

Rooted School - New Orleans

MEETING OF THE ROOTED SCHOOL BOARD OF DIRECTORS

Finance Committee & Committee-of-the-Whole

Published on February 14, 2025 at 12:17 PM CST

Amended on February 20, 2025 at 11:21 AM CST

Date and Time

Wednesday February 19, 2025 at 5:00 PM CST

Location

Rooted School
6701 Press Drive
SUNO School of education & Human Development

Rose Room (Tentatively)

THE FINANCE COMMITTEE MEETING AND COMMITTEE-of-the-WHOLE MEETING OF WEDNESDAY, FEBRUARY 19, 2025 WILL BE AN IN-PERSON MEETING.

- **THE FINANCE COMMITTEE MEETING WILL BEGIN PROMPTLY AT 5:00 PM**
- **THE COMMITTEE-of-the-WHOLE MEETING WILL BEGIN PROMPTLY AT 5:30 PM.**

You may also join virtually using the link below with 24-Hour prior notification to the school office at 732-407-1212.

<https://us02web.zoom.us/j/2559449115?pwd=Zy9veWdGS3Q3Q3Z5UjBsa2JVUzNYUT09&omn=85811522625>

IMPORTANT PUBLIC NOTICE: Pursuant to emergency proclamation 30-JCE 2020, the Rooted School New Orleans Board hereby certifies that it will conduct all meetings scheduled for 2024 - 2025, in person (unless otherwise designated), at 6701 Press Dr. in the College of Education Building & Human Development on SUNO's campus in the Rose Room (tentatively) on the 1st Floor.

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

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
A. Record Attendance	Vote	Mark Quinn	2 m
Rooted School NOLA Board 2024 - 2025:			
<ul style="list-style-type: none">• Lucas Diaz - Board Member• Shannon Glapion - Board Member• Mark Quinn - Board Chair• Alyse Utley - Board Member			
Rooted School New Orleans Personnel:			
<ul style="list-style-type: none">• Frank Ingargiola - Chief Operating Officer - Rooted School NOLA• Kaitlin Karpinski - Executive Director/School Leader Rooted School NOLA			
Rooted School New Orleans Guests:			
<ul style="list-style-type: none">• Demetria Brown - EdOps			
B. Call the Meeting to Order	Vote	Mark Quinn	1 m
Mark Quinn, Board Chair, called the meeting to order at approximately 5:30 P.M.			
C. Approve Minutes	Approve Minutes	Mark Quinn	2 m
Mark Quinn, Board Chair, called for the approval of the previous meetings minutes from the meeting of the Board of Directors on October 30, 2024.			
Approve minutes for MEETING OF THE ROOTED SCHOOL BOARD OF DIRECTORS on October 30, 2024			
II. PUBLIC FORUM - #1			5:05 PM
<ul style="list-style-type: none">• Our Public Comment period is for members of the public to address the board.			

	Purpose	Presenter	Time
<ul style="list-style-type: none"> • Each member of the public must sign up to comment at the meeting at least 24 hours in advance of the date and will be allotted a maximum of three - five minutes to address the board. • The board will listen, but will not directly respond to any comments. • Please do not use specific student, teacher or administrator names in your comments as our meetings are open to the public and public record, and we must adhere to FERPA - Family Educational Rights and Privacy Act. As such, if your comment is about a private matter, please contact the board via email, or speak to the board chair privately. 			
A.	Notes from the Public Forum (If Applicable)	FYI	5 m
III.	BOARD DISCUSSION ITEMS:		5:10 PM
A.	Mission Moment	Kaitlin Karpinski	5 m
Ms. Karpinski will lead the board in a "Mission Moment" with former Rooted Student, Lionel Green (currently attending Loyola University).			
<ul style="list-style-type: none"> • Student Exhibition Showcase 			
B.	Finance Committee FY 2024 - 2025 Budget Update - DISCUSSION	Discuss Shannon Glapion	10 m
<ul style="list-style-type: none"> • Shannon Glapion will present a brief update of the <i>Finance Committee</i> report. • There will also be a discussion of approval / authorization process for contracts over the current \$10,000 threshold. 			
C.	Facility Committee Report		5 m
<ul style="list-style-type: none"> • Review current RFP language (attached). 			
D.	FIRST READING - Board Policy - Immigration Enforcement and Student Rights - 2025	Discuss Frank Ingargiola	10 m
This will be the first reading of the new Rooted School ICE Policy (attached in packet)			
IV.	EXECUTIVE SESSION: Discussion of Progress on U.T.N.O. Negotiations		

