting parents to support their children's learning, volunteer in the classroom, and participate in education-related decisions. The importance of ongoing, meaningful communication between family members and school staff is emphasized.

The procedure also addresses compliance with federal law, distribution of information in an understandable format and multiple languages, and the joint development of school-wide and individual school parent and family engagement plans. It underscores the involvement of parents in school review and improvement processes and the provision of resources and training to support parents in working with their children.

Overall, the combined Policy and Procedure on Title I Parent and Family Engagement demonstrates the school's dedication to fostering a collaborative partnership between school staff and parents. It promotes effective communication, shared responsibilities, and meaningful engagement to enhance student achievement and educational outcomes.

Recommendation: Approve Policy and Procedure 4130 Title I Parent and Family Engagement

4130 Policy Title I Parent and Family Engagement.docx

4130 Procedure Title I Parent and Family Engagement.docx

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

I. Extension and Renewal of Contract for Executive Director, Steven Carney

T. Martin made a motion to Approve the consent agenda.

A. Mason seconded the motion.
The board **VOTED** unanimously to approve the motion.

J. 2023/2024 School Calendar

T. Martin made a motion to Approve the consent agenda.
A. Mason seconded the motion.
As part of the basic education requirements in Washington state, each local education agency (including charter schools) must make a minimum of 180 school days available to students each school year. We must also provide at least 1,080 annual instructional hours to students in grades 9–12. We receive state funding based on the number of students who are enrolled in the school for 1,080 instructional hours over 180 school days.
Attached is a draft school calendar to consider.

Recommendation: Approve the proposed Rooted School Vancouver 2023/2024 School and Assessment Calendar

Rooted School Vancouver 2023-2024 Calendar.pdf

RSV 2023-2024 Assessment Calendar.pdf
The board **VOTED** unanimously to approve the motion.

K. Approval of the True Measure Collaborative Service Agreement for the 2023-2024 school year

T. Martin made a motion to Approve the consent agenda.
A. Mason seconded the motion.
True Measure Collaborative (TMC), an organization committed to fostering collaboration, building educator capacity, and promoting equitable educational opportunities for all students, especially exceptional learners. They conduct their work with an anti-discriminatory and anti-racist lens, aligning with our values of inclusivity and equality.

Contract with TMC, which includes personalized job-embedded coaching, consulting, and professional development our teachers serving exceptional learners (which is all of them).

The contract, with a total cost of $22,250.00 to be billed monthly at $1854.17, falls within our budget for the 2023-2024 school year.

SY 23.24 TMC Service Agreement_Rooted.docx.pdf
The board **VOTED** unanimously to approve the motion.

L. Approval of Out-of-Endorsement Assignments for 2023-2024 School Year as Per WAC 181-82-110(1)(a)

T. Martin made a motion to Approve the consent agenda.

A. Mason seconded the motion.
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:

Jamie L Henneman
Endorsement(s) Held: Mathematics
OTF Teaching Assignment(s): Health/Fitness

Logan Froerer
Endorsement(s) Held: English Language Arts
OTF Teaching Assignment(s): Social Studies

Eduardo Herrera
Endorsement(s) Held: English Language Learner, Spanish
OTF Teaching Assignment(s): Computer Science

Recommendation: The board approves these assignments and the corresponding Out-of-Endorsement Plans for Jamie Henneman, Logan Froerer, and Eduardo Herrera. These assignments will be supplemented by the necessary support to ensure our educators can continue to provide high-quality education in these additional areas.

RSV Plan of Support for Out-of-Endorsement_Jamie Henneman.pdf

RSV Plan of Support for Out-of-Endorsement_Eduardo Herrera.pdf

RSV Plan of Support for Out-of-Endorsement_Logan Froerer.pdf
The board **VOTED** unanimously to approve the motion.

M. RSV Staff Handbook 2023-2024

T. Martin made a motion to Approve the consent agenda.
A. Mason seconded the motion.
The board approves of the RSV Staff Handbook as it lays out the principles and policies guiding our staff's interactions and operational duties in the upcoming academic year.

RSV Staff Handbook 2023-24 v3.docx.pdf
The board **VOTED** unanimously to approve the motion.

N.

2023-24 Family Handbook

T. Martin made a motion to Approve the consent agenda.
A. Mason seconded the motion.
This handbook outlines our educational model, daily operations, and policies. It serves as a guide for our commitment to our school's mission and values, equity, anti-racism, and strong community ties. Contained within are details on our academic programs, behavior policies, school operations, and the role of stakeholders in our community.

Recommendation: Approve the 2023-24 RSV Family Handbook as it forms the basis for our shared expectations in the 2023-2024 school year

Rooted_School_Vancouver_Family_Handbook_2023-24.pdf
The board **VOTED** unanimously to approve the motion.

VI. BOARD INFORMATION/DISCUSSION ITEMS

A. Fund Development Committee Report

Steven Carney shared updates on submitted grant applications.

B. New Board of Trustees Candidate Appointment

T. Martin made a motion to Approve Dr. Jennifer Hernandez as a new Rooted School Vancouver board member effective June 28, 2023.
N. Webster seconded the motion.
Pursuant to Article IV of the RSV Bylaws, "members of the Board of Trustees shall be elected by a majority vote of the then sitting members of the Board of Trustees." "The Board of Trustees shall consist of no fewer than three and no more than nine Members." Members serve 2 year terms.

