

Rooted School - New Orleans

Rooted School Board of Directors Meeting: 01/04/2023

THIS MEETING WAS RESCHEDULED FROM 12/14/2022 DUE TO INCLEMENT WEATHER

Published on December 12, 2022 at 4:41 PM CST
Amended on January 10, 2023 at 2:59 PM CST

Date and Time

Wednesday January 4, 2023 at 6:00 PM CST

Location

SUNO College of Education and Human Development Building
Room 177
6701 Press Dr.
New Orleans, LA 70122

IMPORTANT PUBLIC NOTICE: Pursuant to emergency proclamation 30-JCE 2020, the Rooted School New Orleans Board hereby certifies that it will conduct the meeting scheduled for February 28, 2023 in person, at 6701 Press Dr. in the SUNO College of Education & Human Development Building.

The **Finance Committee** meeting will start at 5 PM followed by the **Committee-of-the-Whole** meeting beginning at 6 PM.

Board meetings shall be held in this manner until further notice.

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A. Record Attendance		GeDá Jones Herbert	2 m

Rooted School NOLA Board 2022 - 2023:

Purpose Presenter Time

- Brandin Campbell - Board Member
- Travis Chase - Board Member
- Kyle Finke - Board Member
- **GeDá Jones Herbert - Board Chairperson**
- Adrien Mendez - Board Member
- Mark Quinn - Board Member
- Sabrina Short - Board Member
- Alyse Utley - Board Member
- Nia Weeks - Board Member

Rooted School Foundation Personnel:

- No one present for this meeting

Rooted School New Orleans Personnel:

- Frank Ingargiola - Director of Finance Rooted School NOLA
- **Kaitlin Karpinski - Executive Director/School Leader Rooted School NOLA**

Board Meeting Guests:

- Joe Daschbach - EdOps Finance Specialist
- Sherah LoBoeuf - Finance Team Manager

B. Call the Meeting to Order		GeDá Jones Herbert	1 m
C. Approve Minutes	Approve Minutes	GeDá Jones Herbert	2 m

GeDá Jones Herbert to make a motion to approve the minutes of 10-26-2022

Approve minutes for Rooted School New Orleans - Committee of the Whole Meeting on October 26, 2022

II. Board Discussion Items: 6:05 PM

A. Budget Presentation on Actuals for the Finance Committee - Sherah LeBoeuf	Discuss	Sherah LeBoeuf	15 m
-------------------------------------------------------------------------------------	---------	-------------------	------

- Sherah LeBoeuf will present to the Finance Committee on the actuals from the current 2022 - 2023 school-year budget.

	Purpose	Presenter	Time
B. Updates to Banking Policies for Charter Schools	Discuss	Kaitlin Karpinski	2 m

- Rooted School received approval from Chase for collateralization.

III. Board Voting Items: 6:22 PM

A. Vote on ACT 456 Policy - VIDEO SURVEILLANCE OF SPECIAL EDUCATION SETTINGS	Vote	Kaitlin Karpinski	2 m
-------------------------------------------------------------------------------------	------	-------------------	-----

- The board will vote to adopt our new policy as written for ACT 456 - Video Surveillance of Special Education Settings

ACT 456 Policy - VIDEO SURVEILLANCE OF SPECIAL EDUCATION SETTINGS PROCEDURES

a) The current Rooted School draft policy was revised from the LAPCS blanket policy and has gone through review with Spera Law Group.

b) Given this is our second and final reading, the board will be asked to vote on and adopt this new policy. If approved, it will be added to the ***Parent/Student Handbook*** this year.

B. Vote on New Banking Policies for Charter Schools	Vote	Kaitlin Karpinski	2 m
------------------------------------------------------------	------	-------------------	-----

- The Board will vote on the Chase collateralization.

IV. Executive Session 6:26 PM

A. Executive Session	Discuss	GeDá Jones Herbert	20 m
-----------------------------	---------	--------------------	------

GeDá Jones Herbert, board chairperson, will make a motion to move into *Executive Session* to discuss confidential matters related to personnel.

No action will be taken in *Executive Session*.

When the board reconvenes, if a vote is required, a second motion will be made and all members will be asked to vote individually during the public session.

Purpose Presenter Time

V. Executive Director / School Leader Report: 6:46 PM

A. Academic Update FYI Kaitlin Karpinski 10 m

Ms. Karpinski will present an update on academics and summary of the academic committee meeting. [Linked here is the data dashboard](#) that houses high level academic updates.

B. Facility Update: Rooted School at SUNO FYI Kaitlin Karpinski 5 m

Ms. Karpinski will share an update on the evolution of the short and long-term partnership at SUNO.

C. Enrollment Initiatives Update: 23-24 FYI Kaitlin Karpinski 2 m

Ms. Karpinski will share an update on key enrollment initiatives for school year 2023-24.

