APPROVED

rootedschool

Rooted School - Washington

Minutes

Rooted School Vancouver Board Meeting

Date and Time
Tuesday May 28, 2024 at 6:00 PM

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=aHlZREJDTTR3ejNjNXd4WTV6bGVNQT09
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)

Directors Present
A. Davis, A. Mason, D. M Hernandez (remote), T. Foster, T. Martin (remote)

Directors Absent

T. Knox

Guests Present
M. Paolini (remote), M. Rauda (remote), Nikki Chen, Rhianna Johnson, S. Carney

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I. Opening Items

A. Call the Meeting to Order

A. Mason called a meeting of the board of directors of Rooted School - Washington to order on Tuesday May 28, 2024 at 6:02 PM.

B. Record Attendance

II. Approval of Minutes

A. A. Approve Minutes from April 30, 2024 Rooted School Vancouver Regular Board Meeting

T. Martin made a motion to approve the minutes from April 30, 2024 Rooted School Vancouver Board Meeting on 04-30-24.
T. Foster seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. REPORTS, REQUESTS, AND COMMENTS BY BOARD MEMBERS

A. Reports, Requests, and Comments by Board Members

B. Student Representative Report

Crystal Rauda

- Discussed upcoming exhibition on June 11.
- Reported on internships and anonymous student survey feedback.
- Shared that the DEI consultant session is planned with students on belonging and inclusion.

IV. Consent Agenda

A. Approval of Financial Disbursements and Payroll as Audited and Certified per RCW Regulations

T. Martin made a motion to approve the consent agenda.
T. Foster seconded the motion.

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

V. Presentation

A. Training on Roles & Responsibilities of the Charter School Board

Jessica discussed the roles and responsibilities of the School Board, particularly in relation to charter schools. She explained that charter schools have greater autonomy but are held to higher accountability standards. Jessica also outlined the four entities that make up the system of oversight for charter schools, and emphasized the Board's role as the first level of accountability. She highlighted the importance of monitoring academic data and maintaining open communication with the school community. Jessica also informed the Board about a new requirement for annual training for Charter School Board members and administrative staff, and a new complaint process. Lastly, she encouraged continuous improvement and development, suggesting the establishment of structures for regular board meetings and the creation of a board handbook.

Jessica clarified the role and responsibilities of the Board and the Commission, emphasizing that the Board's functions hadn't changed significantly. She introduced the Commission team, including herself as the Executive Director, the Deputy Director, and the Oversight Manager. The Commission is composed of 11 appointed members and is responsible for providing oversight, conducting technical assistance, and evaluating school performance through a performance framework. Jessica also highlighted that the Commission is now required to provide technical assistance to schools, a new requirement implemented by the legislature.

Jessica detailed the intervention process for schools not complying with contracts or the law, which initially involves a letter of inquiry followed by a corrective action plan if violations are found. If non-compliance persists, there could be sanctions such as probation or contract revocation. She also discussed common reasons for intervention including low enrollment, compliance issues, and inadequate special education. Jessica emphasized the importance of timely renewal and compliance, and
She...

- Emphasized the importance of monitoring academic data and maintaining communication with the school community.
- Introduced new annual training requirements and complaint processes.
- Explained performance frameworks (academic, financial, organizational) and the intervention process.
- Discussed renewal process and the potential for contract amendments.

VI. Committee Reports to the Board

A.

Finance / Fund Development Committee Report

Rooted discussed the recent committee reports on fund development and finance, proposing to split these functions into separate committees and plan a fundraising event for October. The team also evaluated the current financial status, proposed a budget for the next year, and considered potential budget cuts to optimize the model for students. Further topics included the possibility of creating a social media page for Rooted, the potential of starting a local foundation, and improving mental health support within the school. The conversation ended with a presentation of the preliminary draft of the upcoming budget and plans for further discussions.

Rooted discussed the projected cash flow for 2024 and the implications it has for the upcoming years. They outlined the changes to the school including an enrollment increase, the addition of a school leader of color, and the hiring of two para educators due to an increase in students with individualized education plans. Additionally, ten summer professional development days will be added to the contract for staff, raising questions about sustainability. Rooted also highlighted the need for developing new systems, providing training for new teachers, and potential reductions in the school leader position. They discussed the budget, which includes a rent increase, reduction in tech hardware, and an expected increase in audits. Questions were raised about the returning paras and the need for more support staff, to which Rooted responded that they had budgeted for two additional paras.

VII. BOARD INFORMATION/DISCUSSION ITEMS

A. Reports to the Board

Steven Carney provided updates on operations and school-wide initiatives. This section included verbal reports from key areas within Rooted School Vancouver.

B. Preliminary Draft 2024/2025 Budget Review

Steven Carney and Matt Paolini presented the preliminary draft of the 2024/2025 budget. The presentation included key components, financial projections, and changes from the previous year. Board members discussed the budget, asked questions, and provided feedback.

- Key changes: Increased enrollment, addition of assistant school leader, and half-time counselor.
- Financial summary and projected expenses discussed.
- Operational implications and long-term sustainability highlighted.

C. Board Committee Calendar Recommendations

Adrienne Mason presented a recommended schedule for Board Committee meetings for the upcoming academic year. The board discussed and voted to approve the proposed calendar.
T. Martin made a motion to approve the proposed meeting calendar.
A. Davis seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. BOARD ACTION ITEMS

A. Approval of RSV Board Compliance Dashboard for 2023-2024_March

Steven Carney presented the RSV Board Compliance Dashboard for 2023-2024 for March.
T. Martin made a motion to approve the compliance dashboard.
A. Mason seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approval of the 2024-2025 School Calendar

Steven Carney presented the proposed 2024-2025 school calendar for Rooted School Vancouver.
D. M Hernandez made a motion to approve the school calendar.
T. Foster seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approval of 2024-2025 School Year Board Meeting Calendar

Adrienne Mason presented the proposed schedule for board meetings, workshops, and special events for the 2024-2025 school year.
T. Martin made a motion to approve the proposed board meeting calendar.
A. Davis seconded the motion.
The board **VOTED** unanimously to approve the motion.

IX. Closing Items

A. Reminder and Important Dates

Adrienne Mason reminded the board of important upcoming dates:

- Next Board Meeting: June 25, 2024
- Student Exhibition: June 11, 2024

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:36 PM.

Respectfully Submitted,
A. Mason