Please welcome Dr. Jennifer "Jenn" Hernandez as a potential addition to our board at Rooted School Vancouver. Dr. Hernandez, whom Steven and Toby had the pleasure of meeting at the Multicultural Fair a few weeks ago, carries a deep passion for education and community engagement that aligns perfectly with our school's vision and mission.

Dr. Hernandez holds an Ed.D. in Educational Leadership and Administration and has expertise in the field of education technology. Beyond her academic and professional credentials, she brings a unique perspective to our board as a first-generation graduate who grew up in Los Angeles. Her personal connection and commitment to at-risk youth resonate strongly with our school's focus on inclusivity and equal opportunity.

Jenn has expressed her eagerness to serve as a Board Member for Rooted School Vancouver. She recognizes the potential of our mission and is willing to contribute her expertise, particularly in the academic realm, to our collective effort of creating a transformative educational experience for our students.

We believe that Dr. Hernandez's academic prowess, real-world experiences, and alignment with our mission would significantly bolster the diversity and competency of our board.

https://www.linkedin.com/in/dr-jennifer-m-hernandez-155664187/

Recommendation: Vote to appoint Dr. Hernandez as a member of the RSV Board of Trustees for a 2-year term effective 06/28/23.
The board **VOTED** unanimously to approve the motion.

C. Annual Board Budget Workshop

Corey Baron from JGP provided a budget workshop and overview of school budget creation.

This information item serves to inform the Board of Directors that Joule Growth Partners (JGP) will be facilitating our annual board budget workshop during this board meeting. The public workshop is an integral part of the budgeting process for Rooted School Vancouver.

This workshop aims to provide an overview of Rooted School Vancouver's budgeting process. This orientation is designed to give the board, staff, and the public comprehensive insight into our approach to resource allocation.

This workshop is open to the public, in addition to board and staff members. Our goal is to encourage transparency in our financial operations and to foster community involvement in our school's affairs.

We encourage active participation and open discussions, as this is an opportunity to clarify any queries or concerns about our budgeting process.

Upcoming Budget Presentation
Please note that the proposed budget and budget message for the 2023-2024 fiscal year will be presented at the next board meeting in July. Appropriate notice will be given prior to this meeting.

230628_RSV_Budget Presentation_v2.pdf

VII. BOARD ACTION ITEMS

A. 2023-2024 School Board Meeting Schedule

T. Martin made a motion to Approve the new Rooted School Vancouver Board meetings to take place every 4th Wednesday of the month from 6:00pm - 7:30pm.
N. Webster seconded the motion.
RSV needs to adopt a new board calendar for the 2023/2024 school year. This change is necessitated by the school year starting in August, which renders the current schedule non-viable. The new calendar will aid in consistent scheduling, improving planning, organization, and fostering increased community and family participation.

Existing Schedule: Board meetings occur every fourth Wednesday of the month from 4:00 - 5:00 PM. The current time frame no longer works effectively due to the school schedules and lack of optimal community attendance.

Proposed Schedule: Board meetings to occur from 6pm to 7:30pm every fourth Wednesday of each month. This time slot is anticipated to be more accessible for staff, community members and families, thereby fostering greater engagement.

Discussion: What are the challenges posed by the current schedule and the benefits of adopting a new schedule? What are the benefits of the proposed new schedule, its benefits, and any potential concerns?

Recommendation: Vote to approve a new board calendar for the 2023/2024 school year.
The board **VOTED** unanimously to approve the motion.

VIII. 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 5:38 PM.

Respectfully Submitted,
T. Martin

Documents used during the meeting

- Pre Opening Board Report 6.20.2023.docx.pdf
- 2020 Policy Course Design, Selection and Adoption of Instructional Materials.docx
- 2020 Procedure Course Design, Selection and Adoption of Instructional Materials.docx
- 2022 Procedure Electronic Resources and Internet Safety.docx
- 2022 Policy Electronic Resources and Internet Safety.docx
- 3231 Policy Student Records.docx

- 3231 Procedure Student Records.docx
- 3208 Procedure Prohibition of Harassment, Intimidation, and Bullying.docx
- 3208 Policy Prohibition of Harassment, Intimidation, and Bullying.docx
- 3122 Policy Excused and Unexcused Absences.docx
- 3122 Procedure Excused and Unexcused Absences.docx
- 4130 Policy Title I Parent and Family Engagement.docx
- 4130 Procedure Title I Parent and Family Engagement.docx
- Rooted School Vancouver 2023-2024 Calendar.pdf
- RSV 2023-2024 Assessment Calendar.pdf
- SY 23.24 TMC Service Agreement_Rooted.docx.pdf
- RSV Plan of Support for Out-of-Endorsement_Jamie Henneman.pdf
- RSV Plan of Support for Out-of-Endorsement_Eduardo Herrera.pdf
- RSV Plan of Support for Out-of-Endorsement_Logan Froerer.pdf
- RSV Staff Handbook 2023-24 v3.docx.pdf
- Rooted_School_Vancouver_Family_Handbook_2023-24.pdf
- 230628_RSV_Budget Presentation_v2.pdf