D. Rooted School Foundation Supports Discuss Kaitlin Karpinski 5 m

Ms. Karpinski will share an update on RSF supports, as well as to create space for board questions and discussion as needed.

VI. Closing Items 7:08 PM

A. Adjourn Meeting FYI GeDá Jones Herbert 1 m

Coversheet

Approve Minutes

Section: I. Opening Items

Item: C. Approve Minutes

Purpose: Approve Minutes

Submitted by:

Related Material:

Minutes for Rooted School New Orleans - Committee of the Whole Meeting on October 26, 2022

APPROVED

Rooted School - New Orleans

Minutes

Rooted School New Orleans - Committee of the Whole Meeting

Committee of the Whole Meeting

Date and Time

Wednesday October 26, 2022 at 6:30 PM

Location

Rooted School New Orleans
6701 Press Drive
SUNO School of Education & Human Development
New Orleans, Louisiana 70126

IMPORTANT PUBLIC NOTICE: Pursuant to emergency proclamation 30-JCE 2020, the Rooted School New Orleans Board hereby certifies that it will conduct the meeting scheduled for October 26, 2022 in person, at 6701 Press Dr. in the SUNO College of Education & Human Development Building.

Board meetings shall be held in this manner until further notice.

Directors Present

A. Mendez, A. Utley, G. Jones Herbert, M. Quinn, T. Chase

Directors Absent

B. Campbell, K. Finke, N. Weeks, S. Short

Guests Present

F. Ingargiola (remote), K. Karpinski

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

G. Jones Herbert called a meeting of the board of directors of Rooted School - New Orleans to order on Wednesday Oct 26, 2022 at 6:35 PM.

C. Approve Minutes

A. Utley made a motion to approve the minutes from Board of Directors Meeting on 08-31-22.

T. Chase seconded the motion.

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

Roll Call

T. Chase	Aye
G. Jones Herbert	Aye
S. Short	Absent
A. Utley	Aye
K. Finke	Absent
A. Mendez	Aye
N. Weeks	Absent
M. Quinn	Aye
B. Campbell	Absent

II. Board Discussion Items:

A. Budget Presentation & Update - Sherah LeBoeuf

B. Presentation from TRUST (The Rooted Union of Staff and Teachers)

G. Jones Herbert made a motion to amend the agenda to include a vote on the recognition of T.R.U.ST. - (The Rooted Union of Staff and Teachers).

T. Chase seconded the motion.

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

Roll Call

S. Short	Absent
B. Campbell	Absent
G. Jones Herbert	Aye
M. Quinn	Aye
K. Finke	Absent
N. Weeks	Absent
A. Utley	Aye
A. Mendez	Aye
T. Chase	Aye

C. Executive Session

Mark Quinn made a motion to move into *Executive Session* to discuss confidential matters related to personnel.

The motion was seconded by Travis Chase.

No action will be taken in *Executive Session*.

When the board reconvenes, if a vote is required, a second motion will be made and all members will be asked to vote individually during the public session.

D. Board Policy - ACT 456 First Reading

FIRST POLICY READING - 10/26/2022 - ACT 456

ACT 456 Policy - VIDEO SURVEILLANCE OF SPECIAL EDUCATION SETTINGS PROCEDURES

a) The current LAPCS blanket policy (attached) is under legal review with Spera Law Group.

b) In this first reading, board members are asked to familiarize themselves with the language of the policy.

c) In the second, and final reading (December Meeting), the board will be asked to adopt the policy. If approved, it will be added to the *Parent/Student Handbook* this year.

III. Executive Director / School Leader Report:

A. School Goals

T. Chase made a motion to accept the 2022 - 2023 school goals with some amendments to be included in the approved document.

A. Mendez seconded the motion.

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

Roll Call

K. Finke	Absent
A. Mendez	Aye
A. Utley	Aye
T. Chase	Aye
N. Weeks	Absent
M. Quinn	Aye
G. Jones Herbert	Aye
S. Short	Absent
B. Campbell	Absent

B. Storage Unit Update

A. Mendez made a motion to approve the disposal of materials & supplies below the fixed asset threshold of \$5000.00.

T. Chase seconded the motion.

1. There are currently 6 storage units in three locations throughout the city.
2. None of these storage units currently has any equipment that exceeds the \$5000.00 threshold for a fixed asset.
3. Mr. Ingargiola has been communicating with Dwight Duplessis, Litouri Smith and Debra Dean from NOPS regarding "next steps".
4. The last communication was sent on 10-17-2022. We are still awaiting a response.
5. Monthly cost of the five storage units = \$2176.00

NEXT STEPS:

- Alert COO/DOO listserv regarding the materials & supplies to see if another school may want some - (FI)
- Alert principal/school leader listserv regarding the same - (KK)
- Pay for a disposal container
- Pay to have equipment loaded, carted and appropriately discarded
- Pay to have equipment disposed of

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

Roll Call

K. Finke	Absent
N. Weeks	Absent
B. Campbell	Absent
A. Mendez	Aye
S. Short	Absent
M. Quinn	Aye
T. Chase	Aye
G. Jones Herbert	Aye
A. Utley	Aye

C. Curriculum Approval

G. Jones Herbert made a motion to approve the school-year 2022 - 2023 curriculum based on the school course audit and curriculum adoption provided by Ms. Karpinski.

