Rooted School - New Orleans

MEETING OF THE ROOTED SCHOOL BOARD OF DIRECTORS

August Meeting - 2026 - 2027 School Year

Published on August 17, 2026 at 10:06 AM CDT
Amended on August 19, 2026 at 3:14 PM CDT

Date and Time

Wednesday August 19, 2026 at 5:00 PM CDT

Location

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

1st Floor
Social Hall

MEETING NOTIFICATION
Wednesday, June 19, 2026
5:00 P.M. Central Time

IN PERSON MEETING:

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

ROOM 106 - SOCIAL HALL

VIRTUAL OPTION:

If you wish to join the meeting virtually, log in with the link below:

Topic: Rooted School Board of Directors Meeting
Time: Wednesday**, August 19, 2026 @ 5:00 P.M.** Central Time (US and Canada)

Join Zoom Meeting

https://us02web.zoom.us/j/86234995835?pwd=wOo7KaERxaVMxSfDNTzV77JEpZ8Rt4.1

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 2025 - 2026, in person (unless otherwise designated), at 6701 Press Dr. in the College of Education Building & Human Development on SUNO's campus in the Social Hall (Room 106) 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	Frank Ingargiola	2 m
	Attendance will be recorded by Frank Ingargiola.			
	B. Call the Meeting to Order		Mark Quinn	1 m
	The meeting will be called to order by Mark Quinn.			
	C. Approval of Board Minutes of 06/12/2026	Approve Minutes	Mark Quinn	2 m
	The Board will make a motion to vote to approve the minutes of 06-12-2026			
II.	**PUBLIC MEETING PORTION: DISCUSSION ITEMS**			**5:05 PM**
	A. Mission Moment: Khloe Cola	Discuss	Kaitlin Karpinski	10 m
	Ms. Cola will share some of her experiences being a student at Rooted School and at the New Orleans Career Center.			
	B. Executive Director Presentation		Kaitlin Karpinski	15 m

		Purpose	Presenter	Time

Ms. Karpinksi will present her ***Opening of School 2026*** overview to the Rooted School Board of Directors and the Community.

C.	Updates on Enrollment & Charter Renewal Accountability	Discuss	Kaitlin Karpinski	10 m

- Kaitlin Karpinski will provide the Board a brief update on Rooted School's current enrollment and progress toward charter renewal (to date).

D.	2026 - 2027 Focus Group Discussions	Discuss	Kaitlin Karpinski	10 m

- There is a proposal to hold additional community stakeholder meetings (number to be decided) that will focus on the following key Board initiatives:

1. Fundraising in the current non-profit environment (Executive Director, Parents, Community and 1 - 2 Board Members)
2. Increasing parent and community engagement (Executive Director, Parents, Community and 1 - 2 Board Members)

E.	Board Handbook & Statement of Assurances	Discuss	Kaitlin Karpinski	15 m

Ms. Kaitlin Karpinski will distribute to the Rooted School Board of Directors:

- UPDATED 2026 - 2027 Rooted Financial Policies and Procedures Manual
- UPDATED 2026 - 2027 Rooted School Board of Directors Bylaws & Manual
- 2026 - 2027 Mandatory Statements of Assurance for each member of the Board of Directors

F.	Contract Approvals and Act 370 Posting Guidelines	Discuss	Frank Ingargiola	5 m

The Rooted School Board of Directors will receive a document outlining all contracts and specifically those that may exceed the 10K administrative sign-off threshold.

All contracts will need to be posted on the school's website as soon as that review has occurred as mandated by Act 370.

G.	FIRST READING: New School, Student & Employee Policies for Board Approval	Discuss	Frank Ingargiola	15 m

	Purpose	Presenter	Time

- ACT 737 Human Trafficking Victim Identification and Reporting Policy
- ACT 962 School-Based Health Services Policy
- R.S. 17-3996(B) Teacher Shield Act Policy
- Smart Glasses - Meta Glasses Policy [Students & Employees]

		Purpose	Presenter	Time
III.	**PUBLIC MEETING PORTION: ACTION ITEMS**			**6:25 PM**
A.	Updated Review of L.A.M.P. Investments To Date	Vote	Frank Ingargiola	10 m

- Frank Ingargiola will provide an update on our current LAMP account along with a recommendation for future investments 2026 - 2027.

BOARD MOTIONS:

- Board will make a motion to take action on additional investment(s) for FY 2026 - 2027
- Board will make a motion to take action on establishing a dollar amount threshold for return of monies to general fund (if needed).

		Purpose	Presenter	Time
B.	Public Comment: Action Item L.A.M.P. Investment Strategy	Discuss	Public Comment	5 m

Public Comment / Questions:

Our Public Comment period is for members of the public and school community to address
the board directly.

Any member of the public wishing to address the board must follow the guidelines below:

1. Sign in prior to the meeting on the Public Comment Form (available in-person only).
2. Provide your question(s) and/or comment(s)prior to the start of the meeting on the Public Comment Form.
3. The board requests that all comments and/or questions from the public be held to a maximum of three - five minutes.
4. The board secretary will act as the timekeeper.

		Purpose	Presenter	Time

5. The board will listen, but may not directly respond to any comments/questions during the meeting.
6. Do not use specific student, teacher or administrator names in your comments as our meetings are open to the public and must adhere to FERPA - Family Educational Rights and Privacy Act.
7. As such, if your comment is about a private matter, please contact the board via email at mquinn@rootedschool.org

		Purpose	Presenter	Time
C.	Return of Lucas Diaz to the Rooted School Board of Directors	Vote	Kaitlin Karpinski	10 m

- Mark Quinn will reintroduce Lucas Diaz to the Rooted School Board of Directors.
- Lucas will have a few moments to introduce himself to the new members of the Board and to the community-at-large.

BOARD MOTION:

- Board will make a motion to take action on returning Lucas Diaz to the Rooted School Board of Directors.

		Purpose	Presenter	Time
D.	Public Comment: Lucas Diaz Return to the Rooted School Board of Directors	Discuss	Public Comment	5 m

Public Comment / Questions:

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		Purpose	Presenter	Time
E.	SY 2026 - 2027 Approval of Curriculum	Vote	Kaitlin Karpinski	10 m

- Ms. Karpinski will review proposed updates and changes to the SY 2026 - 2027 curriculum.

BOARD MOTIONS:

- Board will make a motion to approve the proposed updates to the SY 2026 - 2027 curriculum.

F. Public Comment: Approval SY 2026 - 2027 Academic Curriculum

Public Comment / Questions:

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		Purpose	Presenter	Time
IV.	**EXECUTIVE SESSION: Only if requested by the Board of Directors**			**7:05 PM**

- THERE IS NO SCHEDULED EXECUTIVE SESSION AT THE TIME OF THE PUBLISHED AGENDA.

		Purpose	Presenter	Time
A.	Executive Session: At the time the agenda was published, there was no scheduled Executive Session for this meeting	Vote	Mark Quinn	20 m

- Should there be a request for an Executive Session, the Rooted School Board of Directors will be required to vote on a motion to that effect prior to going into Executive Session.
- The Board will state the reasons for the Executive Session and those will be added to the minutes.
- There will be no vote(s) taken in Executive Session.
- Any discussion requiring a formal Board vote will be done after the motion is made to reconvene in the public session

		Purpose	Presenter	Time
B.	Public Comment: Matters from Executive Session	Discuss	Public Comment	5 m

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7. As such, if your comment is about a private matter, please contact the board via email at mquinn@rootedschool.org

		Purpose	Presenter	Time
V.	**Closing Items**			**7:30 PM**
A.	Adjourn Meeting	Vote		

We exist to provide our students personal pathways to financial freedom.

Coversheet

Approval of Board Minutes of 06/12/2026

Section: I. Opening Items
Item: C. Approval of Board Minutes of 06/12/2026
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Rooted School Board of Directors: Committee of the Whole Meeting and Board Retreat on June 12, 2026
2026_06_12_board_meeting_minutes.pdf

Rooted School - New Orleans

Minutes

Rooted School Board of Directors: Committee of the Whole Meeting and Board Retreat

June Meeting and Board Retreat

Date and Time
Friday June 12, 2026 at 1:00 PM

Location
Rooted School @ SUNO
College of Education and Human Development
6701 Press Dr.
New Orleans, LA 70126

MEETING NOTIFICATION
Friday, June 12, 2026
1:00 P.M. Central Time

IN PERSON MEETING:

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

ROOM 106 - SOCIAL HALL

VIRTUAL OPTION:

If you wish to join the meeting virtually:

When: Friday**, June 12, 2026 @ 1:00 P.M.**

*You must register at least 24 hours in advance for this meeting if you wish to participate virtually. You may contact the Rooted School Main Office at 504-383-4654 or email us at frontoffice@rootedschool.org

---

Frank Ingargiola is inviting you to a scheduled Zoom meeting.
Topic: Rooted School Board of Directors Meeting
Time: Friday, June 12**, 2026 @ 1:00 P.M.** Central Time (US and Canada)

Join Zoom Meeting

https://us02web.zoom.us/j/84444661728?pwd=QcidKe6HFgE3gJu6naYNLYTQhyLF5c.1

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

Directors Present
A. Alexis, B. Shelling, H. Campbell, J. Flint, M. Quinn, S. Glapion

Directors Absent
N. Patrick

Ex Officio Members Present
F. Ingargiola

Non Voting Members Present
F. Ingargiola

Guests Present
Heather Harper, J. Daschbach (remote), K. Karpinski

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 Friday Jun 12, 2026 at 1:07 PM.

C.

Approval of Board Minutes of 04-22-2026 & 05-06-2026

H. Campbell made a motion to approve the minutes from Rooted School Board of Directors: Committee of the Whole on 04-22-26.
S. Glapion seconded the motion.
Both Board Minutes were approved at this meeting.
The board **VOTED** unanimously to approve the motion.

Roll Call

H. Campbell	Aye
B. Shelling	Aye
M. Quinn	Aye
S. Glapion	Aye
A. Alexis	Aye
N. Patrick	Absent
J. Flint	Absent

II. PUBLIC MEETING PORTION: DISCUSSION ITEMS

A. Mission Moment: Heather Harper CEO of H2 Communications

- Ms. Harper presented her work to improve Rooted School's public relations and media presence both print and online.
- Ms. Harper reviewed her strategies for this past year moving forward into FY 2026 - 2027.
- The goal is to market Rooted as a viable option for community students and to bolster enrollment.

B. Mission & Strategic Plan Update - 2026 - 2027

- Kaitlin Karpinksi will present her vision for strategic planning in the upcoming school year.
- Ms. Karpinski restated Rooted's mission and promise to its students, including:

1. Pathway to Careers and IBCs
2. Pathways to College and Post-Secondary Learning
3. Soft Skills
4. Student Projects and Exhibitions
5. Paid Internships
6. Compensated Entrepreneurships
7. Dual Enrollment / College Credit Attainment
8. Grow Your Own Teaching Development Program
9. HVAC and Nursing Supplemental Programs

10. Early College Social Work Program Partnership

C. Updates on Enrollment & Charter Renewal Accountability

- Kaitlin Karpinski will provide the Board a brief update on Rooted School's current enrollment and progress toward charter renewal (to date).
- Current Projected Enrollment = 164 Students
- The budget was developed with a lower enrollment projection to account for attrition.

D. Final Review of L.A.M.P. Investments To Date

- Frank Ingargiola provided an update on our current LAMP account along with a recommendation for future investments 2026 - 2027.

E. Discussion of Rooted School Board of Trustees Term Limits

Ms. Karpinski presented a brief discussion of Rooted School Board of Trustees term limits.

III. PUBLIC MEETING PORTION: ACTION ITEMS

A. FINAL PUBLIC BUDGET MEETING - Budget Adoption

S. Glapion made a motion to approve the fiscal year 2026 - 2027 budget.
J. Flint seconded the motion.

- Joe Daschbach presented all updates to the Board for their vote on the 2026 - 2027 budget.
- This will constitute the final meeting of the 2026 - 2027 budget process.
- Joe presented some items that still remain uncertain (i.e. Governor's recommendation for MFP reduction)

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

Roll Call

A. Alexis	Aye
J. Flint	Aye
B. Shelling	Aye
S. Glapion	Aye
M. Quinn	Aye
H. Campbell	Aye
N. Patrick	Absent

IV. EXECUTIVE SESSION: Discussion of E.D.'s 2025 - 2026 Annual Evaluation

A. Board Motion to Move to Executive Session

S. Glapion made a motion to move into Executive Session.
A. Alexis seconded the motion.
The Board will make a motion to move to Executive Session to discuss matters of personnel as related to the Executive Director's annual performance review.
The board **VOTED** unanimously to approve the motion.

Roll Call

A. Alexis	Aye
J. Flint	Aye
B. Shelling	Aye
N. Patrick	Absent
H. Campbell	Aye
M. Quinn	Aye

B. Executive Session will focus on matters of personnel as related to the Executive Director's annual performance review:

Executive Session will focus on matters of personnel as related to the Executive Director's annual performance review:

1. The Board will discuss the Executive Director's 2025 - 2026 annual performance evaluation.

2. The Board will discuss the Executive Director's 2025 - 2026 goal attainment and associated compensation.

3. The Board will discuss the Executive Director's 2026 - 2027 performance goal metrics and associated compensation.

C. Board Motion to Return to Public Session

J. Flint made a motion to return to the public session.
S. Glapion seconded the motion.
The Board will make a motion and vote to return to public session for an update to the public and a vote (if required).
The board **VOTED** unanimously to approve the motion.

Roll Call

S. Glapion	Aye
M. Quinn	Aye
H. Campbell	Aye
J. Flint	Aye
A. Alexis	Aye
B. Shelling	Aye
N. Patrick	Absent

V. 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 2:54 PM.

Respectfully Submitted,
M. Quinn

Documents used during the meeting

- 2026_04_22_board_meeting_minutes.pdf
- 2026_05_06_board_meeting_minutes.pdf
- Retreat Slides_Rooted School Board of Directors Executive Director Report 2025-26.pdf
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- 20260531_STMT_LA-01-1372_366.pdf
- ROOT - SY26-27 Budget_BoardAdopt_Final_2026.06.04.pptx

We exist to provide our students personal pathways to financial freedom.

Rooted School - New Orleans

Minutes

Rooted School Board of Directors: Committee of the Whole Meeting and Board Retreat

June Meeting and Board Retreat

Date and Time
Friday June 12, 2026 at 1:00 PM

Location
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College of Education and Human Development
6701 Press Dr.
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S. Glapion seconded the motion.
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The board **VOTED** unanimously to approve the motion.

