

APPROVED



## Rooted School - Washington

### Minutes

#### Finance / Fund Development Committee

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##### **Date and Time**

Monday December 16, 2024 at 4:30 PM

##### **Location**

Rooted School Vancouver

10401 NE Fourth Plain Blvd  
Suite 201

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##### **Committee Members Present**

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

##### **Committee Members Absent**

*None*

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#### **I. Opening Items**

##### **A. Record Attendance**

##### **B. Call the Meeting to Order**

A. Mason called a meeting of the Finance Committee 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