T. Chase seconded the motion.

The board voted to unanimously approve the curriculum audit.

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

Roll Call

N. Weeks	Absent
G. Jones Herbert	Aye
T. Chase	Aye
M. Quinn	Aye
K. Finke	Absent
A. Mendez	Aye

Roll Call

A. Utley	Aye
B. Campbell	Absent
S. Short	Absent

IV. 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 7:30 PM.

Respectfully Submitted,
G. Jones Herbert

Documents used during the meeting

- ACT 456 Policy (FINAL) (2).pdf
- LAPCS-Laws 2022.pdf
- 2022-23 DRAFT Rooted School Goals.pdf
- Email - Dwight Duplessis - 10-17-2022.pdf
- Academics at Rooted School-2022-2023 - Curriculum Course Catalog 22-23.pdf

Coversheet

Budget Presentation on Actuals for the Finance Committee - Sherah LeBoeuf

Section: II. Board Discussion Items:
Item: A. Budget Presentation on Actuals for the Finance Committee - Sherah
LeBoeuf
Purpose: Discuss
Submitted by:
Related Material: ROOT - Monthly Presentation - October 2022.pptx

rootedschool

October 2022 Financials

PREPARED **DEC'22** BY



- **Executive Summary**
- **Key Performance Indicators**
- **Appendix**

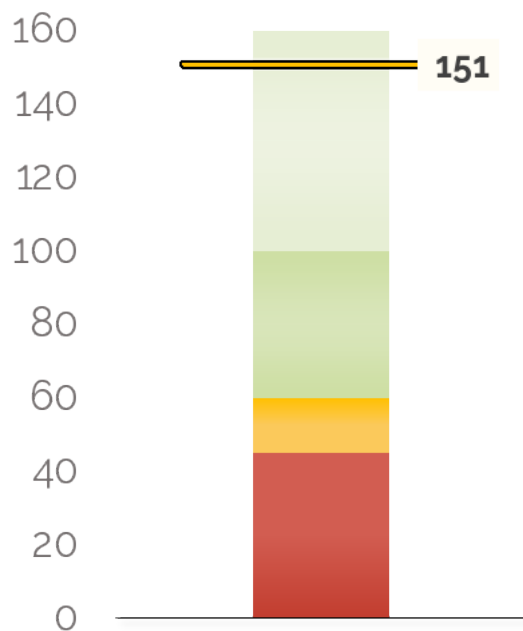
Executive Summary

- **October 2022 highlights:**
 - **Cash on hand +1.67mil**
 - **At next board meeting, a full budget projection update will be presented.**
 - **Ed Ops & School Team are working on forecasting changes.**
 - **Waiting for LDOE allocations to be released on 12/31**
 - **Grant drawdowns for Q1 have been submitted**
- **In progress from 6/30/22:**
 - **We are expecting to finalize the audit in time for 12/31 deadline**

Key Performance Indicators

Days of Cash

Cash balance at year-end divided by average daily expenses

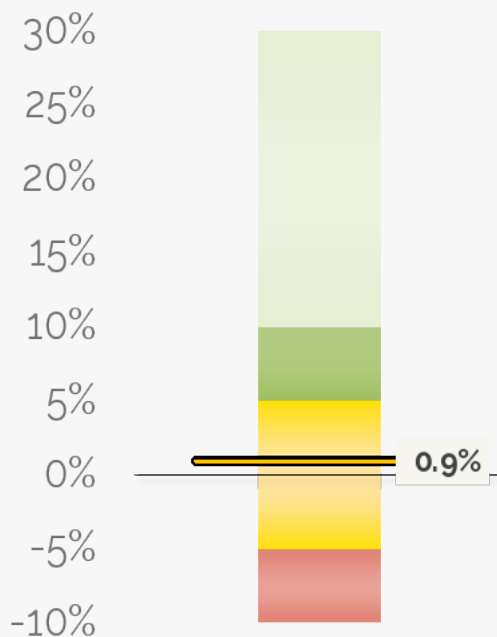


151 DAYS OF CASH AT YEAR'S END

The school will end the year with 151 days of cash. This is above the recommended 60 days