Roll Call

M. Quinn	Aye
S. Glapion	Aye
N. Patrick	Absent
H. Campbell	Aye
B. Shelling	Aye
J. Flint	Absent
A. Alexis	Aye

II. PUBLIC MEETING PORTION: DISCUSSION ITEMS

A. Mission Moment: Heather Harper CEO of H2 Communications

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- This will constitute the final meeting of the 2026 - 2027 budget process.
- Joe presented some items that still remain uncertain (i.e. Governor's recommendation for MFP reduction)

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

Roll Call

J. Flint	Aye
M. Quinn	Aye
H. Campbell	Aye
S. Glapion	Aye
N. Patrick	Absent
B. Shelling	Aye
A. Alexis	Aye

IV. EXECUTIVE SESSION: Discussion of E.D.'s 2025 - 2026 Annual Evaluation

A. Board Motion to Move to Executive Session

S. Glapion made a motion to move into Executive Session.
A. Alexis seconded the motion.
The Board will make a motion to move to Executive Session to discuss matters of personnel as related to the Executive Director's annual performance review.
The board **VOTED** unanimously to approve the motion.

Roll Call

M. Quinn	Aye
N. Patrick	Absent
A. Alexis	Aye
B. Shelling	Aye
J. Flint	Aye
H. Campbell	Aye

B. Executive Session will focus on matters of personnel as related to the Executive Director's annual performance review:

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3. The Board will discuss the Executive Director's 2026 - 2027 performance goal metrics and associated compensation.

C. Board Motion to Return to Public Session

J. Flint made a motion to return to the public session.
S. Glapion seconded the motion.
The Board will make a motion and vote to return to public session for an update to the public and a vote (if required).
The board **VOTED** unanimously to approve the motion.

Roll Call

A. Alexis	Aye
N. Patrick	Absent
M. Quinn	Aye
J. Flint	Aye
S. Glapion	Aye
H. Campbell	Aye
B. Shelling	Aye

V. 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 2:54 PM.

Respectfully Submitted,
M. Quinn

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Coversheet

Executive Director Presentation

Section: II. PUBLIC MEETING PORTION: DISCUSSION ITEMS
Item: B. Executive Director Presentation
Purpose:
Submitted by:
Related Material:
8192026 Rooted School Board of Directors Executive Director Report 2026-27.pdf

rooted school

AT

SUNO

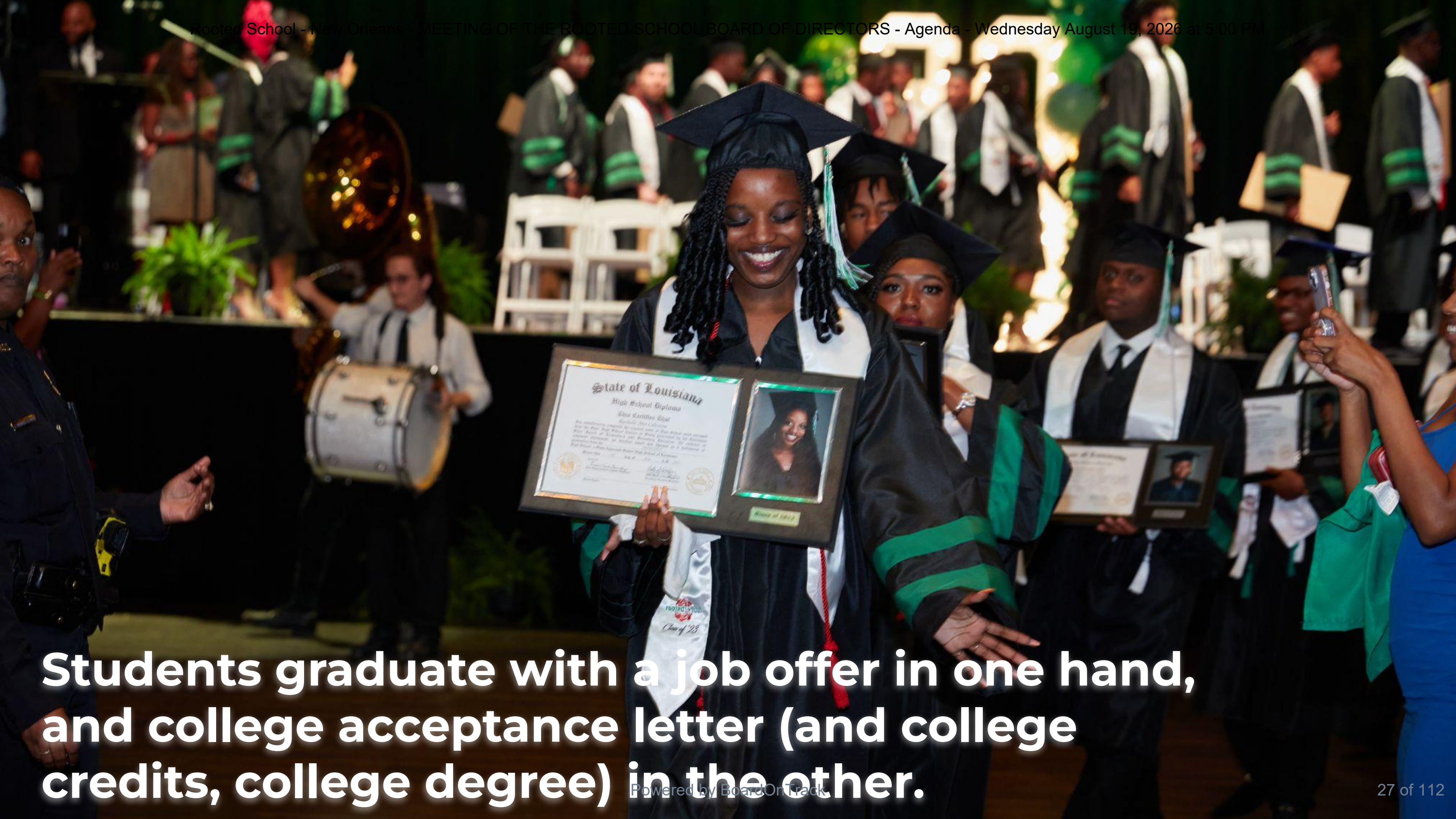
SOUTHERN UNIVERSITY *at* NEW ORLEANS


Rooted School
Board of Directors
Board Meeting
08/19/2026 at 5 PM
Social Hall
rootedschool


Mission Moment:
Khloe Cola
rootedschool

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

rootedschool


State of Louisiana
High School Diploma
Students graduate with a job offer in one hand, and college acceptance letter (and college credits, college degree) in the other.

Enrollment and Enrollment Landscape

166 as of 8/12/2026
Budget built off of 148

Expected trends in roster movement

Grade-Level Enrollment View 8/19

Grade Level	Current	Budgeted	10/1 Target
9th grade	33	25	35
10th grade	**36**	28	35
11th grade	43	45	45
12th grade	**53 (+1*)**	50	50
Total	**166**	**148**	**165**

rootedschool

Accountability Score Card

% of Students Growing		% of Students Who Are Proficient		% of High School Students Thriving	
In English	50.0	English	24.6	Graduating on time	84.0
In Math	40.9	Math	18.8	Ready based on a nationally recognized exam	36.0
In English for the school's lowest 25% of students	0.0	Science	10.6	Accelerated into college coursework, career training, or service	32.0
In Math for the school's lowest 25% of students	0.0	Social Studies	31.8	Career Acceleration Bonus	5.0
In English Language Proficiency (English Learners)	0.0				
				Average:	37.1

3.4 Renewal Term Determinations — Academic Performance

3.4.1 Renewal Term Decision Rule

NOLA-PS shall apply the renewal terms below based on each school's Renewal SPS letter grade band at the time of renewal:

Table 3.4.1 — Renewal Terms (Academic Performance Framework — Absolute)

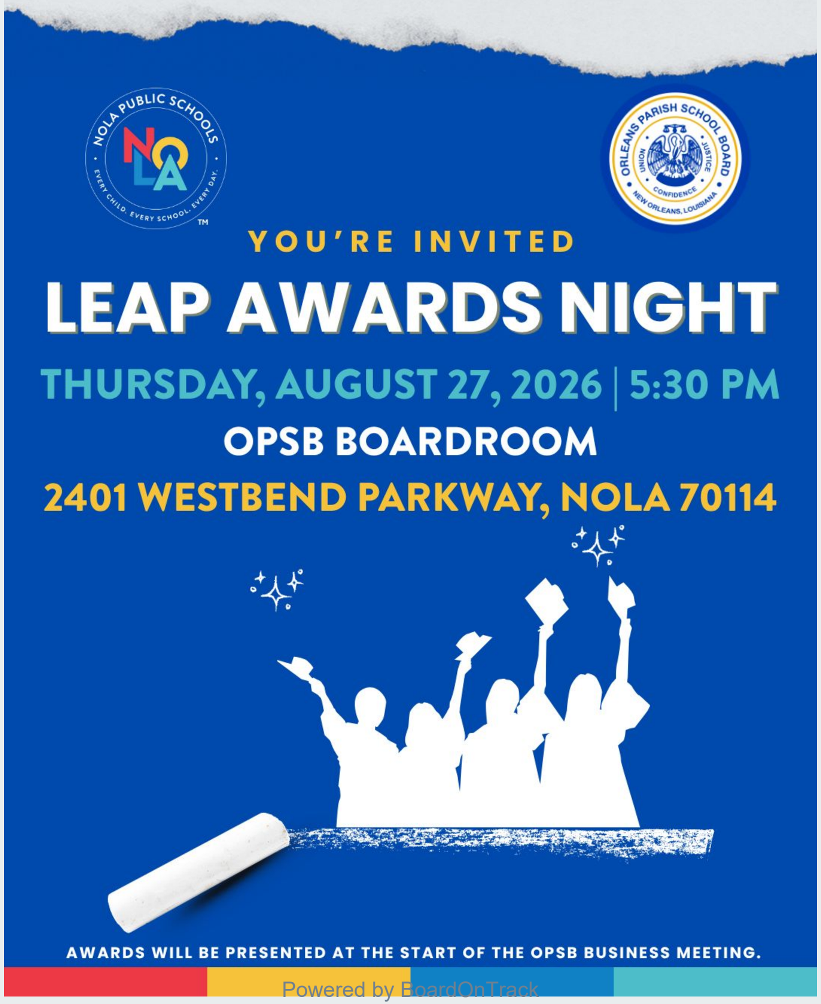
Letter Grade Band	Renewal SPS Range*		Renewal Term/Outcome
	K – 8 *(Schools with no Graduation Cohort)*	High Schools[3] *(Schools with Graduation Cohort)*	
A	53.6 – 100	54.5 – 100	10-year renewal term
B	44.3 – 53.5	45.3 – 54.4	8-year renewal term
C	32.7 – 44.2	33.0 – 45.2	6-year renewal term
D	26.7 – 32.6	26.1 – 32.9	Enhanced Data Review (EDR)[1]
F	0 – 26.6	0 – 26.0	Ineligible for Renewal[2]

**Renewal SPS is the two-year average SPS at the time of renewal.*

[1]Schools in the D band are subject to Enhanced Data Review (EDR). Following EDR, the Superintendent may recommend renewal with the minimum allowable term (three (3) years) **or** non-renewal [redacted]

[2]The Superintendent reserves the right to require an Enhanced Data Review (EDR) for schools in the F band prior to making a renewal recommendation, particularly in circumstances where additional context is necessary to support an evidence-based decision. Following EDR, the Superintendent may recommend non-renewal or other action consistent with law and Board policy.

[3]Letter grade thresholds vary slightly for schools with graduation cohorts under LDOE accountability.


NOLA PUBLIC SCHOOLS
EVERY CHILD. EVERY SCHOOL. EVERY DAY.
ORLEANS PARISH SCHOOL BOARD
NEW ORLEANS, LOUISIANA
YOU'RE INVITED
LEAP AWARDS NIGHT
THURSDAY, AUGUST 27, 2026 | 5:30 PM
OPSB BOARDROOM
2401 WESTBEND PARKWAY, NOLA 70114
AWARDS WILL BE PRESENTED AT THE START OF THE OPSB BUSINESS MEETING.

Financial Assessment

Overall Assessment:	**Low Risk / In Good Standing**[1]
Explanation:	The overall assessment of **Low Risk/In Good Standing** is based on our evaluation of the Charter School Accountability Framework (CSAF) metrics and indicators presented below. Supporting information and documentation were obtained from the school and analyzed using data contained in the Annual Financial Reports (AFRs), Quarterly Financial Reports (QFRs), annual independent audit reports, and annual budget submissions received during fiscal years 2023 through 2026.

Discussion: Possibilities for Fundraising & Parent Engagement

Possibility 1

Focus Groups Support

Structure: 1:1 or 2:1 meetings with Karp to offer insights and feedback.

Note: Most flexible option.

Possibility 2

Formal Committees

Bi-Monthly

Structure: Meet 5-5:30 PM bi-monthly; committees share updates at 5:30 PM in the committee of the whole.

Expectation: Board members write agendas/minutes and facilitate meetings in person.

Possibility 3

Formal Committees

Monthly

Structure: Committees meet once a month.

Expectation: Must write agendas/minutes and run meetings compliantly with Robert's Rules in person.

