APPROVED

rootedschool

Rooted School - Washington

Minutes

Rooted School Vancouver Board Meeting

Date and Time
Tuesday June 25, 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, T. Foster, T. Knox (remote), T. Martin

Directors Absent

D. M Hernandez

Guests Present
Ashley Duncan, Lisa White (remote), Nikki Chen (remote), Rhianna Johnson, S. Carney, S. Yokley (remote)

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 Jun 25, 2024 at 6:02 PM.

B. Record Attendance

II. Approval of Minutes

A. A. Approve Minutes from May 28, 2024 Rooted School Vancouver Regular Board Meeting

T. Foster made a motion to approve the minutes from Rooted School Vancouver Board Meeting on 05-28-24.
A. Davis seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve Minutes from June 06, 2024 Rooted School Vancouver Special Board Meeting

A. Davis made a motion to approve the minutes from Special Board Meeting on 06-07-24.
T. Foster seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Communications

A. Welcome Community Members

Welcome, Nikki Chen and Lisa White, community members and prospective Board Members

B. Initial Public Comment

• No public comments were made.

IV. REPORTS, REQUESTS, AND COMMENTS BY BOARD MEMBERS

A. Reports, Requests, and Comments by Board Members

Congratulations extended to Stephen, Sandra, and the team for successfully completing the school year.
Appreciation for their hard work and dedication.

V. Consent Agenda

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

T. Foster made a motion to pass consent agenda item.
A. Davis seconded the motion.
The board **VOTED** unanimously to approve the motion.
Payroll Check Summary
Payroll Runs: 05/31
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)

Accounts Payable Register
May 2024
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)
Electronic Funds Transfer – Private Savings ($0.00)
Checks #N/A – ($0.00)

B. Hiring of Adrienne Lee-Kernell for Assistant School Leader

T. Foster made a motion to Pass consent agenda item.
A. Davis seconded the motion.

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

C. Hiring of Frimpong Atta Junior Osei for Technology Teacher Position

T. Foster made a motion to pass consent agenda item.
A. Davis seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Committee Reports to the Board

A. Finance / Fund Development Committee Report

Fund Development:
• Report on the meeting with Eddie from Pacific Northwest Fundraising.
• Discussion on the cost and services offered, including sponsorship support and event management.
• Proposal to explore a modified, more cost-effective support package.
• Nikki Chen disclosed her advisory role with Pacific Northwest Fundraising and will recuse herself from related decisions.

VII. Board Member Recognition and Appointment

A. Recognition of Founding Board Member Toby Martin

• Appreciation for Toby’s contributions and leadership as a founding board member.
• Emotional farewell with recognition of his efforts in securing the charter and finding the building.

B. Approval of Rhianna Johnson as a Board Member

A. Mason made a motion to Appoint Rhianna Johnson as Board Member.
A. Davis seconded the motion.
The board **VOTED** unanimously to approve the motion.
Brianna Johnson and Nikki Chen were introduced and shared their motivations for joining the board.

C. Approval of Nicole (Nikki) Chen as a Board Member

A. Mason made a motion to Appoint Nikki Chen to the Board.
A. Davis seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. BOARD INFORMATION/DISCUSSION ITEMS

A. Reports to the Board

Operational Updates

• Presented by Sandra Yokley
• Update on recruitment and enrollment numbers.
• Mentioned partnership with Ama for marketing and donor communication support.

Executive Director Report
• Presented by Steven
• Highlighted end-of-year student activities and achievements.
• Mentioned upcoming plans for professional development and staff training.
• Noted he will be unavailable from July 1 to July 14.

B. Financial Update

C. 2024-2025 Budget Review

• Matt presented the 2024-2025 proposed budget with key changes, including increased enrollment and staffing updates.
• Discussion on budget implications, sustainability, and safety net funding.
• Noted a projected positive cash margin of $43,000 for the year.
• Questions about long-term financial sustainability, especially with startup grants rolling off.

D. Executive Evaluation

• Discussion on the process for evaluating the Executive Director’s performance.
• Plan to complete the evaluation by the next board meeting.

E. Review of Board Retreat Outcomes and Action Items

IX. BOARD ACTION ITEMS

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

A. Mason made a motion to Approve Compliance Dashboard.
T. Foster seconded the motion.
The board **VOTED** unanimously to approve the motion.

X. Closing Items

A. Reminder and Important Dates

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:39 PM.

Respectfully Submitted,

A. Mason