Gross Margin

Revenue less expenses, divided by revenue

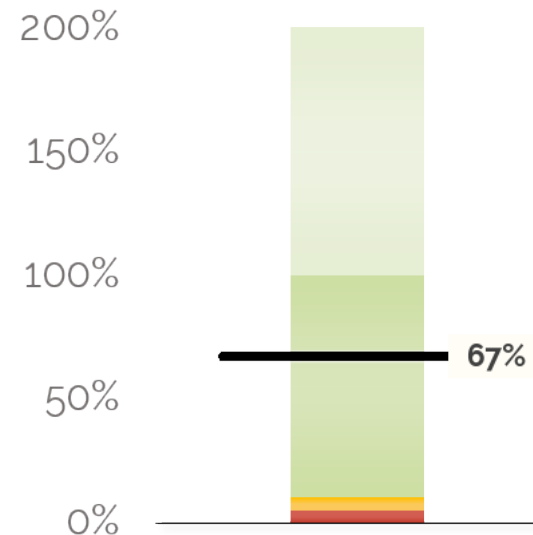


0.9% GROSS MARGIN

The forecasted net income is \$27k, which is \$ above the budget. It yields a 0.9% gross margin.

Fund Balance %

Forecasted Ending Fund Balance / Total Expenses



67.12% AT YEAR'S END

The school is projected to end the year with a fund balance of \$1,945,685. Last year's fund balance was \$1,918,497.



QUESTIONS?

Please contact your EdOps Finance Team:

Sherah LeBoeuf

sherah@ed-ops.com

504.495.6900

© EdOps 2017-2023

	<i>Actual</i>	<i>Budget</i>	<i>Variance</i>	<i>Forecast</i>	<i>Budget</i>	<i>Variance</i>	<i>Remaining</i>
Revenue							
State and Local Revenue	822,545	722,163	100,382	2,166,488	2,166,488	0	1,343,943
Federal Revenue	166,879	242,285	(75,406)	726,856	726,856	0	559,977
Private Grants and Donations	23,891	8,500	15,391	25,500	25,500	0	1,609
Earned Fees	2,060	2,325	(265)	6,975	6,975	-	4,915
Total Revenue	1,015,375	975,273	40,102	2,925,819	2,925,819	0 1	1,910,444
Expenses							
Salaries	459,383	437,612	(21,770)	1,312,837	1,312,837	0	853,454
Benefits and Taxes	107,597	92,373	(15,224)	277,119	277,119	0	169,521
Staff-Related Costs	4,981	31,406	26,425	94,219	94,219	(0)	89,238
Rent	70,238	60,000	(10,238)	180,000	180,000	0	109,762
Occupancy Service	20,857	48,776	27,920	146,329	146,329	(0)	125,472
Direct Student Expense	174,661	167,821	(6,839)	503,464	503,464	0	328,803
Office & Business Expense	165,526	128,221	(37,305)	384,664	384,663	(0)	219,138
Total Ordinary Expenses	1,003,242	966,210	(37,032)	2,898,630	2,898,630	(0)	1,895,388
Net Operating Income	12,132	9,063	77,134	27,189	27,189	0	15,056
Extraordinary Expenses							
Capital Outlay	-	-	-	-	-	-	-
Total Extraordinary Expenses	-	-	-	-	-	-	-
Total Expenses	1,003,242	966,210	(37,032)	2,898,630	2,898,630	(0) 2	1,895,388
Net Income	12,132	9,063	3,069	27,189	27,189	0 3	15,056
Cash Flow Adjustments	484,292	-	484,292	(0)	-	(0)	(484,292)
Change in Cash	496,424	9,063	487,361	27,189	27,189	0 5	(469,235)

Monthly Financials

Income Statement	Actual				Forecast								TOTAL
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Revenue													
State and Local Revenue	206,129	233,731	215,656	167,028	167,993	167,993	167,993	167,993	167,993	167,993	167,993	167,993	2,166,488
Federal Revenue	0	49,200	117,679	0	69,997	69,997	69,997	69,997	69,997	69,997	69,997	69,997	726,856
Private Grants and Donations	0	2,750	21,094	47	201	201	201	201	201	201	201	201	25,500
Earned Fees	0	0	2,060	0	0	0	0	0	0	0	0	0	2,060
Total Revenue	206,129	285,681	356,489	167,075	238,191	238,191	238,191	238,191	238,191	238,191	238,191	238,191	2,920,904
Expenses													
Salaries	107,221	115,314	118,812	118,036	106,682	106,682	106,682	106,682	106,682	106,682	106,682	106,682	1,312,837
Benefits and Taxes	22,871	23,693	36,776	24,258	21,190	21,190	21,190	21,190	21,190	21,190	21,190	21,190	277,119
Staff-Related Costs	2,202	1,571	462	747	11,155	11,155	11,155	11,155	11,155	11,155	11,155	11,155	94,219
Rent	16,362	17,176	18,677	18,023	13,720	13,720	13,720	13,720	13,720	13,720	13,720	13,720	180,000
Occupancy Service	4,750	15,711	189	206	15,684	15,684	15,684	15,684	15,684	15,684	15,684	15,684	146,329
Direct Student Expense	63,288	21,576	24,463	65,334	41,100	41,100	41,100	41,100	41,100	41,100	41,100	41,100	503,464
Office & Business Expense	56,044	51,760	34,465	23,258	27,392	27,392	27,392	27,392	27,392	27,392	27,392	27,392	384,664
Total Ordinary Expenses	272,738	246,799	233,844	249,862	236,923	236,923	236,923	236,923	236,923	236,923	236,923	236,923	2,898,630
Total Expenses	272,738	246,799	233,844	249,862	236,923	236,923	236,923	236,923	236,923	236,923	236,923	236,923	2,898,630
Net Income	-66,608	38,882	122,645	-82,787	1,268	1,268	1,268	1,268	1,268	1,268	1,268	1,268	22,274
Cash Flow Adjustments	551,786	-64,770	-10,420	7,695	-60,536	-60,536	-60,536	-60,536	-60,536	-60,536	-60,536	-60,536	0
Change in Cash	485,178	-25,888	112,225	-75,091	-59,269	-59,269	-59,269	-59,269	-59,269	-59,269	-59,269	-59,269	22,274