Discussion: Handbooks, Contract Approvals, and First Readings

Handbooks

Board of Directors Bylaws & Manual

Financial Policies

Board Verification forms

Contracts & ACT 370

Contracts in excess of 10K

ACT 370

Possibility 3

ACT 737: Human Trafficking

ACT 962: School Based Health Services

RS 17-3996(B): Teacher Shield Act

Smart Glasses: Policy for students and employees

Terms

Ashley Alexis
Feb 04, 2024 — Feb 03, 2028
1st Term

Nikkia Patrick
Jun 20, 2025 — Jun 20, 2028
1st Term

Brandon Shelling
Apr 22, 2026 — Apr 22, 2028
1st Term

Shannon Glapion
Oct 25, 2023 — Oct 25, 2027
2nd Term

Ha'reanna Campbell
Aug 20, 2025 — Aug 19, 2027
1st Term

Mark Quinn
Apr 27, 2022 — Apr 27, 2028
3rd Term

Jamiri Flint
Apr 22, 2026 — Jun 22, 2028
1st Term

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ACTION ITEM: Curriculum 26-27

Handout: Curriculum and Academics at Rooted School

Shifts:

- Tier 1 curricula in ELA and Math (excellent ratings in EdReports across curricula, all ratings >85%)
- Civics: Foundations of Freedom
- Financial Literacy

Rooted School

Base Camp and The Climb 2025-26

Action Item: LAMP

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Pathway to career:

- Industry-Based Credentials *(top three attainment in Orleans Parish)*
- Soft Skills coaching and thoughtful integration into academic and non-academic classes
- Student Project and Portfolio Exhibitions
- Paid Internships
- Entrepreneurship and Workplace Readiness program

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Pathway to college

- TOPS University course progression
- Dual Enrollment and Early College Academy
  - Students eligible to start college courses in 9th grade
  - SUNO faculty-taught courses on Rooted's campus
  - SUNO faculty-taught courses on SUNO's main campus
  - SUNO faculty-taught courses virtually
  - Rooted School faculty-taught courses on Rooted's campus
- Block scheduling, aligned to SUNO's schedule
- Close collaboration with SUNO faculty and staff
- Virtual and in-person classes from LSU, Delgado, and UNO

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Pathways to Financial Freedom

- Internships: in-house, YouthForce NOLA, Baldwin & Co, Caribbean Breeze HVAC, Heather Harper Communications, LOOPNOLA, Worthe Production Studios, and more
  - Paid internship
  - Internship credit
- Technology Credentials
  - Industry-Based Credentials in over 15 technology areas
- Grow Your Own Teaching program
  - Internship
  - Paid teaching experience
  - College Credits
- Early College Social Work and Nursing Program in Partnership with SUNO : 31+ college credits earned in high school.
- Dual Enrollment and Early College Academy

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

Executive Session (if desired by the board)

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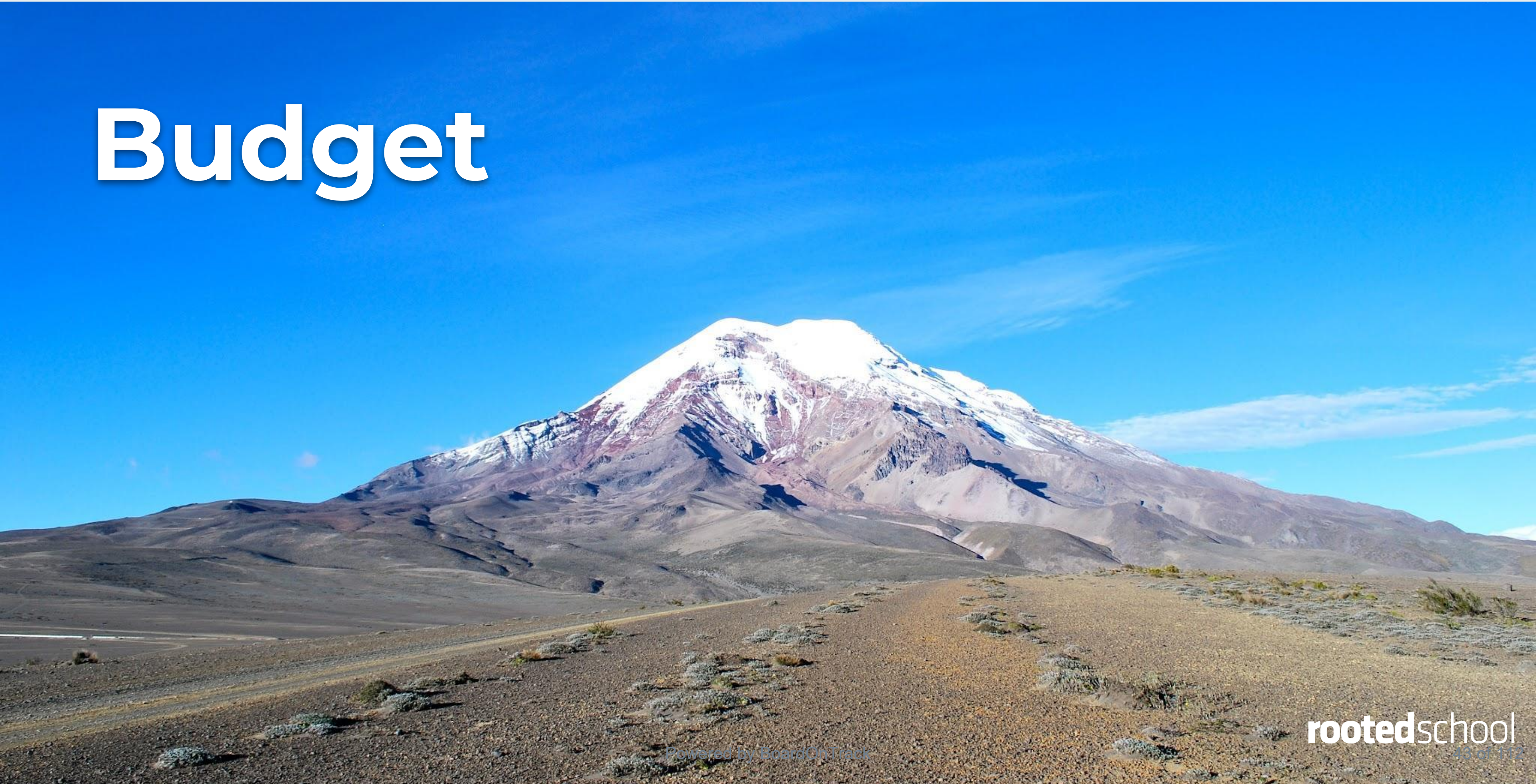
Budget



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Coversheet

Board Handbook & Statement of Assurances

Section: II. PUBLIC MEETING PORTION: DISCUSSION ITEMS
Item: E. Board Handbook & Statement of Assurances
Purpose: Discuss
Submitted by:
Related Material:
UPDATED 2026 - 2027 Rooted Financial Policies and Procedures.pdf
UPDATED 2026 - 2027 Rooted School Board of Directors Bylaws & Manual.pdf

Rooted School

Financial Policies and Procedures Manual

2026 - 2027

Table of Contents

POLICY STATEMENT

Rooted School (the "Organization") is committed to responsible financial management. The entire Organization including the Board of Directors, administrators, and staff will work together to make certain that all financial matters of the Organization are addressed with care, integrity, and in the best interest of Rooted School.

The policy and procedural guidelines contained in this manual are designed to:

1. Protect the assets of Rooted School
2. Ensure the maintenance of accurate financial and operational records of Rooted School;
3. Provide a framework of operating standards and behavioral expectations
4. Ensure compliance with federal, state, and local legal and reporting requirements.

The Executive Director has the responsibility for administering these policies and ensuring compliance with procedures that have been approved by the Board of Directors. Exceptions to written policies may only be made with the prior written approval of the Board's Finance Committee and then reported to The Board. At any time, The Board of Directors may approve changes or amendments to these policies and procedures. A complete review of the policies and procedures shall be conducted annually.

All positions with financial related responsibility are expected to be familiar with and operate within the parameters of these policies and guidelines.

I. LINES OF AUTHORITY

A. The Board of Directors has the authority to:

1. Execute any policies it deems to be in the best interest of the Organization within the parameters of the Organization's articles of incorporation, bylaws, or federal, state, and local law.
2. Approve Executive Director' salary after receiving recommendation from
3. The Finance Committee
4. Select the auditor that completes the annual audit, tax filings, and related reports.

B. The Finance Committee has the authority to:

1. Review of the Organization's financial statements on a regular basis (at least quarterly)
2. Review & approve the final annual budget; recommend approval to full Board
3. Recommend CPA firm to complete audit to Board for final approval
4. Determine the allocation of investment deposits
5. Based on a reasonable comparison of similar salaries in the market, recommend Executive Director's salary to the full Board.
6. Review & approve contracts to a single vendor that are: 1) in excess of $10,000 for any one year; 2) in excess of $50,000 in total value; or 3) longer than three years in duration.
7. Review and approve any changes to this document
8. In addition, the Treasurer shall be the Chair of the Finance Committee

C. The Executive Director has the authority to:

1. Make spending decisions within the parameters of the approved budget
2. Sign checks in accordance with Operating and Accounting Procedures
3. Employ and terminate operational personnel
4. Approve all salary levels, with the exception of Administrative Staff
5. Oversee the budget process for Board approval
6. Create and amend operating procedures and controls; subject to the approval of the Finance Committee
7. Make decisions regarding the duties and accountabilities of operational personnel and the delegation of decision-making authority
8. Employ and terminate Rooted School personnel
9. Recommends salary levels for Rooted School personnel
10. Make decisions regarding the duties and accountabilities of Rooted School personnel and the delegation of decision-making authority

D. The Chief Operating Officer has the authority to:

1. Direct daily non-instructional operations of the school
2. Manage maintenance services for all grounds and facilities

3. Manage vendor/service provider contracts
4. Oversee purchasing of material, supplies and services for the school
5. Collaborate with Executive Director in developing the school's annual budget

E. Indemnity Policy

1. To the full extent that it shall have from time to time under applicable law and in the manner from time to time prescribed or permitted by applicable law, Rooted School may indemnify any past, present or future Director, Officer, Employee or Agent against all costs, expenses and liabilities, including attorneys' fees, actually and necessarily incurred by or imposed upon them in connection with or resulting from their involvement with Rooted School. This paragraph will not be applicable if a Director, Officer, Employee of Agent's actions were performed in contradiction to federal, state or local laws.
2. No such reimbursement or indemnity shall relate to any expense incurred or settlement made in connection with any matter arising out of their gross negligence or misconduct as determined either by a court of competent jurisdiction or, in the absence of such a determination, by Rooted School acting on the advice of counsel.
3. Rooted School shall purchase and maintain insurance on behalf of any person who is or was serving at the request of Rooted School, as a Director, Officer, Employee, Agent, Staff Volunteer or other enterprise, against any liability asserted against him or her and incurred by him or her in any such capacity, or arising out of his or her status as such.

F. General

1. The Fiscal Year for the Organization shall be July 1 – June 30.
2. The Chief Operating Officer is responsible for maintaining the accounting system and ensuring the policies and procedures in this manual are followed within the financial function. A third Party vendor may be hired to assist with this responsibility, as approved by the Board of Directors on the recommendation of the Finance Committee.
3. All revenue, expenses, and balance sheet account coding within the accounting system shall be consistent with the Louisiana Accounting & Uniform Governmental Handbook (LAUGH guide).
4. Chief Operating Officer will be responsible for ensuring that all financial policies and procedures outlined in this document are followed at the School level.
5. The Chief Operating Officer will maintain any required documentation per these policies and procedures.

G. AUDITED FINANCIAL STATEMENTS

1. Rooted School's financial statements are to be audited annually by an independent CPA firm. The Board will approve the selection of the firm to conduct the annual audit. Audited financial statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP). In addition to the audit of the annual financial statements, the auditors may be asked

to test supplementary information required by Louisiana State Law and may also be required to complete an A-133 Single Audit of federal funds. In conjunction with the auditors, the Executive Director is responsible for compliance with federal, state, and local reporting required for non-profit organizations and reporting for organizations that are recipients of federal, state, and local grants.

2. The CPA firm will be hired to perform auditing services and for the Form 990 preparation. The CPA firm shall be engaged to present annual audit findings and management letter comments to the Board. The Executive Director shall sign and certify that the IRS form 990 is accurate and complete. The Board shall review and approve the Form 990 prior to submission to the IRS.
3. Audited financial statements are due to the Legislative Auditor by December 31 and are submitted by the Chief Operating Officer.

H. ANNUAL OPERATING BUDGET

1. Original annual operating budgets and updates to operating budgets are prepared by the Chief Operating Officer; reviewed by the Finance Committee and submitted for approval to the full Board. Any updated operating budgets with greater than a 5% variance in either revenue or expenses are required to have full Board approval (after review by the Finance Committee).

I. MONTHLY FINANCIAL STATEMENTS

1. Monthly financial reports shall be presented to the Executive Director
2. containing, at a minimum, Statement of Activities, Balance Sheet, and Statement of Cash Flow, Monthly Financial Statements. A brief narrative will also be included describing any material variances from budget. The reports along with any additional narrative from the Executive Director will be presented to the Finance Committee on at least a quarterly basis.

J. SEGREGATION OF DUTIES

1. The procedures contained in this financial manual are designed to maintain proper segregation of duties for all cash management functions including the areas of cash receipts, cash disbursements, and bank reconciliations.
2. Signators: Executive Director & Chief Operating Officer

K. SAFEGUARDING ASSETS

1. The Executive Director shall have primary responsibility for ensuring that proper financial management procedures are maintained and that the policies of the Board are carried out.
2. The Finance Committee shall provide fiscal oversight in the safeguarding of the assets of the Organization and shall have the responsibility for ensuring that all internal and external financial reports fairly present its financial condition.
3. A proper filing system will be maintained for all financial records.
4. Any excess cash can be invested in *low risk investments at the direction of the

Finance Committee.

5. All fixed assets are properly tagged and inventoried.
6. Appropriate insurance for all assets will be maintained.

**Low risk investments are defined as financial instruments or assets that are considered to have a relatively low probability of losing money or failing to generate a return on investment. Examples of low risk investments are savings accounts, checking accounts, and certificates of deposit that have a maturity of no more than one year that are offered by banks and credit unions and are insured by agencies of the Federal government; debt instruments that are issued by the Federal, State, and local governments that have a maturity of less than six months and are rated A by Moody's and Standard & Poors; corporate debt instruments (including mutual funds) that have a rating of at least A by Moody's and Standard & Poors and have a maturity of no more than six months; and money market funds that invest in financial instruments that meet the criteria mentioned above.*

L. PAYROLL AND PERSONNEL CONTROLS

1. Separate Payroll and Personnel files are to be maintained for all employees.
2. All changes in payroll data (i.e., pay changes) are approved by the Executive Director, with the exception of the Executive Director's salary which will be authorized by the Board.
3. An outside payroll-processing service will be used to process the payroll.
4. Payroll procedures contained in this financial manual will be in accordance with the above Payroll Controls.

M. COMPUTER CONTROLS

1. The Organization will use an adequate accounting software that is generally recognized as being appropriate for the size and complexity of the Organization.
2. The Chief Operating Officer is responsible for inputting the financial data into the accounting software for generating financial statements and other financial inquiries.
3. Appropriate cyber security protocols, including virus protection software, will be implemented (if applicable).

N. PURCHASING & DISBURSEMENT POLICY

1. A purchase order system will be used for all purchases of goods and services that meet the guidelines as outlined in the Purchasing Procedures in this manual.
2. The purchase policies and procedures ensure that all purchases are properly approved in accordance with the guidelines in this manual and within spending limits of the most recent approved budget. This will minimize the Organization's liability from purchases other than those approved in the budget.
3. The purchasing policy also ensures that none of the Organization's vendors are disallowed by the federal, state and local government's guidelines.
4. The procedures contained in this manual ensure proper internal controls to ensure that cash disbursements are appropriate business expenses and properly authorized.

5. Internal controls include disbursing funds consistent with the Purchasing Policy & Procedures in this manual; proper security in the handling of disbursement checks; complete documentation supporting disbursements; and appropriate authorized check signers.

O. INDEPENDENT CONTRACTORS AND CONSULTANTS

1. Organization will sometimes hire outside contractors and consultants for reasons of specialized skills or knowledge.
2. The Finance Committee must review & approve professional service contracts that are: 1) in excess of $10,000 for any one year; 2) in excess of $50,000 in total value; or 3) longer than three years in duration. The Executive Director has the authority to approve any contracts not subject to the above guidelines.
3. Conflicts of interest must be considered before engaging any outside contractor or consultant. The Board will be consulted and Board approval will be obtained before any contracts are executed where conflicts of interest could be perceived.
4. State public bid law for charter schools must be observed within the law's guidelines for public works and materials/supplies.
5. All purchases of any materials or supplies exceeding the sum of $30,000 must be advertised twice at least 15 days prior and let to the most responsive responsible bidder. At least three (3) vendor bids must be obtained and approved by the Organization.
6. For purchases of material and supplies between $10,000 and $30,000, at least three (3) phone quotes (by phone, email or facsimile) must be obtained and kept as part of the purchase file.
7. Federal procurement regulations must be observed when expenses are paid by federal grant funds.