	Purpose	Presenter	Time
<ul style="list-style-type: none">• The board will move to the Executive Session to hold a discussion of progress on U.T.N.O. negotiations.• The board will discuss the Executive Director's 2024 - 2025 annual evaluation.			
<p>*If the Board should move to go into <i>Executive Session</i>, no vote(s) will be taken once in Executive Session. The result of any discussion(s) requiring a vote will be made public and entered into the minutes upon the board reconvening in public session.</p>			
V.	BOARD ACTION ITEM(S):		5:40 PM
The following items will be voted on a consent agenda:			
A. Luther Speight Audit & 990 - Board Approval			
B. Review & Approve Budget Amendment(s)			
C. Discussion of Executive Director - Annual Evaluation			
A.	Vote on Luther Speight Audit & 990 - Board Approval Vote	Vote	Mark Quinn
	The board will discuss and vote on the 2023 - 2024 Audit & 990 Reports from Speight.		
B.	Review & Approve Budget Amendment(s)	Vote	Kaitlin Karpinski
	The Board will vote on any recommended 2024 - 2025 budget amendments from EdOps.		
VI.	School Leader and Executive Director Report		5:55 PM
A.	School Leader Update	Discuss	Frank Ingargiola
	Rooted School's School Leader/Executive Director will present the Q2 2024 academic report, including updates on:		
	<ul style="list-style-type: none">• Enrollment• Attendance• Academic Progress		
VII.	PUBLIC FORUM #2:		6:05 PM

	Purpose	Presenter	Time
<ul style="list-style-type: none">• Our Public Comment period is for members of the public to address the board.• Each member of the public may sign up to comment at the meeting and will be allotted three - five minutes.• The board will listen, but may not directly respond to any comments.• Please do not use specific student, teacher or administrator names in your comments as our meetings are open to the public and public record, and we must adhere to FERPA - Family Educational Rights and Privacy Act. As such, if your comment is about a private matter, please contact the board via email, or speak to the board chair privately.			

A.	Notes from the Public Forum (If Applicable)	FYI	5 m
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VIII.	Closing Items	6:10 PM
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A.	Adjourn Meeting	FYI	Mark Quinn	1 m
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B. AMENDED ON 2-20-2025 @ 11:19 AM FYI

The agenda was amended to include additional documents shared with the Finance Committee during their meeting of February 19, 2025.

The recommendation to include those documents was made by UTNO/TRUST leadership.

Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for MEETING OF THE ROOTED SCHOOL BOARD OF DIRECTORS on October 30, 2024

APPROVED

Rooted School - New Orleans

Minutes

MEETING OF THE ROOTED SCHOOL BOARD OF DIRECTORS

Finance Committee & Committee-of-the-Whole

Date and Time

Wednesday October 30, 2024 at 5:00 PM

Location

Rose Room - Rooted School

THE FINANCE COMMITTEE MEETING AND COMMITTEE-of-the-WHOLE MEETING OF WEDNESDAY, OCTOBER 30, 2024 WILL BE AN IN-PERSON MEETING.

PLEASE NOTE THAT THE COMMITTEE-of-the-WHOLE MEETING WILL BEGIN PROMPTLY AT 5:30 PM.

You may also join virtually using the link below with 24-Hour prior notification to the school office at 732-407-1212.

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

Directors Present

A. Uteley, G. Jones Herbert, L. Diaz, M. Quinn, S. Glapion

Directors Absent

K. Woods, S. Short

Ex Officio Members Present

F. Ingargiola

Non Voting Members Present

F. Ingargiola

Guests Present

Andrew Legrand, Dr. Trenell Jackson, K. Karpinski, Kash Friday, Kristen Poche

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

M. Quinn called a meeting of the board of directors of Rooted School - New Orleans to order on Wednesday Oct 30, 2024 at 5:37 PM.

C. Approve Minutes

M. Quinn made a motion to approve the minutes from MEETING OF THE ROOTED SCHOOL BOARD OF DIRECTORS on 08-28-24.

L. Diaz seconded the motion.

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

Roll Call

M. Quinn	Aye
K. Woods	Absent
G. Jones Herbert	Abstain
A. Utley	Aye
S. Glapion	Aye
L. Diaz	Aye
S. Short	Absent

II. PUBLIC FORUM - #1

A. Notes from the Public Forum (If Applicable)

Our Public Comment period is for members of the public to address the board.

- Each member of the public may sign up to comment at the meeting and will be allotted three - five minutes.
- The board will listen, but may not directly respond to any comments.

- Please do not use specific student, teacher or administrator names in your comments as our meetings are open to the public and public record, and we must adhere to FERPA - Family Educational Rights and Privacy Act. As such, if your comment is about a private matter, please contact the board via email, or speak to the board chair privately.

There was no public comment for this session of the Committee-of-the-Whole.