Balance Sheet

	<i>Previous Year End</i>	<i>Current</i>	<i>Year End</i>
	<i>6/30/2022</i>	<i>10/31/2022</i>	<i>6/30/2023</i>
Assets			
Current Assets			
Cash	1,169,173	1,665,597	1,196,361
Accounts Receivable	900,618	337,702	900,618
Total Current Assets	2,069,791	2,003,299	2,096,980
Total Assets	2,069,791	2,003,299	2,096,980
Liabilities and Equity			
Liabilities			
Current Liabilities			
Other Current Liabilities	31,957	10,733	31,957
Accounts Payable	119,338	61,937	119,338
Total Current Liabilities	151,294	72,670	151,294
Total Long-Term Liabilities	0	0	
Total Liabilities	151,294	72,670	
Equity			
Unrestricted Net Assets	1,918,497	1,918,497	1,918,497
Net Income	0	12,132	27,189
Total Equity	1,918,497	1,930,629	1,945,685

Coversheet

Updates to Banking Policies for Charter Schools

Section: II. Board Discussion Items:
Item: B. Updates to Banking Policies for Charter Schools
Purpose: Discuss
Submitted by:
Related Material:
BESE Bulletin 126 Revision - Cash Management and Investments - Resource Links.docx
Cash Management and Investment SAMPLE POLICY.doc



**BESE Bulletin 126 Revision - Cash Management and Investments
Resource Links**

[BESE Bulletin 126 - Cash Management and Investments](#)

SECTION A

[Sample Organization Policy](#)

SECTION B

[R.S. 39:2955 - Investments by Local Political Subdivisions](#)

[R.S. 39:1211 - Banking Law for Political Subdivisions](#)

SECTION D

[Federal Financial Institutions Examination Council's \(FFIEC\) Uniform Bank Performance Review \(UBPR\)](#)

SECTION E

[Information on Collateralization of Deposits](#)

[Information on CD Laddering](#)

[Information on Louisiana Asset Management Program \(LAMP\)](#)

[Information of Certificate of Deposit Account Registry Service \(CDARS\) - FAQ](#)

[Information on Insured Cash Sweep Service](#)

CASH MANAGEMENT AND INVESTMENTS

The _____, in accordance with BESE Bulletin 126, may deposit and invest any funds that belong to the Charter School in any bank or credit union that is insured by the Federal Deposit Insurance Corporation (FDIC) or by the National Credit Union Administration (NCUA).

Adherence to the adopted policy shall be reviewed and measured as part of the annual independent audit of the financial statements. The audit shall note if the charter operator holds any unsecured cash as of the end of the fiscal year, as well as the amount.

OBJECTIVES

The primary investment objective of the _____ shall be to ensure that the current and future expenditure obligations are adequately funded in a cost-effective manner. The goal of this cash management and investment policy is to protect public funds by minimizing the amount of unsecured funds to the extent practical.

Preservation of capital and the realization of sufficient total return to ensure the ongoing financial integrity of the funds are essential. Preservation of capital encompasses two goals: (1) Managing the risk of loss of principal for the fund, and (2) Managing the erosion of principal value through inflation.

DEPOSITORY BANK

Selection of the depository bank with which funds are deposited shall be a stock-owned federally insured depository institution organized under the laws of this state or of any other state of the United States, or under the laws of the United States, as may be selected by the depositing authority.

The Charter School CEO shall obtain Board approval of the depository bank subject to the following conditions:

1. A financial institution that is domiciled or having a branch office located in the parish where our charter school is located,
2. A financial institution that secures deposits up the amounts insured by the Federal Deposit Insurance Corporation (FDIC) or by the National Credit Union Administration (NCUA).
3. A financial institution that has a "High Capital Ratio" that meets or exceeds the current minimum standards set by the United States Federal Reserve.

