APPROVED

rootedschool

Rooted School - Washington

Minutes

Finance / Fund Development Committee

Date and Time
Monday December 16, 2024 at 4:30 PM

Location
Rooted School Vancouver

10401 NE Fourth Plain Blvd
Suite 201

Committee Members Present
A. Mason, M. Paolini (remote), S. Carney, T. Foster

Committee Members Absent
None

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

A. Mason called a meeting of the 25-26 Fund/Growth/Partnerships Committee (bi-monthly) Committee of Rooted School - Washington to order on Monday Dec 16, 2024 at 4:36 PM.

C. Approve Minutes from 10.21.24 Finance/Fund Development Committee Meeting

A. Mason made a motion to approve the minutes from Finance / Fund Development Committee on 11-18-24.
S. Carney seconded the motion.
The committee **VOTED** unanimously to approve the motion.

II. Finance / Fund Development

A. RSV Finance Update

- **Key Updates**:
  - November marked the end of Q1.
  - Payroll and accounts payable (AP) were in line with prior months.
  - A $70,000 AP was deemed reasonable; $3,700 non-cash AP was flagged for reduction.
- **Revenue**:
  - A $46,000 decrease in general apportionment due to enrollment shortfalls.
  - Drop in English Language Learner (TBIP) funding due to fewer eligible students.
  - $22,000 decrease in special education (SPED) funding linked to enrollment caps.
- **Expenses**:
  - Most expenses tracked below the 25% benchmark for the fiscal year.
  - Adjustments were discussed for potential reforecasting in Q2.
- **Grants and Funding**:
  - $17,000 9th Grade Success Grant secured.
  - $28,000 Beloved Community Grant (Bill & Melinda Gates Foundation).

Enrollment and Outreach Efforts (Led by Steven)

- Enrollment in November was 54 students, down by six from October.
- Efforts underway include yard signs, targeted ads, and door hangers during the holiday break.
- Positive interest from prospective families, with potential January enrollments.

B. Proposal Review – Fundraising Infrastructure

Fundraising Proposal Overview (Presented by Eddie Allen)

- Proposal focuses on developing grant initiatives and building donor relationships.
- Infrastructure support to include a new donor database and annual giving plans.
- Collaborative approach to identifying major donors and leveraging board and staff connections.
- Emphasis on recurring giving and engaging marketing strategies.

- Budget: $34,500, including grant writing, donor cultivation, and miscellaneous expenses.

Discussion and Questions

- Members sought clarity on progress tracking, database scalability, and board engagement.
- Key concerns: Alignment with the school's mission, leveraging existing resources, and ensuring cost-effectiveness.
- Advisory board formation and broader community engagement were briefly discussed.

Action Items

- **Board Review**: Proposal to be presented at the upcoming board meeting for discussion and approval.
- **Follow-Up**: Eddie Allen to provide additional details on potential grants and donor cultivation strategies.

III. Closing Items

A. Action Items

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:42 PM.

Respectfully Submitted,
A. Mason