P. PURCHASING/CREDIT CARD POLICY

1. The Organization will issue purchasing/credit cards on a limited basis to be used in instances where it is not advantageous or costs effective to follow standard purchasing procedures.
2. Cards will only be limited to the Executive Director and Chief Operating Officer
3. An individual purchasing/credit card limit shall not exceed a total of the daily spending limit stipulated by the account.
4. Any employees issued a purchasing/credit card will be required to sign an acknowledgement form and submit the receipts within two calendar days of the charge.
5. Cards will only be used for legitimate business expenses and never should be used for personal expenses.
6. If a personal charge is inadvertently put on the purchasing card, the employee will immediately reimburse the Organization for the amount of the charge.
7. Cards shall not be used to intentionally circumvent the Purchasing Procedures outlined in this manual.

8. The Finance Department will review all cards usage monthly to ensure proper usage, documentation, and approval.

9. Unauthorized and/or inappropriate card use includes, but is not limited to:
- Items for personal use
- Items for non-school purposes
- Cash or cash advances
- Alcoholic beverages
- Payment of personal services to an individual
- Any charges that are not permissible under federal, state, or local laws.

10. Improper use of the cards may result in immediate revocation of cardholder privileges and disciplinary action.

Q. CASH & INVESTMENT POLICY

1. Cash should be held in a depository institution properly insured by the FDIC or the NCUA.
2. The Finance Committee will determine when the Organization's assets should be invested according to the investment policy as approved by the Board of Directors.
3. Rooted School staff, possibly with the assistance of outside investment consultants, may research several investment options to determine the best rates of return and maturities based on current cash projections. A recommendation will then be made to the Finance Committee.
4. The Finance Committee has final approval on the investment allocations after consultation with investment advisors.
5. No investments will be retired or converted to cash without Finance Committee approval.

R. FIXED ASSET POLICY

1. An inventory of all items defined as fixed assets consistent with the Fixed Asset Procedures in this manual shall be maintained by the Chief Operating Officer.
2. The fixed asset inventory should contain the following information including item description, acquisition date, original cost, depreciable life, annual and accumulated depreciation.
3. Rooted School is accountable for the disposal of any fixed assets purchased with regional state or federal funding.
4. Fixed assets owned by Rooted School, but purchased with grant funds will be disposed of in accordance with the requirements of the grantor.

S. DEBT POLICY

1. Long-term debt will not be used to finance ongoing operational expenses.
2. Any debt issued shall not have a maturity date beyond the useful life of the asset being acquired or constructed by the debt proceeds.
3. Rooted School will establish an affordable debt level to preserve credit quality and ensure sufficient revenue use available to pay annual debt service.

4. Any debt, whether long-term or short-term, must be approved by a Board resolution.

II. FINANCIAL PROCEDURES

A. BUDGET DEVELOPMENT AND APPROVAL

1. Rooted School creates and maintains site-based budgets.
2. The budget process involves the Executive Director, CHIEF OPERATING OFFICER and School Leader.
3. The Chief Operating Officer completes the preliminary budget, based on assumptions furnished by the group above, and submits to the Executive Director and School Leader for review and feedback by March 30th of the fiscal year.
4. The Executive Director and School Leader shall review the preliminary budget and provide feedback to the CHIEF OPERATING OFFICER no later than April 15th. Is this doable? Ask Sherah
5. The Chief Operating Officer will revise the budget accordingly and present the 2nd draft revision to the Executive Director and School Leader for review and feedback by April 30th.
6. The Executive Director and School Leader shall review the second draft and provide feedback to the CHIEF OPERATING OFFICER no later than May 15th.
7. The Chief Operating Officer will revise the budget accordingly and present final draft revision to the Executive Director and School Leader for review and feedback by May 31st.
8. The Executive Director, CHIEF OPERATING OFFICER and School Leader will complete final review by June 7th.
9. The Executive Director and CHIEF OPERATING OFFICER will present the final School budget to the Finance Committee who will review and make a recommendation to the Board for final approval by the June board meeting no later than ten business days prior to the June Board meeting, in accordance with public law.
10. No proposed budget shall be considered for adoption or otherwise finalized until at least one public hearing has been conducted on the proposal.
11. Upon edit and approval of the Board, the budgets are considered final and they are entered into the accounting software and tracked monthly against actual revenue and expenditures.
12. Any revision to the budget resulting in an increase or decrease of total revenues or total expenditures of more than 5% must be approved by the Board.

B. MONTHLY FINANCIAL CLOSING

1. Rooted School will close the Organization's books on a monthly basis. This task may be accomplished with a third-party vendor.
2. The Chief Operating Officer will prepare and review the General Ledger to

review for accuracy, reconciling all balance sheet accounts.

3. Bank accounts will be reconciled before preparation of monthly financial statements. All cash transactions, including the detailed coding of payroll and credit card purchases, will be recorded (in accordance with the LAUGH guide) in the accounting software.
4. The Chief Operating Officer will determine any required accruals and will make necessary journal entries into the accounting software. This task may be accomplished with a third-party vendor.
5. The Chief Operating Officer will review financial statements with Executive Director prior to distribution to the Finance Committee.

C. FEDERAL AND STATE REVENUES

1. MFP (henceforth referred to as MFP) revenue should be recorded each month by the Chief Operating Officer. MFP must be properly recorded as State and Local MFP based on detail furnished by the Orleans Parish School Board and based on the appropriate student enrollment for the School. MFP is to be remitted by the school district to the school by check and should be received by the 5th day of the following month.
2. Title I fund reimbursements will be completed within 3 weeks after each calendar quarter. Reimbursement should be done in a form furnished by the Orleans Parish School Board and contain the following information: employee name, payroll periods & amount of wages submitting for reimbursement, copies of supporting payroll registers for time periods submitted. Completed time certifications should be submitted with the documentation (see Time Certification Procedures in this manual). Revenue should be accrued quarterly and recorded in the proper revenue account in accordance with the LAUGH guide.
3. School Lunch Program revenue (to be determined after detailed discussion with Orleans Parish School Board)

D. PRIVATE GRANTS & DONATIONS

1. Copies of grant agreements should be reviewed to determine whether the grant is restricted or unrestricted. The Chief Operating Officer reads agreement and takes note of specific encumbrances and reporting requirements.
2. Spending restrictions will be tracked.
3. A separate fund will be set up in the accounting software, if required.
4. Report deadlines will be added to the master Compliance calendar and will be monitored by both the Executive Director and the Chief Operating Officer.
5. If grant is restricted, a summary of the restrictions should be summarized and distributed to Executive Director and Chief Operating Officer (and any other staff member who might be spending any of the grant).
6. A copy of the grant agreement should be kept by the Chief Operating Officer.
7. All restricted grants will be recognized/recorded as revenue on an accrual basis according to the date of a signed award letter or agreement. In order for private grants to be recorded, the dollar amount of the grant must be quantifiable; there

must be high probability of payment; and there can't be any contingencies.

8. All future corresponding expenses will be assigned the appropriate fund designation by the Chief Operating Officer and confirmed by the Executive Director upon approval of all of invoices.
9. Grant amounts receivable will be recorded in the accounting software.

E. CASH RECEIPTS

1. All mail is received in the main office of the School and is opened, stamped received, initialed, sorted and delivered by the Office Manager.
2. All checks are entered into a daily log and forwarded to the Chief Operating Officer with a copy of the log. Include Zelle $200.00 and Cash Box Procedures
3. Business Leaders Club Account via Chase
4. All cash receipts (cash and checks) at the School for items such as student fees, uniforms, logo gear, etc. is received solely by the Chief Operating Officer. A receipt must be prepared for all cash receipts with one copy given to the payor and the other copy kept with the funds.
5. Cash deposits are reconciled daily by the Chief Operating Officer and then recorded in the accounting system.
6. Cash receipts are forwarded to the Chief Operating Officer to be included in any bank deposits.
7. The Chief Operating Officer prepares deposit documentation for all cash and checks received (copies of checks is required documentation); makes the deposit at the bank; the deposit documentation is forwarded to the Executive Director who records deposit in the accounting system.
8. Chief Operating Officer will record all cash receipts in the accounting system in conjunction with at third party vendor on a timely basis so that bank accounts can be reconciled before issuing monthly financial statements. Finance Manage ensures proper coding of cash receipts in accordance with the LAUGH guide
9. Copies of all received checks and bank deposit receipts are kept on file in the Finance office

F. BANK RECONCILIATIONS

1. The Bank Statements are received by the Office Manager at the School and forwarded unopened to the Chief Operating Officer.
2. Chief Operating Officer delivers unopened bank statements to the School Leader..
3. Chief Operating Officer is responsible for reconciling bank statements within 5 business days of receipt. A rd party financial consultant may assist with this task.
4. The monthly bank reconciliations will be reviewed by the CHIEF OPERATING OFFICER and initialed for approval.
5. Copies of all bank statements & reconciliations will be kept in a separate binder held in the Finance Office along with an electronic file.

G. PETTY CASH FUND

1. Petty Cash funds are not permitted. Expense reimbursements and purchasing cards should be used for immediate items needed for school related purposes.

H. SCHOOL STORE CASH RECONCILIATION (not applicable to 2017-2018)

1. The School Store Cash is reconciled at the end of every day that cash is received. The Chief Operating Officer reconciles the cash by:
2. Noting beginning and ending cash
3. Noting the total dollar amount of cash and checks
4. Noting the beginning and ending receipt numbers
5. Noting the total dollar amount of the receipts for the day
6. Initialing confirmation that the total amount of cash and checks equal the total amount received
7. Coding all receipts by category of receipt (i.e. student fees, uniforms, logo gear, etc.)
8. Cash and checks received are forwarded daily to the Chief Operating Officer for inclusion in daily bank deposits.
9. Reconciliation is forwarded to the Chief Operating Officer daily
10. All deposits are handled in accordance with the Cash Receipts Procedures above.

I. PURCHASING PROCEDURES

1. All requests for purchases of goods and services must be directed to the Chief Operating Officer in writing, preferably by email.
2. State public bid law for charter schools must be observed within the law's guidelines for public works and materials/supplies and where charter exemptions do not apply.
3. For purchases of material and supplies between $10,000 and $30,000, at least three (3) quotes (received by phone, email or facsimile) must be obtained and kept as part of the purchase file.
4. The following items do not require a Purchase Order:
   - approved annual contracts paid monthly
   - utilities
   - employee benefits
   - insurance
   - recurring credit card charges
   - basic travel expenses, including airfare, lodging, food/beverages (per diem) and other transportation (taxi, uber, lyft, etc.)
5. Chief Operating Officer must ensure that any new vendors are not on the federal government's list (SAM – System of Federal Awards) of disallowed vendors. https://www.sam.gov/portal/public/SAM/
6. After completing the Purchase Order, the requisitioner must get proper approvals in accordance with the following guidelines:
   - Up to - $10,000 – Executive Director or Chief Operating Officer or
   - Over $10,000 - Executive Director and Board Chair approval required.
7. After receiving all approvals, Chief Operating Officer should place the order with the vendor supplying the vendor with the Purchase Order number.
8. When the items are received, the Chief Operating Officer will inspect the

shipment and compare the items received to the receiving/packing slip, noting any differences from the Purchase Order

9. Upon receipt of vendor invoices, Chief Operating Officer will confirm that the invoice is consistent with Purchase Order and items received.
10. If vendor invoices are not consistent with the Purchase Order and items received, the Chief Operating Officer will reconcile with the vendor before forwarding to the Chief Operating Officer for payment.

J. CASH DISBURSEMENTS

1. All vendor invoices are received by the Office Manager at the School. The Office Manager will forward the vendor invoices to the Chief Operating Officer.
2. The Chief Operating Officer will run an Accounts Payable Aging Report weekly to determine which invoices are to be paid.
3. The Chief Operating Officer will run the appropriate checks and attach all supporting documentation (invoice, “invoice approval form”, purchase order (if required), packing list (if appropriate) and service record (if appropriate). Checks and supporting documentation will be given to the Executive Director for signature.
4. Pre-numbered checks will be used and sequences accounted for monthly as part of the bank reconciliation process.
5. Disbursements made by check are accompanied by substantiating documentation, which includes an invoice, completed “invoice approval form” with appropriate coding & approval, purchase order (if required), packing slip (if appropriate), and service order (if appropriate).
6. All voided checks must be defaced and retained either on the check stub or with canceled checks.
7. No checks may be written to "cash" or "bearer".
8. Blank checks may never be signed in advance.
9. Blank check stock is stored in a locked drawer maintained by the Chief Operating Officer. Chief Operating Officer maintains a Check Control Log to account for every check used and/or voided.
10. The Chief Operating Officer is responsible for ensuring that the paid check stub is attached to the invoice package and properly filed in Paid Vendor File.
11. Authorized check signers are the Executive Director and Board Chair.
12. The Executive Director can sign checks up to $9,999.99; any checks $10,000 or more require the signature of the Board Chair, with the exception of building lease and or additional building rent payments. These payments can be signed by the Executive Director or Chief Operating Officer.
13. All ACH transfers from the School’s bank account should be approved in advance by the Chief Operating Officer. All ACH transfers should have proper supporting documentation including: 1) receiving party of ACH, 2) amount of ACH, 3) description of reasons for payment, 4) coding in accordance with the LAUGH guide, 5) employee requesting the ACH, 6) written approval by Chief

Operating Officer.

14. All wire transfers from the School's bank account should be initiated be either the Chief Operating Officer only. All wires transfers should have proper supporting documentation including:
    - receiving party of wire
    - amount of wire party's bank account number
    - receiving bank's ABA/Routing number
    - description of reasons for payment
    - coding in accordance with the LAUGH guide
    - employee requesting the wire
    - written approval by Chief Operating Officer.
15. All wires must initiated by either the Chief Operating Officer should be confirmed through the bank's wire process by the other finance employee not initiating the wire (either the Chief Operating Officer).

K. CHECK REQUESTS

1. Requests for disbursements not initiated by a vendor invoice or expense reimbursement request will be made using the approved check request form. Check request forms should only be used in unusual circumstances and should always be substantiated with an invoice at a later date.
2. Check request forms will be submitted to the Chief Operating Officer for payment.
3. All submitted forms that are approved will have checks disbursed according to the Cash Disbursement Procedures.