III. BOARD DISCUSSION ITEMS:

A. Mission Moment

Ms. Karpinski will lead the board in a "Mission Moment" with former Rooted Student, Kristen Poche and current student, Kash Friday.

The students presented their respective visions and experiences at Rooted School and spoke to the lessons they learned regarding college success skills and general life-skills.

B. Finance Committee FY 2024 - 2025 Budget Update - DISCUSSION

Shannon Glapion presented a brief update of the Finance Committee report to the Committee-of-the-Whole. In her presentation, she explained Rooted's current cash-on-hand and the potential ramifications of legal fees -- FY 2023 to date.

C. Proposal for Facilities Committee

Mark Quinn advanced a request of the current board members to consider being part of a ***Facilities Committee***. Board members were asked to reach out to the Chair with any interest.

D. Updates to the Pupil Progression Plan

Shannon Glapion made a motion for the Board to adopt the changes to the Pupil Progression Plan:

Mark Quinn seconded the motion.

Motion Passed Unanimously

Ms. Karpinski discussed with the board some proposed updates to the Pupil Progression Plan:

- 1) Change to who can sign a transcript to include the Chief of Data and the 11-12 Guidance Counselor
- 2) Change to the uniform 10-point grading scale
- 3) Grade changes are only allowed in the academic year that the grade was issued
Exceptions will only be granted by the SBLC .

4) Starting in 2024 - 2025, any grade of 67% will now be reflected as a 60% on the Rooted School transcript in order to remain aligned with the uniform 10-point grading scale

IV. EXECUTIVE SESSION: Discussion of Progress on U.T.N.O. Negotiations

A. Executive Session

Mark Quinn made a motion for the Board to move to Executive Session:

GeDá Jones Herbert seconded the motion

Motion Passed Unanimously

The board moved to the Executive Session to hold a discussion of:

1) Progress on U.T.N.O. negotiations.

2) The board also discussed proposals to mitigate the potential impact of the recent OPSB finance miscalculation.

GeDá Jones Herbert made a motion for the Board to move back to the public session:

Luca Diaz seconded the motion

Motion Passed Unanimously

V. BOARD ACTION ITEM(S):

A. Vote on proposals to mitigate the potential impact of the OPSB finance miscalculation

M. Quinn made a motion to adopt Proposal 2 as a way to defray the anticipated impact of the NOPS finance miscalculation.

S. Glapion seconded the motion.

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

Roll Call

S. Glapion	Aye
S. Short	Absent
A. Utley	Aye
M. Quinn	Aye
L. Diaz	Aye
K. Woods	Absent
G. Jones Herbert	Aye

B.

Board Member Term Limits - Consent Agenda Item

L. Diaz made a motion to for the Board to accept Items B - F as a consent agenda.

S. Glapion seconded the motion.

This item is part of the consent agenda.

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

Roll Call

S. Short	Absent
L. Diaz	Aye
G. Jones Herbert	Aye
A. Utley	Aye
K. Woods	Absent
S. Glapion	Aye
M. Quinn	Aye

C. SY 2024 Board Bylaws Updates - Consent Agenda Item

L. Diaz made a motion to for the Board to accept Items B - F as a consent agenda.

S. Glapion seconded the motion.

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

Roll Call

S. Short	Absent
G. Jones Herbert	Aye
A. Utley	Aye
S. Glapion	Aye
L. Diaz	Aye
K. Woods	Absent
M. Quinn	Aye

D. Approval of New Auditing Firm (Luther Speight) for FY 2024 - 2025 - Consent Agenda Item

L. Diaz made a motion to for the Board to accept Items B - F as a consent agenda.

S. Glapion seconded the motion.

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

Roll Call

K. Woods	Absent
S. Short	Absent
L. Diaz	Aye
M. Quinn	Aye
S. Glapion	Aye
G. Jones Herbert	Aye
A. Utley	Aye

E. Updated Faculty & Staff Handbook - Consent Agenda Item

L. Diaz made a motion to for the Board to accept Items B - F as a consent agenda.
S. Glapion seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

S. Glapion	Aye
L. Diaz	Aye
G. Jones Herbert	Aye
A. Utley	Aye
K. Woods	Absent
M. Quinn	Aye
S. Short	Absent

F. Rooted School Salary Schedule - Consent Agenda Item

M. Quinn made a motion to for the Board to accept Items B - F as a consent agenda.
S. Glapion seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

A. Utley	Aye
G. Jones Herbert	Aye
S. Glapion	Aye
L. Diaz	Aye
S. Short	Absent
K. Woods	Absent
M. Quinn	Aye

G. LDOE Certificated & Support Staff Stipend Dispersal FY 2024

L. Diaz made a motion to approve the LDOE Certificated & Support Stipends as proposed by the Rooted School administration.
S. Glapion seconded the motion.
This item is part of the consent agenda.
The board **VOTED** unanimously to approve the motion.