4. The most recent quarterly Federal Institutions Examination Council's (FFEIC) "Uniform Bank Performance Report" of the financial institution being considered.
5. A review and approval from the Board's external auditor or attorney of the financial institution being considered.

Paying Agent Banks that are

DAILY DEPOSIT

Deposits shall be made in the name of the depositing authority as authorized by the Board of Elementary and Secondary Education (BESE) that has custody and control over all the charter school's disbursements. Deposits should also be deposited daily whenever possible.

INVESTMENT OPTIONS

The _____ is authorized to invest such monies, which it determines to be available, in only those investments identified in La. Rev. Stat. Ann. §33:2955 some of which are identified below:

1. Direct U.S. Treasury obligations, the principal and interest of which are fully guaranteed by the U.S. Government.
2. Bonds, debentures, notes or other evidence of indebtedness issued or guaranteed by federal agencies and provided such obligations are backed by the full faith and credit of the U.S., including U.S. Export Import Bank, Farmers Home Administration, Federal Financing Bank, Federal Housing Administration Debentures, General Services Administration, Government National Mortgage Association (guaranteed mortgage-backed bonds and guaranteed pass-through obligations), U.S. Maritime Administration (guaranteed Title XI financing), and U.S. Department of Housing and Urban Development.
3. Bonds, debentures, notes, or other evidence of indebtedness issued or guaranteed by U.S. Government instrumentalities which are federally sponsored, including Federal Home Loan Bank System, Federal Home Loan Mortgage Corporation, Federal National Mortgage Association, Student Loan Marketing Association, and Resolution Funding Corporation.
4. Direct security repurchase agreements of any federal bank entry only securities enumerated in paragraphs (1) through (3) above. *Direct security repurchase agreement* means an agreement under which the political subdivision buys, holds for a specified time, and then sells back those

securities and obligations enumerated in paragraphs (1) through (3).

5. Time certificates of deposit of state banks organized under the laws of Louisiana, or national banks having their principal offices in the State of Louisiana, savings accounts or shares of savings and loan associations and savings banks, or share accounts and share certificates accounts of federally or state chartered credit unions issuing time certificate of deposit; provided that the rate of interest paid for time certificates of deposit shall be not less than fifty basis points below the prevailing market rate on direct obligations of the U.S. Treasury with a similar length of maturity.
6. Mutual or trust fund institutions which are registered with the Securities and Exchange Commission under the Securities Act of 1933 and the Investment Act of 1940, and which have underlying investments consisting solely of and limited to securities of the U.S. government or its agencies. Investment of funds in each mutual or trust fund institutions shall be limited to 25% of the monies considered available for investment as provided by La. Rev. Stat. Ann. §33:2955.
7. *Guaranteed Investment Contracts* as described in La. Rev. Stat. Ann. §33:2955.
8. The *Louisiana Asset Management Pool* (LAMP).

ADDITIONAL RESTRICTIONS FOR NON-COLLATERALIZED DEPOSITS

If it is not possible to collateralized 100% of the funds on deposit in excess of the Federal Deposit Insurance Corporation (FDIC) or by the National Credit Union Administration (NCUA), the Charter School CEO is **permitted** to

- Deposit funds with additional FDIC/NCUA insured banks
- Purchasing Certificate of Deposit with other banking institutions.
- Certificate of Deposits laddering.

INTEREST EARNINGS

The interest earned on any such investment shall be credited to the fund from which the investment was acquired, or it may be applied to the payment of the principal and interest of the outstanding bonded indebtedness of that fund.

PROHIBITED TRANSACTIONS

The following arrangements are expressly prohibited:

1. Any transactions not specifically authorized by this policy.
2. The purchase of securities on margin.
3. Direct purchases of single family or commercial mortgages.
4. Purchases of foreign bonds.
5. Collateralized mortgage obligations that have been stripped into interest only or principal only obligations.
6. Inverse floaters, or structured notes. For purposes of this section, *structured notes* shall mean securities of U.S. Government agencies, instrumentalities, or government-sponsored enterprises which have been restructured, modified, and/or reissued by private entities.

Ref: La. Rev. Stat. Ann. §§17:99, 33:2955, 39:1211-1235; Board minutes, 1-5-89, 9-7-00.

Coversheet

Vote on ACT 456 Policy - VIDEO SURVEILLANCE OF SPECIAL EDUCATION SETTINGS

Section: III. Board Voting Items:
Item: A. Vote on ACT 456 Policy - VIDEO SURVEILLANCE OF SPECIAL
EDUCATION SETTINGS
Purpose: Vote
Submitted by:
Related Material: ACT_456_Policy_Rooted_School_2022-23.docx

ROOTED SCHOOL

VIDEO SURVEILLANCE OF SPECIAL EDUCATION SETTINGS PROCEDURES

DEFINITIONS

“Parent” means a parent or legal guardian whose child receives special education and related services per the Individuals with Disabilities Education Act and is assigned to one or more self-contained classrooms or other special education settings for at least fifty percent of the instructional day instructional day.