L. EMPLOYEE EXPENSE REIMBURSEMENT

1. Employees should make every effort to utilize the Organization's purchasing procedures for expenditures.
2. Employees must complete Employee Reimbursement Form and forward to Chief Operating Officer for approval.
3. Requests for reimbursements must be submitted within 60 days of expenditure to be considered for reimbursement.
4. All reimbursement forms must be submitted with a physical receipt or printed version of a digital receipt. Exceptions must be approved by Chief Operating Officer and/or Executive Director.
5. All submitted forms that are approved will have checks disbursed according to the Cash Disbursement Procedures.
6. Rooted School is a tax-exempt, non-profit organization. Employees should make every effort to make purchases with vendors who honor that status. A tax-exempt certificate should be obtained from the Chief Operating Officer prior to making purchase.
7. 7. Rooted School does not place a specific threshold on the amount of allowable travel and expense reimbursements. However, all reimbursement requests are reviewed by the Chief Operating Officer before approval. Travel and expense

reimbursements submitted by the Chief Operating Officer and the Executive Director are reviewed by the Board of Directors.

M. PURCHASING/CREDIT CARDS

1. Chief Operating Officer will download credit card detail by the 5th business day after the purchasing/credit card billing cycle ends. Chief Operating Officer will furnish the Executive Director with the spreadsheet detailing the following: date of each transaction, vendor name, amount of transaction. The spreadsheet will have additional columns for a description and account code for the cardholder to complete.
2. Board Treasurer returns approved statement to Chief Operating Officer.
3. The Executive Director and Chief Operating Officer in conjunction with a third party vendor will complete the description and account code (in accordance with the LAUGH guide) for each transaction on the spreadsheet.
4. Chief Operating Officer pays monthly credit card bill as per Cash Disbursement procedure in a timely manner.

N. PAYROLL

1. The Executive Director shall authorize personnel salaries/wage rates for all but himself/herself. The Finance Committee shall authorize all changes in employment or salaries/wage rates for the Executive Director.
2. The Chief Operating Officer and the payroll service monitors the usage of personal days.
3. All employees will use the “personal day request form” to obtain approval from their immediate supervisor for time off.
4. These signed forms will be submitted to the Chief Operating Officer for tracking purposes, and a copy is sent to the payroll service for tracking purposes and payroll entry
5. The Chief Operating Officer notifies the payroll service of any changes to the payroll master file, with the prior approval of the Executive Director. This approval can be in the form of an email and documented in the employee’s payroll file.
6. Hourly employees are required and expected to track their time accurately through the use of a timesheet. Timesheets are submitted to the Chief Operating Officer for approval, who then submits the approved timesheets to the Payroll service prior to the pay date for that time period.
7. Employees’ whose salaries are reimbursed by federal grants shall also complete Time Certifications per the procedures below.
8. Salary employees are paid according to the pay periods listed in the handbook, and are not required to submit a timesheet.
9. The payroll service calculates wages and salaries, processes the payment to employees through paychecks or direct deposits which are delivered to the employees on the pay date, withholds taxes, garnishments, voluntary deductions, and provides web-based access for all employees to view their earnings and PTO balances.

10. The payroll service calculates the appropriate payroll taxes and deposits the funds with the appropriate federal or state agency.
11. The payroll reports are all given to the Chief Operating Officer for recording in the accounting software (in accordance with the LAUGH guide) and for final filing

O. TIME CERTIFICATION

1. Employees whose salaries are being reimbursed by federal grants must complete time and effort records.
2. Employees whose entire salary is reimbursed by one grant should complete a semi-annual time certification.
3. Employees who have a portion of their salary reimbursed by one or more grants should complete a monthly time certification.
4. Both semi-annual and monthly time certifications should be approved by the Executive Director.
5. Chief Operating Officer should maintain a record of all employees supported by grants and monitor to ensure timely submission of time certifications.

P. FIXED ASSETS

1. Capitalization
    - **a)** All assets with unit values over $1000 are classified as fixed assets and capitalized. All assets under $1000 will be expensed. This needs to be changed to meet the state guideline.
    - **b)** For an asset donated to the institution by a third party, its fair market value at the time of the donation shall be considered as the acquisition cost.
    - **c)** All fixed assets will depreciate using the straight-line method, typically over a useful life.
    - **d)** Estimated useful lives of fixed assets are as follows:
    - **e)** Desktop & laptop computers – 3 years
    - **f)** Computer servers – 7 years
    - **g)** Classroom/Office furniture & equipment – 7 years
    - **h)** Leasehold improvements - 10 years
    - **i)** Fixed asset records will contain description, serial numbers, date of purchase or receipt, valuation, asset location, federal funds used to purchase (if applicable), depreciable life, current year depreciation, and accumulated depreciation.
    - **j)** The Chief Operating Officer will maintain a fixed asset schedule of capitalized assets, record the depreciation in the accounting system, and reconcile the schedule to the accounting system on a regular basis
2. Disposal
    - **a)** Fixed assets with a value in excess of $1000 that are still in fair or good working condition will be offered for public sale using the most effective sales method as determined by the Executive Director.

   - **b)** Any fixed assets unable to be sold may be disposed or donated.
   - **c)** Any items not acceptable for regular disposal, such as hazardous or recyclable material must be delivered to the local recycling or transfer station for disposal.
   - **d)** Fixed assets purchased with grant funds will be disposed of in accordance with grantor requirements. If there are no restrictions they will be disposed of as below.
   - **e)** The Chief Operating Officer will complete the necessary changes to the Rooted School fixed asset records and accounting software to record the disposal of the asset.

3. Asset Tagging
   - **a)** The equipment is tagged and logged into the fixed asset records by the Chief Operating Officer.
   - **b)** Inventory of equipment includes: Acquisition Date, Bar Code Number, Manufacturer Serial Number, Equipment Description, Funding Source, Location (School), Location (assignment within the school), Condition (at time of purchase), Unit Cost, Acquisition Cost, Disposal Date.

III. RECORD RETENTION POLICY

Document Retention Schedule
The following types of documents will be retained for the following periods of time. At least one copy of each document will be retained according to the following schedule

Corporate Records

Article of Incorporation to apply for corporate status	Permanent
IRS Form 1023 (in the USA) to file for tax-exempt and/or charitable status	Permanent
Letter of Determination (e.g. from the IRS in the USA) granting tax-exempt and/or charitable status	Permanent
By Laws	Permanent
Board policies	Permanent
Resolutions	Permanent
Board meeting minutes	Permanent
Sales tax exemption documents	Permanent
Tax or employee identification number designation	Permanent
Annual corporate filings	Permanent

Financial Records

Chart of Accounts	Permanent
Fiscal Policies and Procedures	Permanent
Audits	Permanent
Financial statements	Permanent
General Ledger	Permanent

Check registers/books	7 years
Business expenses document	7 years
Bank deposit slips	7 years
Cancelled checks	7 years
Invoices	7 years
Investment records (deposits, earnings, withdrawal)	7 years
Property/asset inventories	7 years
Petty cash receipts/documents	7 years
Credit card receipts	7 years

Tax Records

Annual tax filing for the Organization (IRS Form 990 in the USA)	Permanent
Payroll registers	Permanent
Filings of fees paid to professionals (IRS Form 1099 in the USA)	7 years
Payroll tax withholdings	7 years
Earnings records	7 years
Payroll tax returns	7 years
W-2 statements	7 years

Personnel Records

Employee offer letters	Permanent
Confirmation of employment letters	Permanent
Benefits descriptions per employee	Permanent
Employee applications and resumes	7 years after termination
Promotions, demotions, letter of reprimand, termination	7 years after termination
Job descriptions, performance goals	7 years after termination
Workers' Compensation records	5 years
Salary ranges per job description	5 years
I-9 Forms	5 years after termination
Time reports	3 years after termination

Insurance Records

Property Insurance policy	Permanent
Directors and Officers Insurance policy	Permanent
Workers' Compensation Insurance policy	Permanent
General Liability Insurance policy	Permanent
Insurance claims applications	Permanent
Insurance disbursements / denials	Permanent

Contracts

All insurance contracts	Permanent
Employee contracts	Permanent
Construction contracts	Permanent
Legal correspondence	Permanent
Loan / mortgage contracts	Permanent
Leases / deeds	Permanent
Vendor contracts	7 years
Warranties	7 years

Donations / Funder Records

Grant dispersal contract	Permanent
Donor lists	7 years
Grant applications	7 years
Donor acknowledgements	7 years

Management Plans and Procedures

Strategic Plans	7 years
Staffing, programs, marketing, finance, fundraising and evaluation plans	7 years
Vendor contacts	7 years
Disaster Recovery Plan	7 years

Document Protection

Documents (hardcopy, online or other media) will be stored in a protected environment for the duration of the Document Retention Schedule. Computer backup media will be included.

Document Destruction

Hardcopy of documents will be destroyed by shredding after they have been retained until the end of the Document Retention Schedule. Online copies will be destroyed by fire or other proven means to destroy such media after they have been retained until the end of the Document Retention Schedule.

Provision of Documentation for Investigations or Litigation

Documents requested and subpoenaed by legally authorized personnel will be provided within 5 business days. No documents will be concealed, altered or destroyed with the intent to obstruct the investigation or litigation.

Rooted School Board of Directors Bylaws & Manual

Table of Contents

Secretary of State Nancy Landry

State of Louisiana
Secretary of State

Commercial Division
225.925.4704

Fax Numbers
225.932.5317 Admin. Services
225.932.5314 Corporations
225.932.5318 UCC

ROOTED SCHOOL

General Information

Name:	ROOTED SCHOOL
Type:	Corporation - Domestic Nonprofit
City:	NEW ORLEANS
Status:	ACTIVE
Previous Names:	N/A
Charter Number:	41649193N
Registration Date:	09/23/2014

Domicile Address

6701 PRESS DRIVE
NEW ORLEANS, LA 70126

Mailing Address

6701 PRESS DRIVE
NEW ORLEANS, LA 70126

Status

Status:	ACTIVE
Annual Report Status:	In Good Standing
Last Report Filed:	09/30/2025
Type:	Corporation - Domestic Nonprofit

Registered Agents

KAITLIN KARPINSKI **appointed on 08/05/2025**
6701 PRESS DRIVE
NEW ORLEANS, LA 70126

Officers

KAITLIN KARPINSKI
PRESIDENT
6701 PRESS DRIVE
NEW ORLEANS, LA 70126

LUCAS DIAZ
DIRECTOR
6701 PRESS DRIVE
NEW ORLEANS, LA 70126

SHANNON GLAPION
DIRECTOR
6701 PRESS DRIVE
NEW ORLEANS, LA 70126

NIKKIA PATRICK
DIRECTOR
6701 PRESS DRIVE
NEW ORLEANS, LA 70126

MARK QUINN
DIRECTOR
6701 PRESS DRIVE
NEW ORLEANS, LA 70126

FRANK INGARGIOLA
OFFICER
6701 PRESS DRIVE
NEW ORLEANS, LA 70126

Amendments on File

Description	Date
Domicile, Agent Change or Resign of Agent	08/16/2022
Appointing, Change, or Resign of Officer	07/31/2023
Domicile, Agent Change or Resign of Agent	03/27/2024
Domicile, Agent Change or Resign of Agent	03/27/2024
Domicile, Agent Change or Resign of Agent	05/08/2025
Domicile, Agent Change or Resign of Agent	07/09/2025
Domicile, Agent Change or Resign of Agent	08/05/2025

UNITED STATES OF AMERICA

State of Louisiana

Tom Schedler

SECRETARY OF STATE

As Secretary of State of the State of Louisiana I do hereby Certify that

a copy of the Articles of Incorporation of

ROOTED SCHOOL

Domiciled at NEW ORLEANS, LOUISIANA,

Was filed and recorded in this Office on September 23, 2014,

And all fees having been paid as required by law, the corporation is authorized to transact business in this State, subject to the restrictions imposed by law, including the provisions of R.S. Title 12, Chapter 2.

In testimony whereof, I have hereunto set my hand and caused the Seal of my Office to be affixed at the City of Baton Rouge on,

September 23, 2014

Secretary of State

WEB 41649193N

STATE OF LOUISIANA · UNION · JUSTICE · CONFIDENCE · SECRETARY OF STATE

Certificate ID: 10530284#WMJ62

To validate this certificate, visit the following web site, go to **Commercial Division, Certificate Validation,** then follow the instructions displayed.
www.sos.louisiana.gov

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UNITED STATES OF AMERICA

State of Louisiana

Tom Schedler

SECRETARY OF STATE

As Secretary of State, of the State of Louisiana, I do hereby Certify that

the attached document(s) of

ROOTED SCHOOL

are true and correct and are filed in the Louisiana Secretary of State's Office.

Original Filing 09/23/2014 2 pages

In testimony whereof, I have hereunto set my hand and caused the Seal of my Office to be affixed at the City of Baton Rouge on,

September 23, 2014

Secretary of State

WEB 41649193N

STATE OF LOUISIANA · UNION · JUSTICE · CONFIDENCE · SECRETARY OF STATE

Certificate ID: 10530285#6QK73

To validate this certificate, visit the following web site, go to **Commercial Division, Certificate Validation**, then follow the instructions displayed.

www.sos.louisiana.gov

Page 1 of 1 on 9/23/2014 12:04:10 PM

STATE OF LOUISIANA
ARTICLES OF INCORPORATION
(R.S. 12:203)

1. The name of this corporation is: ROOTED SCHOOL

2. This corporation is formed for the purpose of: engaging in any lawful activity for which corporations may be formed under Chapter 2, Title 12, of the LA Revised Statutes (Non-Profit Corporation Law).

3. The duration of this corporation is (may be perpetual): PERPETUAL

4. This corporation is a nonprofit corporation.

5. The location and municipal address (not a P.O. Box only) of this corporation's registered office is:

643 MAGAZINE STREET
NEW ORLEANS, LA 70130

6. The full name and address (not a P.O. Box only) of this corporation's registered agent(s) is/are:

JONATHAN JOHNSON
2342 CONSTANCE STREET
NEW ORLEANS, LA 70130

7. The full name and address of each incorporator of this corporation is:

JONATHAN JOHNSON
2342 CONSTANCE STREET
NEW ORLEANS, LA 70130

8. The corporation's initial board of directors, municipal addresses (not a P.O. Box only) and term of office are:

JONATHAN JOHNSON (President)
2342 CONSTANCE STREET
NEW ORLEANS, LA 70130

9. This corporation is to be organized on a non-stock basis.

10. Other Provisions:

The filing of a false public record, with the knowledge of its falsity, is a crime, subjecting the filer to fine or imprisonment or both under R.S. 14:133.

I hereby certify that I am the Incorporator and have the authority to sign on behalf of any other Incorporator listed.

Electronic Signature: JONATHAN M. JOHNSON (9/23/2014)

SECRETARY OF STATE

Agent Affidavit and Acknowledgement of Acceptance

Charter Number: 41649193N

Charter Name: ROOTED SCHOOL

The agent / agents listed below accept the appointment of registered agent for and on behalf of the Charter Name above.