Roll Call

S. Short	Absent
S. Glapion	Aye
L. Diaz	Aye
K. Woods	Absent
M. Quinn	Aye
G. Jones Herbert	Aye
A. Utley	Aye

VI. School Leader and Executive Director Report

A. School Leader Report

The Rooted School Leader/Executive Director presented the Q1 - 2024 academic report, including updates on:

- Enrollment
- Attendance
- Academic Progress

VII. PUBLIC FORUM #2:

A. Notes from the Public Forum (If Applicable)

There was no public comment at this meeting.

VIII. 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 7:44 PM.

Respectfully Submitted,
M. Quinn

Documents used during the meeting

None

Coversheet

Finance Committee FY 2024 - 2025 Budget Update - DISCUSSION

Section:	III. BOARD DISCUSSION ITEMS:
Item:	B. Finance Committee FY 2024 - 2025 Budget Update - DISCUSSION
Purpose:	Discuss
Submitted by:	
Related Material:	December Executive Report.pdf December Key Performance Indicators.pdf January Executive Summary.pdf January Key Performance Indicators.pdf

Executive Summary



- Rooted School's December 2024 financials show **141 Days of Cash** at year-end, **-1% gross margin** and a **net loss of (\$30k)**, which is **\$17k above** the forecasted budget.
- **Budget Revenues vs Actual Revenues**
 - On a YTD basis for the period ending 12/31/2024, Rooted School has received revenue that is **\$339k below** budgeted revenues for the fiscal year.
 - On a YTD basis for the period ending 12/31/2024, Rooted School incurred expenses that were **\$126k less** than the originally forecasted budgeted expenditures.
- **Highlighted Budgetary Trend Analysis:**
 - Forecasted revenues are projected to be approximately **\$21.5k higher** than originally budgeted due to increases in private grants and donations.
 - Rooted School's FY 2025 Ending Cash Balance is anticipated to be approximately **\$135k more** than the FY 2025 Ending Cash Balance after non-cash adjustments.

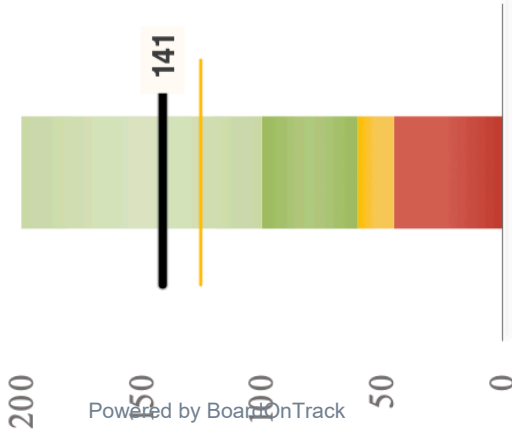
Overall, year-end net loss of (\$30k) and ~\$1.2M in cash expected at year-end.

Key Performance Indicators



Days of Cash

Cash balance at year-end divided by average daily expenses

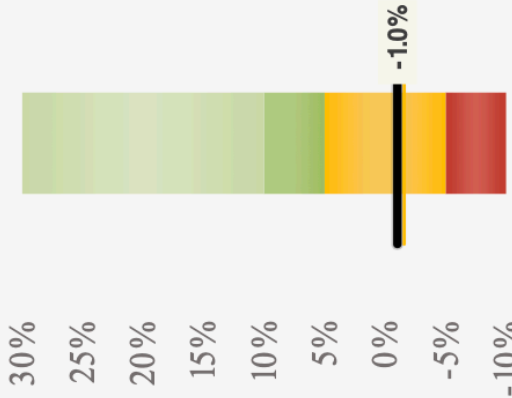


141 DAYS OF CASH AT YEAR'S END

The school will end the year with 141 days of cash. This is above the recommended 60 days, and 7 less day(s) than last month

Gross Margin

Revenue less expenses, divided by revenue

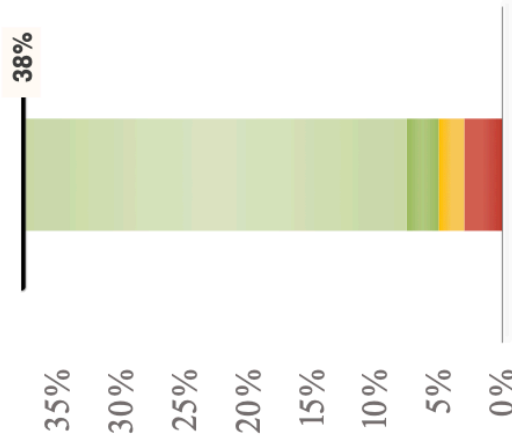


-1.0% GROSS MARGIN

The forecasted net income is -\$30k, which is \$17k above the budget. It yields a -1.0% gross margin.