“Classroom” shall mean a self-contained classroom or other special education setting in which a majority of students in regular attendance are provided special education and related services and are assigned to one or more self-contained classrooms or other special education settings for at least fifty percent of the instructional day. “Classroom” shall not mean special education classrooms and other special education settings where the only students with exceptionalities receiving special education and related services are those who have been deemed to be gifted or talented and have not been identified as also having a disability.

“Self-contained classroom” means a classroom on a regular Rooted School school campus (i.e., a campus that serves students in general education and students in special education) in which a majority of the students in regular attendance are provided special education and related services. “Board of Trustees/Directors” means a majority of the Rooted School Board of Trustees of the non-profit charter organization.

“School business day” means a day that campus or Rooted School administrative offices are open.

“Incident” means an event or circumstance that involves alleged “abuse” or “neglect,” as those terms are defined in Article 603 of the Louisiana Children’s Code, of a student by an employee of Rooted School or of a student by another student; and allegedly occurred in a self-contained classroom or other special education setting in which video surveillance is conducted under Louisiana Revised Statute 17:1948.

PURPOSE

Video surveillance under this Policy is for the purpose of promoting student safety in certain self-contained classrooms and other special education settings.

GENERAL REQUIREMENTS FOR REQUESTING VIDEO SURVEILLANCE

Pursuant to Louisiana Revised Statute 17:1948 and 3996(B)(59), parents and/or legal guardians may request, in writing, the placement of a camera to be installed in a classroom that meets the criteria above. If Rooted School grants the request, Rooted School shall place equipment only in classrooms or settings in which the parent’s child is in regular attendance.

Rooted School shall designate an administrator at the primary administrative office of Rooted School with responsibility for coordinating the provision of equipment to Rooted School in compliance with this section. A parent must submit a request to the principal or the principal’s

designee of the school or campus addressed in the request, and the principal or designee must provide a copy of the request to the administrator.

Rooted School shall provide a response to a request not later than the **seventh school business day** after receipt of the request by the person to whom it must be submitted that either authorizes the request or states the reason for denying the request. Rooted School **shall begin operation of a video camera in compliance with this policy not later than the 45th school business day**, or the first school day after the 45th school business day if that day is not a school day, after the request is authorized.

NOTICE OF CAMERA PLACEMENT

Rooted School shall provide written notice of camera placement to all who enter a classroom where a camera is installed, including teachers and other school employees, students in the classroom, the students' parents and legal guardians, and authorized visitors.

RESTRICTIONS ON VIDEO RECORDING

Video cameras must be capable of covering all areas of the classroom or other special education setting, including a room attached to the classroom or setting used for time-out. Video cameras must also be capable of recording audio from all areas of the classroom or other special education setting, including a room attached to the classroom or setting used for time-out.

Rooted School shall not place the camera in a location or area designated for students to change or remove clothing, including the interior of a restroom.

TIMES OF OPERATION

Cameras shall be operational at all times during the instructional day when students are in the self-contained classroom or other special education setting.

Rooted School shall operate and maintain the video camera in the classroom or setting, as long as the classroom or setting continues to satisfy the requirements under this policy, for the remainder of the school year in which the school or campus received the request, unless the requestor withdraws the request in writing.

If for any reason Rooted School will discontinue operation of a video camera during a school year, not later than the fifth school day before the date the operation of the video camera will be discontinued, Rooted School shall notify the parents of each student in regular attendance in the classroom or setting that operation of the video camera will not continue unless requested by a person eligible to make a request.

Not later than the tenth school day before the end of each school year, the school or campus must notify the parents of each student in regular attendance in the classroom or setting that operation of the video camera will not continue during the following school year unless a person eligible to make a request for the next school year submits a new request.

This policy applies to placement, operation, and maintenance of a video camera in a self-contained classroom or other special education setting during the regular school year and extended school year services.

PROCEDURE FOR REQUESTING ACCESS TO RECORDINGS

(a) Persons Eligible to Request Access in Response to an Alleged Incident.

Under limited circumstances, the following individuals may access video recordings in response to an alleged Incident:

- (1) a Staff Member involved in an Incident that is documented by a video recording for which a complaint has been reported to Rooted School;
- (2) other Rooted School employees involved in an Incident documented by a video recording for which a complaint has been reported to the School;
- (3) a Parent of a student involved in an Incident that is documented by a video recording for which a complaint has been reported to Rooted School;
- (4) appropriate Department of Family and Protective Services (“DCFS”) personnel as part of an investigation;
- (5) a peace officer in response to a complaint or investigation of an Incident;
- (6) a school nurse in response to a complaint or investigation of an Incident;
- (7) an administrator trained in de-escalation and restraint techniques in response to a complaint or investigation of an Incident;
- (8) a human resources staff member designated by Rooted School’s Board of Trustees/Directors in response to a complaint or an investigation of an Incident; or
- (9) appropriate Rooted School or State Board for Educator Certification personnel or agents as part of an investigation.