Date Responded	Agent(s)	Agent(s) Electronic Signature
09/23/2014	JONATHAN JOHNSON	JONATHAN JOHNSON

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BYLAWS OF ROOTED SCHOOL
A Louisiana Non-Profit Corporation

ARTICLE I. MISSION

Rooted School exists to put students on a personalized pathway to financial freedom.

PURPOSE

Section 1.1 General. The purposes for which the Corporation is organized are to operate as a private, non-profit entity principally for "charitable" purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as may be amended (hereinafter referred to as "the Code"). Specifically, this Corporation is organized and operated in New Orleans Louisiana as the "Rooted School," an innovative educational institution that puts students and families on the pathway to financial freedom and closing the wealth gap.

Section 1.2 Powers. The Corporation is a non-profit corporation and shall have all of the powers, duties, authorizations and responsibilities as provided in the Louisiana Non-Profit Corporation Law; provided, however, the Corporation shall neither have nor exercise any power, nor shall it engage directly or indirectly in any activity that would invalidate its status as a corporation that is exempt from federal income taxation as an organization described in Section 501(c)(3) of the Code, or as a corporation contributions to which are deductible under Section 170(a)(1) of the Code by virtue of being charitable contributions as defined in Section 170(c)(2) of the Code.

Section 1.3 Conduct of Corporate Affairs. The affairs of the Corporation shall always be conducted in a manner consistent with the requirements of the Code, as such requirements affect tax-exempt organizations. The Corporation shall not carry on, other than as an insubstantial part of its activities, activities that are not in furtherance of its tax-exempt purposes.

Section 1.4 Accounting Services. The Corporation may employ a public accounting firm to provide accounting services for the Corporation on an annual basis. All costs and expenses of such services shall be fully paid for by the Corporation. The Corporation may consult with such accounting firm to design and implement bookkeeping methods and practices that will facilitate such accounting services, such as compilation. The Board of Directors of the Corporation shall have the authority to require a formal review or full financial audit of the Corporation.

Section 1.5 Political Campaign Activity. The Corporation shall not participate in or intervene in (including the publishing or distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these bylaws, the Corporation will not carry on any activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or by an organization contribution to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

Section 1.6. Non-Discrimination. The Corporation is firmly committed to a policy of equal opportunity and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other classification protected by federal, state, or local law. The policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Additionally, it applies to the selection of volunteers, board members, and vendors, as well as to all activities sponsored by the Corporation.

ARTICLE II. OFFICES

Section 2.1 Principal Office. The principal office of the Corporation in the State of Louisiana shall be at such location in Orleans Parish as may from time to time be determined by the Board of Directors.

Section 2.2 Registered Office and Registered Agent. The Corporation shall have and continuously maintain in the State of Louisiana a registered office and a registered agent as may be required by the Louisiana Non-Profit Corporation Law. The registered office may be, but need not be, identical with the principal office of the Corporation in Louisiana, and the address of the registered office and the identity of the registered agent may be changed from time to time, in accordance with the Louisiana Non-Profit Corporation Law, by the Board of Directors or by an officer of the Corporation so authorized by the Board of Directors

ARTICLE III. MEMBERS

The Board of Directors shall be taken to be the voting members of the Corporation and shall exercise all of the rights and powers of the members pursuant to La. R.S. 12:217(c), as it may be amended.

ARTICLE IV. BOARD OF DIRECTORS

Section 4.1 General Powers. The affairs of the Corporation shall be managed by its Board of Directors. Such board may exercise all powers granted to the Corporation and do all lawful acts required by the affairs of the Corporation so long as the exercise of such powers and the doing of such acts are consistent with the Corporation's prescribed purposes.

Section 4.2 Number and Qualifications. The Board of Directors may from time to time increase or decrease the number of directors; provided, however, that the number of voting directors shall never be less than seven (7) nor more than eleven (11).

- At least one member of the Board of Directors shall be a parent or guardian of a current student enrolled at Rooted School.

Section 4.3 Persons Eligible to Serve as Directors. Except for the Student Representative, a Director shall be a person who is at least eighteen years old and is not a current student enrolled at Rooted School. A Director must be competent to serve on the board of directors and to direct the operations of the school. A director need not be a resident of Louisiana; however, at least two-thirds of the Directors must be domiciled in the Parishes of Orleans, Jefferson, Plaquemines, St. Bernard, St. Charles, St. James, St. John the Baptist and St. Tammany. A director cannot be any person who would be considered a "disqualified person" under Section 4946 of the Code.

Section 4.4 Tenure. The Board of Directors shall elect successor Directors for a term of two years and shall serve until his/her successor shall have been appointed and qualified (unless the Board has determined to reduce the number of Directors by amendment of these Bylaws and, for this reason, no successor to the Director in question has been appointed) or until their earlier death, resignation, retirement, disqualification or removal from office. No Director shall serve more than three consecutive two-year terms.

Section 4.5 Annual Meeting; Election of Directors; President as Chair. The annual meeting of the Board of Directors shall be held at such time and place as is determined by the Board. Each Director, coinciding with the end of their tenure or to fill an empty Director position, shall be elected by a majority vote of the preceding Board of Directors of the Corporation present at the annual meeting of the Board of Directors. The Chair of the Corporation or in his/her absence the Vice Chair, then Treasurer, then Secretary the Corporation shall act as Chair and preside at all meetings of the Board of Directors. In addition to acting as Chair of the Board, the Chair shall Chair the Executive Committee of the Board and appoint the Chairs of all committees of the Board. The Chair shall vote only to break a tie in any action taken by the Board or the Executive Committee.

Section 4.6 Code of Conduct. A person shall not serve as a Member of the Board of Directors or as an employee or agent of the Corporation until such person has first consented in writing to the Corporation's current Code of Conduct.

Section 4.7 Removal. Any Director may be removed from the Board of Directors of the Corporation by a two-third vote of the Board of Directors. Reasons for removing a Director include, but are not limited to:

- Missing more than two consecutive, scheduled Board meetings
- Missing more than one-third of the total Board Meetings.

Section 4.8 Vacancies. Any vacancy occurring on the Board of Directors shall be filled at a regular or special meeting by a majority vote of the members of the Board of Directors present at such meeting, unless the Board of Directors has determined to reduce the number of directors by amendment of the Bylaws and for this reason no successor is appointed. A Director appointed to fill a vacancy shall be appointed for the unexpired term of his/her predecessor in office.

Section 4.9 Place and Manner of Meeting. The Board of Directors may, with notice to each Director, designate any place, either within or without the State of Louisiana, as a place of meeting for any annual meeting or for any regular or special meeting. If no designation is made, the place and time of meeting shall be at the registered office of the Corporation at 6:00 p.m. on the day prescribed. The Board of Directors shall hold all meetings in-person. In accordance with Louisiana Constitution and Open Meetings Law, R.S. 42:4.1 et seq. notice of any meeting shall be posted in the central office of the school at least one day prior to the meeting. All such notices shall include an agenda and an explanation of the public comment process and will be announced prior to the start of each meeting.

Section 4.10 Regular Meetings. The Board of Directors may provide by resolution the time and place for holding regular meetings of the Board without other notice than such resolution.

Section 4.11 Special Meetings. Special meetings of the Board of Directors may be called by or at the written request of the Board Chair or any three (3) Directors. The person or persons authorized to call special meetings of the Board may fix any place within the State of Louisiana as the place for holding any special meetings of the Board called by them.

Section 4.12 Resignation. Each Director shall have the right to resign at any time upon written notice to the Board Chair or Secretary of the Corporation. Unless otherwise specified in the notice, the resignation shall take effect upon the appointment and qualification of the successor to such resigning director.

Section 4.13 Notice. Notice of any special meeting of the Board of Directors shall be given at least two (2) (or five (5) if notice is given only by mail) business days prior to the meeting by written notice delivered personally or sent by mail, email, text message, or facsimile transmission to each director at his/her address, email address or facsimile number as shown on the records of the Corporation or by telephone in the manner provided below. In accordance with Louisiana Constitution and Open Meetings Law, R.S. 42:4.1 et seq. notice of any special meeting shall be posted in the central office of the school at least one day prior to the meeting. All such notices shall include an agenda and an explanation of the public comment process and will be announced prior to the start of each meeting.

Section 4.14 Quorum. A majority of the total number of Members of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the board. If less than a majority of the directors are present at a meeting, a majority of the directors present may adjourn the meeting from time to time without further notice.

Section 4.15 Manner of Acting. The act of a majority of the directors present and voting at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law, the Articles of Incorporation, or these Bylaws.

Section 4.16 Compensation. Directors as such shall not receive any stated salaries for their services, but by resolution of the Board of Directors any director may be reimbursed for reasonable expenses incurred in attending any regular or special meetings of the Board. Nothing herein contained shall be construed to preclude any director from serving the Corporation in any other capacity and receiving compensation therefor. The appointment of a director shall not by itself create any contract rights in such director.

Section 4.17 Procedure; Minutes. At meetings of the Board of Directors, business shall be transacted in such order as the Board of Directors may determine from time to time. The Secretary of the Corporation shall prepare minutes of the meeting to be placed in the minute books of the Corporation.

Section 4.18 General Requirements and Prohibitions. The Board of Directors shall comply with all laws applicable to public bodies including, but not limited to, the Louisiana Open Meetings Law, the Louisiana Public Records Law, and the Code of Governmental Ethics.

Section 4.19 Proxies. Representation by proxy or voting by proxy shall not be permitted at meetings of the Board of Directors.

ARTICLE V. OFFICERS

Section 5.1 Number. There shall be a Chair, Vice Chair, Treasurer, and Secretary of the Board of Directors, each of whom shall be elected or appointed in accordance with the provisions of this Article. For the purposes of any article requiring decision-making by rank, the listing of the prior officers shall be the rank. The board may also elect such other officers and assistants as the Board may deem necessary or appropriate. Except for the offices of Chair, Vice Chair, and Secretary, any two or more offices may be held by the same person.

Section 5.2 Appointment and Term of Office. The officers of the Corporation shall be elected annually by the Board of Directors. New offices may be created and filled at any meeting of the Board of Directors. Each officer shall hold office until his/her successor, if any, shall have been duly elected and qualified or until his/her earlier death, resignation, retirement, disqualification or removal from office.

Section 5.3 Removal. Any Officer elected by the Board of Directors may be removed by the Board by a two-third vote of the Board of Directors, but such removal shall be without prejudice to contract rights, if any, of the officer removed. Such removal of an Officer does not remove the individual from the Board of Directors.

Appointment of an officer shall not of itself create any contract rights in such officer unless otherwise provided in the Articles of Incorporation or these Bylaws.

Section 5.4 Vacancies. A vacancy occurring in any office due to death, resignation, retirement, disqualification, removal or other cause may be filled by the Board of Directors for the unexpired term of office left vacant.

Section 5.5 Chair. The Board Chair shall carry out the policies of the Board of Directors and be responsible for the effective administration of the Corporation. The Chair shall also have general and active management of the business of the Corporation. When authorized by the Board, the Chair may delegate all or a portion of these powers to the Executive Director. In the absence or disability of the Chair, the Vice Chair, Treasurer, or Secretary, in this order, shall perform the duties and exercise the powers of the Chair, provided the Vice Chair, Treasurer, or Secretary shall not perform duties and exercise powers of the Chair previously delegated to the Executive Director unless authorized to do so by the Board of Directors.

Section 5.6 Vice Chair. The Vice Chair shall assist the Chair in carrying out his or her duties to the Corporation. The Vice Chair shall also have general and active management of the business of the Corporation. When authorized by the Board, the Chair may delegate all or a portion of these powers to the Executive Director. In the absence or disability of the Chair, the Vice Chair shall perform the duties and exercise the powers of the Chair, provide the Vice Chair shall not perform duties and exercise powers of the Chair previously delegated to the Executive Director unless authorized to do so by the Board of Directors.

Section 5.7 Secretary. The Secretary shall be responsible for ensuring that minutes of the meetings of the Board of Directors are kept in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these Bylaws and as required by law; be custodian of the corporate records and of the seal of the Corporation; and in general perform all duties incident to the office of Secretary; and perform such other duties as from time to time may be assigned to him/her by the Chair or by the Board of Directors. The corporate seal shall not be required to create a valid and binding obligation of or against the Corporation.

Section 5.8 Treasurer. The Treasurer shall serve as the Chairperson of the Finance Committee. If required by the Board of Directors, the Treasurer shall give a bond for the faithful performance of his/her duties in such sum and with such surety or sureties as the Board of Directors shall determine. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Corporation; receive and give receipts for monies due and payable to the Corporation from any source whatsoever, and deposit all such monies in the name of the Corporation in such bank, trust companies, or other depositories as shall be selected by the board of Directors; and, in general, perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him/her by the Chair or by the Board of Directors.

Section 5.9 Compensation. The salaries of employees and agents of the Corporation shall be fixed by resolution duly adopted by the Board of Directors, and such persons shall be entitled to the payment or reimbursement by the Corporation of expenses; provided that such salary or expense payment or reimbursement shall be made only in respect to services rendered to the Corporation which are reasonable and necessary to carrying out the purposes of the Corporation and shall not be excessive in amount.

ARTICLE VI. AGENTS AND REPRESENTATIVES

Section 6.1 Agents and Representatives. The Board of Directors may appoint such agents and other representatives of the Corporation to perform such acts or duties on behalf of the Corporation, and give to such agents and other representatives such powers, as the Board of Directors may see fit, so far as may be consistent with the Articles of Incorporation or these Bylaws and to the extent authorized and permitted by law.

ARTICLE VII. COMMITTEES

Section 7.1 Committees of Directors. The Board of Directors, by resolution adopted by a majority of the Directors, may designate one or more committees, which committees, to the extent provided in said resolution, shall have and exercise the authority of the Board of Directors in the management of the Corporation. Each such committee shall consist of two (2) or more persons, at least one of whom is a member of the Board of Directors. The designation of such committees and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual director, of any responsibility imposed on it, him, or her by law.

Section 7.2 Standing Committees. The Corporation shall have the following standing committees, as well as any other committee as needed: Finance, Governance, Academic.

Section 7.3 Advisory Boards or Committees. Advisory boards or committees not having and exercising the authority, responsibility, or duties of the Board of Directors in the management of the Corporation may be designated by a resolution adopted by the Board. Except as otherwise provided in such resolution, members of each such advisory board or committee need not be directors of the Corporation. The Chair of the Corporation shall appoint the members thereof. Any member thereof may be removed by the Chair whenever in the Chair's judgment the best interests of the Corporation shall be served by such removal.

Section 7.4 Chairs. The Chair shall appoint the chair and co-chair of all committees of directors, and of any advisory board or committee.

Section 7.5 Vacancies. Vacancies in the membership of any committee of directors or advisory board or committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

Section 7.6 Quorum; Manner of Acting. Unless otherwise provided in the resolution of the Board of Directors designating a committee of directors or advisory board or committee, a majority of the whole committee or board shall constitute a quorum, and the act of the majority of the members present at a meeting at which a quorum is present shall be the act of the committee or board.