Fund Balance %

Forecasted Ending Fund Balance / Total Expenses



37.85% AT YEAR'S END

The school is projected to end the year with a fund balance of \$1,162,782. Last year's fund balance was \$1,193,234.

Executive Summary



- **Rooted School's January 2025 financials show **13 Days of Cash** at year-end, **-51%** gross margin and a net loss of **(\$1M)**, which is **\$978k below** the forecasted budget.**
 - **Budget Revenues vs Actual Revenues**
 - On a YTD basis for the period ending 1/31/2025, Rooted School has received revenue that is **\$458k below** budgeted revenues for the fiscal year.
 - On a YTD basis for the period ending 1/31/2025, Rooted School incurred expenses that were **\$220k less** than the originally forecasted budgeted expenditures.
 - **Highlighted Budgetary Trend Analysis:**
 - Forecasted revenues are projected to be approximately **\$978k less** than originally budgeted due to reductions in State and Local Revenues as anticipated per NOLA guidance earlier this year.
 - Rooted School's FY 2025 Ending Cash Balance is anticipated to be approximately **\$942k less** than the FY 2025 Ending Cash Balance after non-cash adjustments.

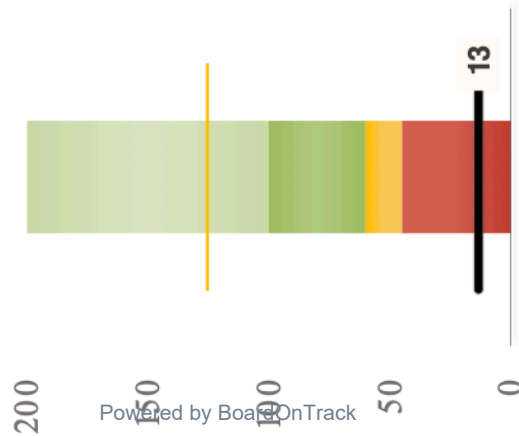
Overall, year-end net loss of (\$1M) and ~\$122k in cash expected at year-end.



Key Performance Indicators

Days of Cash

Cash balance at year-end divided by average daily expenses

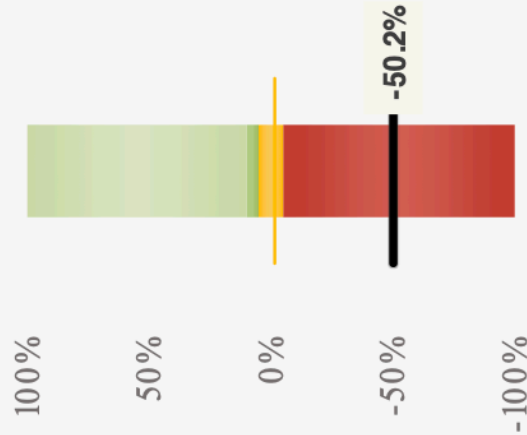


13 DAYS OF CASH AT YEAR'S END

The school will end the year with 13 days of cash. This is below the recommended 60 days, and 11 less day(s) than last month

Gross Margin

Revenue less expenses, divided by revenue

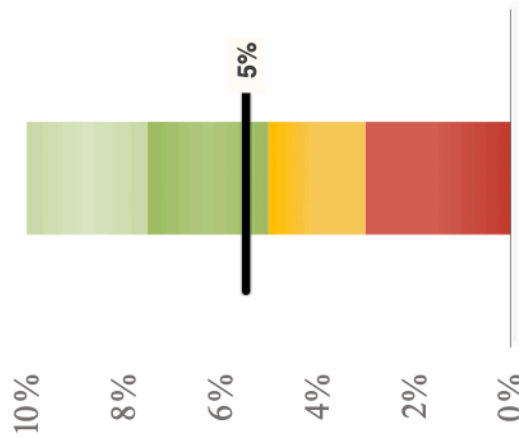


-50.2% GROSS MARGIN

The forecasted net income is - \$1.0m, which is \$978k below the budget. It yields a -50.2% gross margin.

Fund Balance %

Forecasted Ending Fund Balance / Total Expenses



5.47% AT YEAR'S END

The school is projected to end the year with a fund balance of \$167,683. Last year's fund balance was \$1,193,234.