(b) Child Abuse and Neglect Reporting

If a person described by numbers (5) – (9) above views a video recording and has cause to believe that the recording documents possible abuse or neglect of a child, the person must file a report with DCFS or other authority in accordance with Board policy.

If any person described by subsections (5) - (9) above who views the recording believes that the recording documents a possible violation of Rooted School policy, the person may allow access to the recording to appropriate legal and human resources personnel. A recording believed to document a possible violation of Rooted School policy relating to the neglect or abuse of a student may be used as part of a disciplinary actions against Rooted School personnel and shall be released at the request of the student’s parent in a legal proceeding.

(c) Parental Requests

A parent or legal guardian request to review must fall into one of the above categories and allege an Incident. The individual must file an Incident Complaint and Request to Access Video Recordings. On this Form, the individual must assert an:

- (1) Incident involving alleged:
 - a. Abuse of a student by a Rooted School employee;
 - b. Neglect of a student by a Rooted School employee;
 - c. Physical Abuse of a student by another student; or
 - d. Sexual Abuse of a student by another student
- (2) The incident must have allegedly occurred in a Self-Contained Classroom or Other Special Education Setting in which video surveillance is conducted under these Procedures.

CONFIDENTIALITY OF VIDEO RECORDINGS

Rooted School will take every necessary precaution to protect student privacy and determine to whom and under what circumstances the recordings may be disclosed. The recordings shall not be considered “personally identifiable information” as defined in R.S. 17:3914. Video equipment must be able to redact student faces in accordance with FERPA. If Rooted School determines that the recording is an “education record,” Rooted School shall release the recording in accordance with FERPA. State law does not limit the access of a student’s parent to a record regarding the student under FERPA or other law.

In order to review recordings for potential release, and operation and maintenance of the equipment, the following individuals shall have access to the video equipment: the superintendent, the assistant superintendent of administrative services, the director of special education, the assistant superintendent of technology, the network administrator and network assistant.

A contractor or employee performing job duties relating to the installation, operation, or maintenance of video equipment or the retention of video recordings who incidentally views a video recording is not in violation of this policy.

RETENTION OF RECORDINGS

Rooted School shall retain video recordings from a video camera placed under this policy for at least three months after the date the video was recorded. Recordings are stored and disposed of in accordance with Rooted School’s video and audio recording retention and storage policy.

If a person eligible to receive a copy of the video pursuant to a request under this policy, the Rooted School shall retain the recording from the date of receipt of the request until the person has viewed the recording and a determination has been made as to whether the recording documents an alleged incident. If the recording documents an alleged incident, Rooted School shall retain the recording until the alleged incident has been resolved, including the exhaustion of all appeals.

COMPLIANCE WITH THE NATIONAL FIRE PROTECTION ASSOCIATION'S LIFE SAFETY CODE

Pursuant to the requirements of La. R.S. 17:1948(C)(6), the installation of all cameras and surveillance systems installed pursuant to this policy shall comply with the National Fire Protection Association's Life Safety Code.

TRAINING OF SCHOOL STAFF

Any teacher(s) or school employee who provides services in a classroom where cameras are installed shall be trained on compliance with the provisions of this policy within ten days of the commencement of work in the classroom or the installation of the surveillance equipment.

SPECIAL EDUCATION VIDEO/AUDIO MONITORING REQUEST FORM

A parent, as defined by Act no. 456 of Article III, Section 2(A)(4)(b)(i) to enact R.S. 17: 1948 and 3996(b)(59) of the Constitution of Louisiana, may request that video and audio equipment be installed in a self-contained classroom or other special education setting that meets the requirements of state law for such video and audio monitoring. In order to make a request, complete the information below and submit this form to the [administrator].

Name of Student: _____ **Student ID #:** _____

Relationship to Student:

Parent **Legal Guardian**

Requester Printed Name: _____

Address: _____

City/State/Zip: _____

Home Phone: _____ **Cell Phone:** _____ **Office Phone:** _____

Email Address: _____

Per Rooted School Special Education Video/Audio Monitoring Policy, I am requesting video/audio surveillance be installed in the Special Education self-contained classroom listed below.

Requester Signature **Date**

For Rooted School Office Use Only

Room Number **Teacher Name**

Principal Printed Name

Principal Signature **Date**

Director of Special Education Signature **Date**

Approved **Denied**

Form Must Be Submitted to the Director of Operations OR Executive Director

