

# Rooted School - New Orleans

## Rooted School New Orleans - Annual Board Retreat

Finance Sub-Committee Meeting / Committee of the Whole Meeting / Retreat Executive Session

Published on June 20, 2023 at 5:54 PM CDT

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### Date and Time

Friday June 23, 2023 at 9:30 AM CDT

### Location

Rooted School - Board Room - Room 177

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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 June 23, 2023 in person, at 6701 Press Dr. in the SUNO College of Education & Human Development Building.

- The **Committee** meetings will start at 9:30 AM.
- The **Committee-of-the-Whole** meeting beginning at 10:30 AM.

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>9:30 AM</b>
<b>A.</b> Call the Meeting to Order		GeDá Jones Herbert	1 m
<b>B.</b> Record Attendance		GeDá Jones Herbert	2 m

**Rooted School NOLA Board 2022 - 2023:**

	Purpose	Presenter	Time
<ul style="list-style-type: none"> <li>• Kimberly Andrews - Board Member</li> <li>• Brandin Campbell - Board Member</li> <li>• Travis Chase - Board Member</li> <li>• Kyle Finke - Board Member</li> <li>• <b>GeDá Jones Herbert - Board Chairperson</b></li> <li>• Mark Quinn - Board Member</li> <li>• Sabrina Short - Board Member</li> <li>• Alyse Utley - Board Member</li> <li>• Kathy Woods - Board Member</li> </ul>			

**Rooted School Foundation Personnel:**

- Board Sub-Committee Attendance Pending

**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:**

- Sherah LoBoeuf - Finance Team Manager

<b>C.</b>	Approve Minutes of 04/19/2023	Approve Minutes	GeDá Jones Herbert	2 m
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GeDá Jones Herbert to make a motion to approve the minutes of 04-19-2023.

**II. Executive Session 9:35 AM**

<b>A.</b>	Executive Session	Discuss	GeDá Jones Herbert	40 m
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GeDá Jones Herbert, board chairperson, will make a motion to move into *Executive Session* to discuss confidential matters related to personnel.

- Annual Executive Director/School Leader Evaluation
- Rooted School Foundation Proposal

	Purpose	Presenter	Time
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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.

**III. Board Discussion Items: 10:15 AM**

- |   |         |            |      |
|---|---------|------------|------|
| <b>A.</b> Year-End Budget-to-Actuals Presentation from the Finance Committee - Mark Quinn | Discuss | Mark Quinn | 10 m |
|---|---------|------------|------|

- Mark Quinn will present on the year-end budget-to-actuals for Rooted School

**IV. Board Voting Items: 10:25 AM**

- |   |      |            |      |
|---|------|------------|------|
| <b>A.</b> Final Review & Approval of 2023 - 2024 Rooted School New Orleans Budget (2nd Public Budget Meeting) | Vote | Mark Quinn | 10 m |
|---|------|------------|------|

The board will make a motion to approve and vote on the approval of 2023 - 2024 Rooted School New Orleans Budget.

All formal budget meeting announcements were made public on 4/26/2023 through **Capital City Press**.

- |  |      |                       |     |
|--|------|-----------------------|-----|
| <b>B.</b> Voting for 1-Year Extension of Board Term Limits - [Board Members with 3+Years of Service] | Vote | GeDá Jones<br>Herbert | 5 m |
|--|------|-----------------------|-----|

- Brandin Campbell
- Travis Chase
- Kyle Finke

**V. Executive Director / School Leader Report: 10:40 AM**

- |                           |     |                   |      |
|---------------------------|-----|-------------------|------|
| <b>A.</b> 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.

- Partnerships Update

	Purpose	Presenter	Time
<ul style="list-style-type: none"> <li>• Student Enrollment Update</li> <li>• Staffing Update</li> <li>• End-of-Year Highlights</li> </ul>			

**VI. BOARD RETREAT 10:50 AM**

At this point in the meeting, the public will be asked to leave so that the board may conduct their annual retreat.