Coversheet

FIRST READING - Board Policy - Immigration Enforcement and Student Rights - 2025

Section:	III. BOARD DISCUSSION ITEMS:
Item:	D. FIRST READING - Board Policy - Immigration Enforcement and Student Rights - 2025
Purpose:	Discuss
Submitted by:	
Related Material:	REVISED - School Policy on Interactions with Law Enforcement and Immigration Authorities.pdf

Rooted School

WHAT TO DO IF ICE ARRIVES AT OUR SCHOOL

SCHOOL LEGAL ADVISORY:

Immigration Enforcement and Student Rights - 2025

This week, the Department of Homeland Security (DHS) rescinded the policy that designated schools as “sensitive locations,” meaning that Immigration and Customs Enforcement (ICE) officers are no longer restricted from conducting enforcement actions on school grounds and other sensitive areas. With this policy now revoked, enforcement actions may increase in or around school campuses.

SCHOOLS HAVE A LEGAL DUTY TO EDUCATE ALL STUDENTS

Despite this policy change, *Plyler v. Doe* (1982) remains binding law. This Supreme Court ruling ensures that all children, regardless of immigration status, have the right to a free K-12 public education. Schools cannot deny enrollment based on immigration status and must not create policies that discourage undocumented students from attending.

PROTECTING STUDENT DATA UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) continues to protect student records, including any information that could indicate immigration status. Schools cannot share student records with ICE or law enforcement without parental consent or a judicial subpoena. With ICE now able to operate more freely around schools, districts must be especially vigilant in protecting student information and ensuring compliance with FERPA. Violations of FERPA can lead to loss of federal funding, lawsuits, and liability for districts and employees.

IF ICE ARRIVES AT YOUR SCHOOL

ICE does not have automatic access to schools. Whether school officials must comply depends on the type of warrant ICE presents. If ICE presents an **administrative** warrant, you do not have to turn over students or information. If law enforcement presents a **judicial** warrant, you should contact counsel to confirm the scope of the warrant before turning over students or information:

Warrant	ICE Warrant (linked example)	Judicial Warrant (linked example)
Issuer	ICE officer (administrative)	Judge/magistrate (judicial)
Legal Basis	Immigration law violations	Fourth Amendment, probable cause
Scope	Immigration-related enforcement	Criminal or civil enforcement
Authority to Enter Private Spaces	No (without consent)	Yes (with legal justification)
Consequences of Non-Compliance	None if access is denied	Legal consequences for obstruction

If ICE officers arrive on school grounds, staff should follow these steps:

- Do not allow ICE inside without reviewing the warrant.
- Direct ICE officers to a designated area (e.g., the front office) and notify legal counsel immediately.
- Do not provide student records unless required by a court order signed by a judge.
- Contact parents and inform them of the situation.
- Ensure staff is trained to recognize warrants and refer ICE officers to the designated district official.

ICE AT SCHOOL EVENTS & OFF-CAMPUS LOCATIONS

Because the sensitive locations policy is no longer in place, ICE may attempt enforcement actions at school-sponsored events:

- ICE may attend public school events (e.g., sports, theater) but should not disrupt educational activities.
- School-operated facilities (bus yards, administrative offices, fields, etc.) are no longer protected. Schools should implement policies restricting ICE access to non-public areas.
- Students traveling to and from school may be vulnerable. Schools should consider policies that support student safety outside of school grounds.

HOW TO DOCUMENT & REPORT ICE ACTIVITY

If ICE officers appear at a school or school event, staff should:

- Record the time, location, and names of ICE officers.
- Take photos or notes on what is happening (without obstructing enforcement).
- Notify district legal counsel and leadership immediately.

WHAT SCHOOLS MUST DO NOW

With the rescission of ICE’s sensitive locations policy, schools must be prepared for a significant increase in immigration enforcement activity. Schools should act now to:

- ⇒ **Train all staff** on handling ICE visits and protecting student privacy.
- ⇒ **Draft a district-wide policy** on ICE enforcement, documentation and student data protection. ([See example](#))
- ⇒ **Ensure families understand their rights** by distributing Know-Your-Rights materials.
- ⇒ **Consult legal counsel immediately** if ICE arrives at a school or requests student information.



Rooted School Policy on Interactions with Law Enforcement and Immigration Authorities (ICE)

I. Purpose

This policy establishes clear guidelines for interactions between school personnel and law enforcement agencies, including Immigration and Customs Enforcement (ICE). The purpose is to protect the rights, privacy, and well-being of all students while ensuring compliance with federal and state laws.

II. Scope

This policy applies to all school personnel, including administrators, teachers, staff, and any individuals acting on behalf of the school, in all interactions with law enforcement agencies, including local police, state authorities, federal agencies (such as the FBI and ICE), and school resource officers.