Section 7.7 Rules. Each committee of directors or advisory board or committee may adopt rules for its own governance not inconsistent with these Bylaws or with rules adopted by the Board of Directors.

ARTICLE VIII. CONTRACTS, DEPOSITS AND FUNDS

Section 8.1 Contracts. The Board of Directors may authorize any officer or officers, or agent or agents of the Corporation, in addition to the officers and persons so authorized in these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.

Section 8.2 Checks, Drafts or Orders of Payment. All checks, drafts, or orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Corporation shall be signed by such officers or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Executive Director and countersigned by Board Chair.

Section 8.3 Deposits. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

Section 8.4 Gifts. The Board of Directors may accept on behalf of the Corporation any contribution, gifts, bequest, or devise for the general purposes, or for any special purpose, of the Corporation.

Section 8.5 Contracts Involving Directors and Officers. Provided that a Member of the Board of Directors or an officer of the Corporation shall have disclosed to the Board of Directors a conflict of interest and refrain from discussion and voting on matters in conflict, such director and officer shall be permitted to maintain a direct or indirect interest in any contract relating to or incidental to the operations of the Corporation, and may freely make contracts, enter into transactions, or otherwise act for and on behalf of the Corporation, notwithstanding that at such time they may also be acting as individuals, directors of trusts, or beneficiaries of trusts, members or associates, or as agent, officers or directors for other persons or corporations, or may be interested in the same matters as shareholders, officers, directors, or otherwise. Notwithstanding any provision contained herein, no contract, transaction, or act shall be taken on behalf of the Corporation if such contract, transaction, or act would result in the denial of the Corporation's exemption from federal income taxation or subject the Corporation to immediate sanctions under the Code and its regulations, as they now exist or as they may hereafter be amended.

Section 8.6 Investments. The Corporation shall have the right to retain all or any part of any property, real, personal, tangible or intangible, acquired by it in whatever manner, and pursuant to the direction and judgment of the Board of Directors, to invest and reinvest any funds, and hold, sell, hypothecate, or lease any property held by it without being restricted to the class of investments available to directors by law or any similar restriction; provided, however, that no action shall be taken by or on behalf of the Corporation if such action would result in denial of the Corporation's exemption from federal income taxation or subject the Corporation to intermediate sanctions under the Code, and its regulations, as they now exist or as they may hereafter be amended. The Corporation may retain all or part of any property acquired or held by it regardless of risks, productivity, or lack of diversification.

Section 8.7 Exempt Activities. Notwithstanding any other provision of these Bylaws, no director, officer, employee or representative of the Corporation shall take any action or carry out any activity by or on behalf of the Corporation which is not permitted to be taken or carried on by an organization exempt from federal income taxation under Section 501(a) and (c)(3) of the Code, and its regulations, as they now exist or as they may hereafter be amended, or by an organization contributions to which are deductible under Section 170(a)(1) of the Code, and its regulations, as they now exist or as they may hereafter be amended, by virtue of being charitable contributions as defined in Section 170(c)(2) of the Code, and its regulations, as they now exist or as they may hereafter be amended.

ARTICLE IX. MISCELLANEOUS

Section 9.1 Books and Records. The Corporation shall keep correct books and records of accounts and shall also keep minutes of the proceedings of its Board of Directors and committees having authority of the Board.

Section 9.2 Fiscal Year. The fiscal year of the Corporation shall end on June 30th.

Section 9.3 Corporate Seal. The Board of Directors may provide a corporate seal in such form as may be determined by the Board.

Section 9.4 Voting Shares of Other Corporations. Unless otherwise ordered by the Board of Directors, the Chair shall have full power and authority on behalf of the Corporation to vote either in person or by proxy at any meeting of shareholders of any corporation in which this Corporation may hold shares, and at any such meeting may possess and exercise all of the rights and powers incident to the ownership of such shares which, as the owner thereof, this Corporation might have possessed and exercised if present. The Board of Directors may confer like powers upon any other person and may revoke any such powers as granted at its pleasure.

Section 9.5 Invalid Provisions. If any part of these Bylaws shall be held invalid or inoperative for any reason, the remaining parts, so far as it is possible and reasonable, shall remain valid and operative.

Section 9.6 Headings. The Headings used in these Bylaws are for convenience only and do not constitute matter to be construed in the interpretation of these Bylaws.

ARTICLE X. INDEMNIFICATION

Section 10.1 Indemnification. The Corporation shall defend and indemnify each Director and Officer against all expenses actually and necessarily incurred by such person in connection with the defense of any action, suit, or proceeding to which said person has been made a party by reason of being or having been a director or officer of this Corporation, except in relation to matters to which such person shall be adjudicated in such action, suit or proceeding to be liable for gross negligence or willful misconduct in the performance of duty.

ARTICLE XI. AMENDMENTS

Section 11.1 Amendments. These Bylaws may be amended, repealed, or added to, or new Bylaws may be adopted by two-thirds vote of the Board of Directors.

ARTICLE XII. DISSOLUTION

Section 12.1. Dissolution. Upon dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all liabilities of the Corporation, dispose of all the assets of the Corporation exclusively for the purposes of the Corporation in such manner, or to such organization or organizations organized and operated exclusively for educational, charitable, religious, scientific, or other purposes which at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by a Court in Orleans Parish, exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

CERTIFICATE:

I HEREBY CERTIFY that the foregoing Bylaws were adopted by unanimous written consent by the Board of Directors of the Corporation on the 22nd day of April 2026.

Coversheet

Contract Approvals and Act 370 Posting Guidelines

Section:	II. PUBLIC MEETING PORTION: DISCUSSION ITEMS
Item:	F. Contract Approvals and Act 370 Posting Guidelines
Purpose:	Discuss
Submitted by:	
Related Material:	Vendors Exceeding 10K.pdf

Vendors	January-June, 2026	Likely to Exceed 10K Threshold in Next Reporting Cycle
Adams & Reese, LLP	$ 18,123.80	Yes
Amazon Capital Services, Inc	$ 13,268.05	Yes
Blue Cross Blue Shield of Louisiana	$ 78,796.33	Yes
Cassondra Ferrand - Nurse Consultant	$ 11,300.00	Yes
EdOps	$ 48,962.00	Yes
Freret Napoleon TQL LLC	$ 9,925.00	Yes
Impact Connections - Temika Dixon	$ 15,000.00	Yes
Lauren McGill	$ 9,999.00	Yes
New Direction Solutions - Procare Therapy	$ 16,533.75	Yes
Orleans Parish School Board	$ 28,393.61	Yes
Sophie B. Wright High School	$ 80,625.00	Yes
Southern University at New Orleans	$ 93,636.00	Yes
SUNO Ancillary Rental/Leasing	$ 9,639.00	Yes
T & B Cleaning Services	$ 20,960.00	Yes
Verizon	$ 10,519.93	Yes
ZimZim LLC - Boucherie	$ 43,476.00	Yes

Coversheet

FIRST READING: New School, Student & Employee Policies for Board Approval

Section: II. PUBLIC MEETING PORTION: DISCUSSION ITEMS
Item: G. FIRST READING: New School, Student & Employee Policies for Board Approval
Purpose: Discuss
Submitted by:
Related Material:
ACT 737 Human Trafficking Victim Identification and Reporting Policy - FIRST READING.pdf
ACT 962 School-Based Health Services Policy - FIRST READING.pdf
R.S. 17-3996(B) Teacher Shield Act Policy - FIRST READING.pdf
Smart Glasses - Meta Glasses Policy - FIRST READING.pdf

FIRST READING: AUGUST 19, 2026

ROOTED SCHOOL GOVERNING AUTHORITY
HUMAN TRAFFICKING VICTIM IDENTIFICATION AND REPORTING POLICY

SECTION I. PURPOSE AND AUTHORITY

The purpose of this Policy is to implement the requirements of Louisiana Revised Statutes 17:419.5, as enacted by Act 737 of the 2026 Regular Session of the Louisiana Legislature. This Policy establishes the framework under which human trafficking victim identification and reporting training shall be administered in schools operated or overseen by the Governing Authority.

This Policy is adopted in compliance with the mandate of R.S. 17:419.5(A), which requires each city, parish, or other local public school board to adopt a policy on human trafficking victim identification and reporting beginning in the 2026-2027 school year.

SECTION II. APPLICABILITY

A. This Policy applies directly to Rooted School and to its Governing Authority. Pursuant to R.S. 17:3996(B)(92), the requirements of R.S. 17:419.5, and therefore this Policy, apply to Rooted School to the same extent as to public schools serving the same grades.

B. This Policy shall be implemented beginning with the 2026-2027 school year and shall remain in effect thereafter unless amended or repealed by action of the Governing Authority consistent with applicable law.

SECTION III. DEFINITIONS

For the purposes of this Policy, the following terms have the meanings set forth below:

A. "Human Trafficking" means the perpetration or attempted perpetration of trafficking of children for sexual purposes, pursuant to R.S. 14:46.3; trafficking related to commercial sexual activity, pursuant to R.S. 14:46.3; or debt bondage or labor trafficking, pursuant to R.S. 14:46.2.

B. "Sex Trafficking" means any commercial sex act induced by force, fraud, or coercion, or in which the person induced to perform such act is under the age of twenty-one, as defined and prohibited under R.S. 14:46.3.

C. "Labor Trafficking" means inducing a person to perform labor or services through the use of force, fraud, or coercion, including but not limited to debt bondage, as defined and prohibited under R.S. 14:46.2.

D. "Designated Employee" means the school counselor, mental health professional, or school administrator designated by each school to receive annual advanced training on human trafficking pursuant to R.S. 17:419.5(A).

E. **"Governing Authority"** means, for purposes of this Policy, the governing board or nonprofit board of directors Rooted School, which is the body with authority over the School.

F. **"School"** means Rooted School, the charter school subject to this Policy.

G. **"School Counselor"** means a professional employee of a school who holds a valid Louisiana ancillary certificate in school counseling.

H. **"Mental Health Professional"** means a licensed professional providing mental health services in a school setting, including but not limited to licensed professional counselors, licensed clinical social workers, and licensed psychologists.

I. **"School Administrator"** means the principal, assistant principal, or other administrative officer of a school who holds appropriate certification.

J. **"Annual Advanced Training"** means the training instruction required by R.S. 17:419.5(B) to be completed each school year by the designated employee at each school.

SECTION IV. DESIGNATION OF EMPLOYEE FOR ADVANCED TRAINING

A. Each school under the jurisdiction of the Governing Authority shall designate at least one employee to receive annual advanced training on human trafficking, as required by R.S. 17:419.5(A).

B. The designated school employee shall be one of the following:

(1) A school counselor;

(2) A mental health professional; or

(3) A school administrator.

C. Each school shall notify the Governing Authority of the identity of the designated employee within thirty (30) days of the beginning of each school year, or within thirty (30) days of any change in designation.

D. In the event that a designated employee leaves employment or is otherwise unable to fulfill the designation, the school shall promptly designate a replacement and notify the Governing Authority.

SECTION V. TRAINING REQUIREMENTS AND CURRICULUM

A. The designated employee at each school shall complete annual advanced training on human trafficking. The training shall be administered by live, in-person training or by an online course, as provided in R.S. 17:419.5(B).

B. The training instruction shall, at minimum, include the following content areas:

(1) Definition of the crime of human trafficking under Louisiana law;

(2) Differentiation between the types of human trafficking, including sex trafficking and labor trafficking;

(3) Recognition of common indicators of human trafficking;

(4) Discussion of barriers to identification and best practices for victim identification;

(5) Reinforcement of mandatory reporting requirements applicable to school employees; and

(6) Review of resources and services that are available to human trafficking victims in this state.

C. The state Department of Education, in conjunction with the governor's office of human trafficking prevention, shall provide information on available training curriculums to school boards. The Governing Authority shall utilize training resources made available by LDOE and the governor's office of human trafficking prevention, or other training programs that meet the minimum content requirements of R.S. 17:419.5(B).

D. Training shall be completed by the designated employee at each school on an annual basis. Each designated employee shall complete the required training no later than December 31 of each school year, unless otherwise directed by the Governing Authority.

SECTION VI. VICTIM IDENTIFICATION INDICATORS

A. Designated employees and all school personnel should be aware of the following common indicators of human trafficking, which may be observed in students:

(1) Frequent truancy, running away, or chronic absenteeism;

(2) Fearful, anxious, or submissive behavior;

(3) Unexplained injuries or signs of physical abuse;

(4) Scripted, inconsistent, or rehearsed stories about their situation;

(5) Signs of physical exhaustion or malnourishment;

(6) Lack of personal identification documents;

(7) Travel with an unrelated older adult or evidence of being controlled by another individual;

(8) Possession of expensive items or unexplained money inconsistent with the student's circumstances;

(9) Evidence of sexual abuse or age-inappropriate sexual behavior; and

(10) Withdrawal from normal activities, peers, or family.

B. The presence of one or more indicators does not confirm trafficking, but should prompt further inquiry and, where appropriate, a report in accordance with Section VII of this Policy.

SECTION VII. REPORTING PROCEDURES

A. Any school employee who has reasonable cause to believe that a student may be a victim of human trafficking shall immediately report the matter in accordance with the mandatory reporting obligations set forth in Children's Code Art. 610 and applicable law.

B. Reports of suspected child abuse or neglect, including suspected human trafficking of a minor, shall be made to the Louisiana Department of Children and Family Services (DCFS) Child Abuse/Neglect Hotline at 1-855-452-5437 (select option 4 for suspected sex trafficking cases). Mandatory reporters are required to report regardless of whether the suspected perpetrator is a parent or caretaker.

C. In cases of suspected sex trafficking, DCFS shall refer the matter to the Louisiana State Police for investigation, consistent with applicable law and interagency protocols.

D. School employees may also report suspected human trafficking to the National Human Trafficking Hotline at 1-888-373-7888.

E. The designated employee shall serve as the school's primary point of contact for human trafficking concerns and shall assist other school employees in identifying potential victims and making appropriate reports.

F. No school employee shall be subject to retaliation or adverse employment action for making a good-faith report of suspected human trafficking pursuant to this Policy and applicable law.

SECTION VIII. RECORDKEEPING AND COMPLIANCE VERIFICATION

A. A record of the designated employees and the completion of the required training course shall be retained by each school, as required by R.S. 17:419.5(C).

B. Each school shall maintain records documenting:

(1) The name and position of the designated employee;

(2) The date of completion of the annual training;

(3) The name and provider of the training course or program completed; and

(4) Any change in the designated employee during the school year.

C. The Governing Authority shall document and verify that each school is in compliance with this Policy and with R.S. 17:419.5, as required by R.S. 17:419.5(C). The Governing Authority may require each school to submit compliance documentation on an annual basis or at such other intervals as the Governing Authority deems appropriate.