The board retreat agenda is provided below.

<b>A.</b> 2023 - 2024 Board Retreat Agenda	Discuss	Kaitlin Karpinski	120 m
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**Board Retreat Agenda:**

- Board Team-Building Activity
- Board Strength Analysis
- 2023 - 2024 Board Goal Setting
- 2023 - 2024 Executive Director Goal Setting
- Board Closing & Reflection
- Brief Discussion of Following Day's Virtual Board Meeting

**VII. Closing Items 12:50 PM**

<b>A.</b> Adjourn Meeting	FYI	GeDá Jones Herbert	1 m
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# Coversheet

## Approve Minutes of 04/19/2023

**Section:** I. Opening Items  
**Item:** C. Approve Minutes of 04/19/2023  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for Rooted School Board of Directors Meeting: 04/19/2023 on April 19, 2023

APPROVED

# Rooted School - New Orleans

## Minutes

### Rooted School Board of Directors Meeting: 04/19/2023

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#### Date and Time

Wednesday April 19, 2023 at 5:00 PM

#### Location

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

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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 April 19, 2023 in person, at 6701 Press Dr. in the SUNO College of Education & Human Development Building.

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

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

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#### Directors Present

A. Mendez, A. Utley, G. Jones Herbert, K. Finke, S. Short, T. Chase

#### Directors Absent

B. Campbell, M. Quinn

#### Guests Present

F. Ingargiola, K. Karpinski, Kathy Woods, Kimberly Andrews, S. LeBoeuf

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### I. Opening Items

#### A. 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 Apr 19, 2023 at 6:01 PM.

## B. Record Attendance

Board has quorum for this meeting:

### Board Members Present:

Adrian Mendez  
Alyse Utley  
GeDá Jones Herbert  
Kyle Finke  
Mark Quinn  
Sabrina Short  
Travis Chase

### School Personnel:

Frank Ingargiola  
Kaitlin Karpinski

### EdOps Staff:

Sherah LeBoeuf

### Prospective Board Members:

Kathy Woods  
Kimberly Andrews

## C. Approve Minutes

G. Jones Herbert made a motion to table the approval of the minutes from 2/28/2023 Rooted School Board of Directors Meeting: 02/28/2022 on 02-28-23.

K. Finke seconded the motion.

The board made a motion to table the approval of the February 28, 2023 minutes.

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

## II. Board Voting Items:

### A. Confirmation of New Board Member(s)

G. Jones Herbert made a motion to amend the agenda to reflect the addition of Dr. Kimberly Andrews to the Rooted School board.

A. Mendez seconded the motion.

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

**Roll Call**

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

G. Jones Herbert made a motion to approve Ms. Kathy Woods and Ms. Kimberly Andrews as the newest members of the Rooted School board.

T. Chase seconded the motion.

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

**Roll Call**

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

**III. Board Discussion Items:**

**A. February Budget-to-Actuals Presentation for the Finance Committee - Mark Quinn (via phone)**

- Kyle Finke presented the highlights of the Finance Sub-Committee meeting to the Committee-of-the-Whole
- There was a discussion regarding the proper timeframe for the annual board audit review/approval
- The board discussed the possibility of securing a different auditing firm (CLA)

**B. Financial Disclosure Forms and Ethics Training**

- Board members were given time prior to the start of the Committee-of-the-Whole meeting to complete their financial disclosure forms.
- Board members were reminded to complete the state online ethics training.

**IV. Executive Session**

**A. Executive Session**

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.

## **V. Executive Director / School Leader Report:**

### **A. Academic Update**

The link to the presentation and data slides appears below:

<https://datastudio.google.com/u/0/reporting/af6cf5aa-2ae2-4fd1-8b3e-ba82bbe178fe/page/eH78C>

## **VI. 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 8:01 PM.

Respectfully Submitted,  
G. Jones Herbert

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## **Documents used during the meeting**

- ROOTED - Monthly Presentation - February 2023 (1).pptx
- Audit Report.pdf