III. General Principles

- Under *Plyler v. Doe* (1982), all children, regardless of immigration status, have the right to a free K-12 public education.¹
- Schools should ensure that no student is deterred from accessing education due to concerns about law enforcement actions.
- School personnel shall not take any action that could expose students to immigration enforcement, except when required by law.
- All interactions with law enforcement agencies must comply with federal and state laws, including the Family Educational Rights and Privacy Act (FERPA) and applicable student privacy laws.

IV. Definitions

- Law Enforcement Agents: Officers from local police departments, state law enforcement agencies, federal agencies (such as ICE, FBI, or DHS), and school resource officers.
- Personally Identifiable Information (PII): Information that can be used to identify an individual, including name, address, Social Security number, and other sensitive data.
- Education Records: Student records maintained by the school or a third party acting on behalf of the school, protected under FERPA.
- Disclosure: The release, transfer, or access to information outside the entity holding it.
- Protected Areas: School grounds, school facilities, bus depots, pick-up/drop-off areas, and school-related events where immigration enforcement should not occur.

V. Law Enforcement Access to Student Information

1. Requests for Student Records

¹ *Plyler v. Doe*, 457 U.S. 202, 102 S. Ct. 2382, 72 L. Ed. 2d 786 (1982) (holding that states may not deny free public education to undocumented children under the Equal Protection Clause, and that policies discouraging enrollment—such as requiring or sharing immigration status—may undermine this constitutional right).

- Schools shall not disclose student education records or personally identifiable information (PII) unless:
 - A valid subpoena, warrant, or court order is presented.²
 - The request falls under FERPA's emergency disclosure exception.
- If law enforcement requests student records:
 - The principal/designee must verify the agent's identity and retain a copy of their credentials.
 - If presented with a valid judicial warrant, records must be provided immediately, and parents must be notified as soon as possible.
 - If presented with a subpoena or court order, reasonable efforts must be made to notify parents before disclosure.
 - If no legal order is presented, legal counsel must be consulted before any information is provided.³

2. *Emergency Disclosures*

- School administrators may disclose limited PII without consent if there is an imminent health or safety emergency.
- Any such disclosures must be documented, including:
 - The specific threat that justified the disclosure.
 - The information shared and the recipient.

VI. **Interrogations and Arrests on School Grounds**

Absent exigent circumstances (e.g., preventing harm to a student, preventing destruction of evidence of a serious crime, or preventing flight from the area by a student suspected of serious criminal activity), interviews of students by law enforcement authorities about matters unrelated to school shall be conducted away from school and after school hours. If a law enforcement agent requests to interview a student at school about a non-school related matter, the procedures outlined below shall nonetheless be followed.

1. *Interrogations by Law Enforcement*

- If law enforcement requests to interview a student regarding a school-related incident:
 - The principal/designee must be notified.
 - A valid subpoena, warrant, or court order must be presented.
 - Every effort must be made to notify the student's parent or guardian before the interview, unless extenuating circumstances exist (e.g., risk of harm, destruction of evidence).
 - If a parent/guardian wishes to be present, the interview should be delayed if feasible.

² See 34 C.F.R. § 99.31(a)(9)(FERPA exception for compliance with subpoena or court order).

³ US Constitution, Amend. IV; US Constitution, Amend. XIV, Sec. 1; 20 USC 1232 (g-i) (Family Educational Rights and Privacy Act); 34 CFR 99.1-99.67 (Family Educational Rights and Privacy - Federal Regulations); La. Rev. Stat. Ann. §§17:416, 17:416.3, 17:3913, 17:3914; *New Jersey v. T.L.O.*, 469 U.S. 325, 105 S. Ct. 733.

- A school official must be present during the interview if a parent is not available.
- Students have the right to refuse to speak with law enforcement.
- If law enforcement seeks to interview a student about a non-school-related incident, the interview should occur off school premises and after school hours, unless exigent circumstances exist.

2. *Arrests on School Grounds*

- Schools must cooperate with law enforcement but should minimize disruption to students.
- A student may only be released to law enforcement officers upon presentation of a valid judicial warrant, attachment, or subpoena.
- If a student is arrested:
 - Staff must attempt to notify the parent/legal guardian immediately.
 - The incident should be documented in school records.

VII. Interactions with Immigration and Customs Enforcement (ICE)

1. *Protected School Spaces*

The school considers school property, facilities, and related areas including parking lots, bus depots and pick-up and drop-off areas as protected areas for the purposes of immigration law enforcement. Therefore, it is the school's policy that the school premises, including adjacent areas used for school-related activities, and school-related events are considered protected spaces at which immigration enforcement actions should not occur.

The school defines protected areas as the school, all of the property owned by the school, including facilities owned, controlled, or leased by the school, official activities of the school, including those occurring in public places and adjacent areas.

This designation shall apply regardless of whether federal agency policy is modified or rescinded.

Accordingly, ICE agents are not permitted on school grounds without a valid judicial warrant. Administrative ICE warrants (not signed by a judge) do not grant ICE access to students, school facilities, or school records.

2. *ICE Requests for Information*

- School personnel shall not voluntarily share any information about students' immigration status.
- If ICE agents request student records:
 - The principal/designee must contact legal counsel immediately before providing any information.
 - Parents/guardians must be notified, unless legally prohibited.
 - Only a judicial warrant (not an administrative ICE warrant) may authorize the release of student records.

3. *ICE Presence on School Grounds*

Immigration and Customs Enforcement officers, or state and local law enforcement acting on behalf of Immigration and Customs Enforcement or any other federal agency under the purview of the Department of Homeland Security or the Department of State, must adhere to the following protocols before entering school grounds:

- Law enforcement must present a valid, judicially authorized warrant or subpoena.
- The principal/designee must deny access until legal counsel is consulted.
- A school administrator must accompany ICE agents at all times if access is granted.
- Parents/guardians must be notified as soon as possible.

4. *ICE Requests for Persons*

Should immigration law enforcement agents attempt to detain, apprehend, interview, search, arrest a student or any person or to otherwise enforce immigration laws on school grounds, (e.g., detention or apprehension, arrest, interview, or searches of individuals), the school principal/designee shall:

- Comply with the procedures set forth in “Interrogations by Law Enforcement” above.
- Immediately contact network legal counsel for guidance prior to allowing any access to the school site or to any student or student information.
 - If ICE agents present a warrant, it's crucial to verify that it is a judicial warrant signed by a judge (*see [example](#)*), not an administrative warrant issued by ICE (*see [example](#)*).
 - An ICE warrant does not grant an immigration officer access to non-public areas of school grounds, nor does it allow ICE agents to search school records.
 - Schools are not required to assist with or consent to U.S. Immigration and Customs Enforcement (ICE) agents’ access to students or facilities if the agents present only an administrative warrant.
 - Administrative warrants, issued by ICE officials, do not carry the same authority as judicial warrants signed by a judge or magistrate.
- Provide the agents with a copy of this policy and advise them that you are required to comply with this policy prior to allowing them access to the school site or to any student or student information.
- Make every reasonable effort to notify the parent/legal guardian or parental designee.

VIII. Training and Compliance

All school staff will receive annual training on this policy and their legal responsibilities regarding interactions with law enforcement and ICE. Training will include:

- How to respond to law enforcement requests.
- Identifying the difference between a judicial warrant and an administrative ICE warrant.
- The importance of student privacy.

School leaders will ensure that all policies are consistently followed and report any violations to legal counsel.

IX. Reporting and Documentation

Any interactions with law enforcement or ICE agents must be documented. Documentation shall include:

- The date, time, and location of the incident.
- The name, agency, and badge number of the officer(s) involved.
- The nature of the request (e.g., request for records, student interview, or arrest).
- Persons present.
- Actions taken by school personnel.
- Any notifications made to parents/guardians.

X. Conclusion

This policy ensures that interactions with law enforcement, including ICE, are handled with transparency, legal oversight, and respect for student privacy. Schools remain committed to protecting all students and ensuring a safe and inclusive learning environment.

[ADDITIONAL INFORMATION FROM NATIONAL IMMIGRATION LAW CENTER](#)

Coversheet

School Leader Update

Section: VI. School Leader and Executive Director Report
Item: A. School Leader Update
Purpose: Discuss
Submitted by:
Related Material:
Rooted School Board of Directors School Leader_Executive Director Report 2024-25.pdf

rooted
school



SUNO

SOUTHERN UNIVERSITY *at* NEW ORLEANS

Rooted School Board of Directors Meeting School Leader and Executive Director Report 2/19 at 5:30 PM Social Hall





Mission Moment:

Lionel Green, Class of 2022





We're Built Differently

A unique outsource partner with over 20 years experience providing award-winning services to game developers and publishers across the planet.

Powered by BoardOnTrack





The mission: Rooted School puts students on a personalized pathway to financial freedom.

How we get there: Students graduate with a job offer in one hand, and college acceptance letter (and college degree) in the other.



Enrollment: 157 (153 on 10/1)

Q1 attendance average: 94%

9th: 93%

93%

10th: 96%

11th:

Academics:

In preparation for charter renewal and the introduction of the new School Performance Score framework, focus on the bottom quartile has continued. Teachers identified their bottom quartile students in second semester, curated LEAP-aligned content and materials as appropriate, and are working with students in small groups each week to ensure growth is made.