D. Records maintained under this Section shall be retained for a minimum of three (3) years and shall be made available for inspection upon request by the Louisiana Department of Education or other authorized agency.

SECTION IX. CONFIDENTIALITY

A. All information regarding a student who is a suspected or confirmed victim of human trafficking shall be treated as confidential and shall be disclosed only as required or permitted by applicable law, including but not limited to the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and Louisiana law governing the confidentiality of child abuse and neglect records.

B. Information regarding suspected or confirmed trafficking victims shall be shared only on a need-to-know basis with school personnel directly involved in the student's safety, well-being, or educational program, and with law enforcement, DCFS, or other agencies as required by law.

C. No school employee shall disclose information regarding a student's status as a suspected or confirmed trafficking victim to unauthorized persons, including other students, parents of other students, or members of the public.

SECTION X. COORDINATION WITH CARE COORDINATION ENTITIES AND VICTIM SERVICES

A. The Governing Authority and each school shall cooperate with the Louisiana Department of Children and Family Services and regional Children's Advocacy Centers in providing care coordination and advocacy services to child and youth victims of human trafficking, as provided in R.S. 46:51(16) and R.S. 46:2161.

B. The designated employee shall be knowledgeable regarding available victim services and resources, including but not limited to the DCFS Child Abuse/Neglect Hotline, the National Human Trafficking Hotline, the governor's office of human trafficking prevention, local Children's Advocacy Centers, and community-based victim service providers.

C. When a student is confirmed or suspected to be a victim of human trafficking, the school shall, to the extent permitted by law and consistent with student safety, coordinate with appropriate service providers to ensure continuity of educational services and access to necessary support services.

SECTION XI. SAVINGS CLAUSE AND CONSTRUCTION

A. If any provision of this Policy, or the application of any provision to any person or circumstance, is held invalid, the remainder of this Policy and the application of its provisions to other persons or circumstances shall not be affected.

B. This Policy shall be interpreted in a manner consistent with R.S. 17:419.5 and all other applicable state and federal law.

C. Nothing in this Policy shall be construed to limit or supersede any existing mandatory reporting obligations under Children's Code Art. 610 or other applicable law.

D. Nothing in this Policy shall be construed to create a private right of action against the Governing Authority or any school employee.

SECTION XII. APPLICABILITY TO CHARTER SCHOOLS

A. Pursuant to R.S. 17:3996(B)(92), the requirements of R.S. 17:419.5 apply directly to Rooted School and its Governing Authority to the same extent as to public schools serving the same grades.

B. Rooted School and its Governing Authority shall comply with the requirements of this Policy to the same extent as non-charter public schools, including the designation of employees, training requirements, recordkeeping, reporting, and compliance verification obligations set forth herein.

SECTION XIII. ADOPTION AND EFFECTIVE DATE

This Policy was duly adopted by the Governing Authority on [DATE] and shall become effective beginning with the 2026-2027 school year, or upon the date of adoption, whichever is later.

FIRST READING: AUGUST 19, 2026

ROOTED SCHOOL GOVERNING AUTHORITY
SCHOOL-BASED HEALTH CENTER SERVICES FOR STUDENTS POLICY

SECTION I. PURPOSE AND AUTHORITY

The purpose of this Policy is to implement the requirements of Louisiana Revised Statutes 17:171.1, as enacted by Act 962 of the 2026 Regular Session of the Louisiana Legislature. This Policy establishes the framework under which school-based health center services shall be made available to students on school campuses operated or overseen by the Governing Authority.

Nothing in this Policy shall be construed to require the Governing Authority or any school to establish or provide school-based health center services. This Policy applies only where such services are made available to students.

SECTION II. APPLICABILITY

This Policy applies directly to Rooted School and its Governing Authority where school-based health center services are available to students. Pursuant to R.S. 17:3996(B)(24), the requirements of R.S. 17:171.1, and therefore this Policy, apply to Rooted School to the same extent as they apply to public schools serving the same grades.

SECTION III. DEFINITIONS

For the purposes of this Policy, the following terms have the meanings set forth below:

A. **"Healthcare Provider"** means a physician or other healthcare practitioner who is licensed, certified, registered, or otherwise authorized by law to provide health care services consistent with state law.

B. **"Medically Necessary"** means that the services meet the following requirements as determined by the healthcare provider, as applicable, or the applicable independent third-party payor:

   (1) The services are for the diagnosis, treatment, cure, or relief of a health condition, illness, injury, or disease.

   (2) The services are within the generally accepted standards of medical care in the community.

   (3) The services are not solely for the convenience of the insured, the insured's family, or the provider.

C. **"School-Based Health Center Services"** means primary health or behavioral health services delivered to students through a school-based health center or other provider arrangement, including but not limited to fixed-site clinics, mobile units, and other models operated by healthcare providers.

D. **"Governing Authority"** means, with respect to Rooted School, the charter school's own governing board or nonprofit board of directors responsible for the operation and oversight of the charter school, and, more generally, means the public school board or other governing body with authority over the public school or schools at which school-based health center services are available.

E. **"Student"** means any student enrolled in a school under the jurisdiction of the Governing Authority where school-based health center services are available.

SECTION IV. PARENTAL AND STUDENT CONSENT

A. No student shall receive school-based health center services unless the student's parent or legal guardian has provided consent for such services. A student who has reached the age of majority may provide consent on his or her own behalf.

B. Consent must be provided in writing on a form prescribed or approved by the Governing Authority or the school-based health center, as applicable.

C. A parent, legal guardian, or student who has reached the age of majority may revoke consent at any time. Revocation of consent shall be provided in writing and shall be effective upon receipt by the school or the school-based health center.

D. Upon revocation of consent, school-based health center services shall cease for the student unless and until new consent is provided in accordance with this Policy.

SECTION V. PROHIBITION ON INTERFERENCE WITH STUDENT ACCESS

A. If a student's parent or legal guardian, or a student who has reached the age of majority, has consented to medically necessary school-based health center services, no school administrator or other school employee shall prohibit the student from accessing such services.

B. This prohibition applies to school-based health center services provided on a school campus through a school-based health center or other provider arrangement.

SECTION VI. PROVIDER BACKGROUND CHECK REQUIREMENTS

A. Healthcare providers who are licensed, certified, or registered by their applicable licensing, certification, or registration board, who provide documentation of having passed a criminal background check conducted by the Louisiana State Police, and who are in good standing with their applicable board shall not be required by the Governing Authority to complete an additional criminal background check in order to begin providing school-based health center services.

B. The Governing Authority may require documentation from the healthcare provider verifying current licensure, certification, or registration status, evidence of passing a Louisiana State Police criminal background check, and good standing with the applicable board.

SECTION VII. ON-CAMPUS HEALTH EVALUATIONS, ASSESSMENTS, AND TREATMENT

A. The Governing Authority shall not prohibit a health evaluation, assessment, or authorized treatment plan from being performed on school property in order to establish medical necessity or deliver medically necessary services.

B. The school and the school-based health center shall work collaboratively, in accordance with this Policy, to create a student visitation and treatment schedule that:

(1) Meets the medical needs of the student.

(2) Complies with the healthcare provider's ethical code of conduct.

(3) Considers the impact on the school's operations and the student's instructional time and testing schedules.

C. The collaborative scheduling provisions of this Section shall be consistent with Section IX of this Policy, which reserves the determination of need for health evaluation and services to licensed healthcare providers.

SECTION VIII. CONFIDENTIALITY AND INFORMATION SHARING

A. A school-based health center shall not be required to enter into a consent-to-release information agreement with the Governing Authority that requires the disclosure of protected health information.

B. Any information shared by a school-based health center with the Governing Authority shall be limited to nonclinical information necessary for care coordination, student safety, or compliance with applicable law.

C. All information sharing between the school-based health center and the Governing Authority shall comply with all applicable state and federal confidentiality requirements, including but not limited to the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA).

D. Nothing in this Policy shall be construed to require or authorize the disclosure of protected health information in violation of applicable law.

SECTION IX. DETERMINATION OF NEED FOR EVALUATION OR TREATMENT

A. The determination of the need for health evaluation and school-based health center services shall be made by a healthcare provider acting within the scope of his or her professional license.

B. No school employee who is not licensed to provide healthcare services shall determine whether a student may receive an evaluation or treatment by a healthcare provider.

SECTION X. NO REQUIREMENT TO ESTABLISH OR PROVIDE SERVICES

A. Nothing in R.S. 17:171.1 or in this Policy shall be construed to require the Governing Authority or any school to establish or provide school-based health center services.

B. The failure of the Governing Authority to adopt a policy shall not be cause to prohibit the provision of school-based health center services to a student as provided by law.

SECTION XI. PROVIDER QUALIFICATION REQUIREMENTS

A. School-based health center services shall be delivered only by healthcare providers who are licensed, certified, or registered by their applicable health profession licensing board.

B. The Governing Authority may request documentation of current licensure, certification, or registration from any provider delivering services on school property.

C. Healthcare providers must maintain good standing with their applicable licensing, certification, or registration board throughout the period during which they provide services under this Policy.

SECTION XII. SAVINGS CLAUSE AND CONSTRUCTION

A. This Policy shall not create onerous requirements for healthcare providers resulting in a delay or barrier to the provision of medically necessary school-based health center services.

B. Nothing in this Policy shall be construed to conflict with or interfere with a student's access to behavioral health services provided pursuant to R.S. 17:173.

C. If any provision of this Policy, or the application of any provision to any person or circumstance, is held invalid, the remainder of this Policy and the application of its provisions to other persons or circumstances shall not be affected.

D. This Policy shall be interpreted in a manner consistent with R.S. 17:171.1 and all other applicable state and federal law.

SECTION XIII. APPLICABILITY TO CHARTER SCHOOLS

A. Pursuant to R.S. 17:3996(B)(24), the requirements of R.S. 17:171.1 are applicable to [Name of Charter School] as a charter school serving the same grades as the public schools to which the statute otherwise applies.

B. Rooted School, as a charter school offering school-based health center services to students, shall comply with the requirements of this Policy to the same extent as non-charter public schools, with the Governing Authority of Rooted School responsible for such compliance.

SECTION XIV. ADOPTION AND EFFECTIVE DATE

This Policy was duly adopted by the Governing Authority on [DATE] and shall become effective on [DATE], or upon the date of adoption, whichever

FIRST READING: 09/19/2026

ROOTED SCHOOL GOVERNING AUTHORITY
TEACHER SHIELD ACT POLICY

SECTION I. PURPOSE AND AUTHORITY

The purpose of this Policy is to implement the requirements of the Teacher Shield Act, as enacted during the 2026 Regular Session of the Louisiana Legislature. This Policy establishes the framework under which students formally accused of assault or battery upon a school employee shall be immediately removed and suspended, and upon a finding of guilt, expelled from the school. This Policy also establishes protections for school employees who are injured as a result of assault or battery by a student, including sick leave protections, protection from negligent hiring claims, and annual notice of employee rights.

SECTION II. APPLICABILITY

A. This Policy applies directly to Rooted School and its Governing Authority. Pursuant to R.S. 17:3996(B), the requirements of the Teacher Shield Act, and therefore this Policy, apply to Rooted School to the same extent as they apply to public schools serving the same grades.

B. This Policy shall be implemented beginning with the [DATE] school year and shall remain in effect thereafter unless amended or repealed by action of the Governing Authority consistent with applicable law.

SECTION III. DEFINITIONS

For the purposes of this Policy, the following terms have the meanings set forth below:

A. "Assault" means an attempt to commit a battery upon the person of a school employee, or the intentional placing of a school employee in reasonable apprehension of receiving a battery, when such conduct is committed upon a school employee as described in R.S. 14:38.2 (assault upon a school employee).

B. "Battery" means the intentional use of force or violence upon the person of a school employee, when such conduct is committed upon a school employee as described in R.S. 14:34.3 (battery of a school employee).

C. "Governing Authority" means, with respect to [Name of Charter School], the charter school's own governing board or nonprofit board of directors responsible for the operation and oversight of the charter school.

D. "School Employee" means any person employed by the school, including substitute teachers, substitute bus operators, and school volunteers.

E. **"Student"** means any student enrolled in a school under the jurisdiction of the Governing Authority.

F. **"Alternative Educational Setting"** means a school or program, other than the school at which the offense occurred, designated by the Governing Authority for the placement of students who have been expelled pursuant to this Policy.

SECTION IV. IMMEDIATE REMOVAL AND SUSPENSION PROCEDURES

A. When a student is formally accused of committing battery upon a school employee (R.S. 14:34.3) or assault upon a school employee (R.S. 14:38.2), the principal shall immediately suspend the student and remove the student from the school premises.

B. The immediate suspension and removal required by this Section shall be carried out without regard to the normal out-of-school suspension procedures that would otherwise apply. However, all necessary notifications and other required procedures shall still be carried out as soon as practicable following the removal.

C. The school is not required to wait for the completion or outcome of any law enforcement investigation, police investigation, or criminal proceeding before taking the immediate suspension and removal action required by this Section. The obligation to immediately suspend and remove the student arises upon the formal accusation of assault or battery upon a school employee, regardless of the status of any separate law enforcement process.

D. Nothing in this Section shall be construed to relieve the school of any obligation to provide notice or follow procedures required by federal or state law, including but not limited to the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, where applicable. Such procedures shall be carried out as soon as practicable following the immediate removal.

SECTION V. STUDENTS WITH DISABILITIES

Students with disabilities are subject to the same disciplinary rules and consequences as all other students, including the provisions of Louisiana law requiring mandatory suspension and expulsion for certain acts of assault or battery against school employees. Any disciplinary action involving a student with a disability shall be implemented in accordance with the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, applicable federal and state law, and the student's Individualized Education Program (IEP) or Section 504 Plan, as applicable. Before finalizing any expulsion recommendation or other disciplinary action that constitutes a change of placement, the School will conduct a manifestation determination review of the decision to change placement, and will ensure that all other required procedural safeguards, including the provision of educational services when required by law, are afforded before implementing any disciplinary action beyond the authority permitted under applicable law.

SECTION VI. MANDATORY EXPULSION UPON FINDING OF GUILT

A. If a student who has been suspended and removed pursuant to Section IV of this Policy is subsequently found guilty of battery upon a school employee (R.S. 14:34.3) or assault upon a school employee (R.S. 14:38.2), whether by a court of competent jurisdiction or at a school suspension hearing conducted by the Governing Authority, the principal shall recommend the student for expulsion.

B. The expulsion shall be for a period of at least two (2) full school semesters.

C. Upon expulsion, the student shall be placed in an alternative educational setting designated by the Governing Authority.

D. The expelled student shall be required to participate in an anger management program as a condition of the expulsion placement.

E. The expelled student shall not be assigned to or permitted to attend the same school as the employee who was battered or assaulted. This prohibition shall remain in effect for the duration of the expulsion and any subsequent period during which the student and employee are both present at the school.

SECTION VII. DEFINITION OF SCHOOL EMPLOYEE

A. For purposes of the immediate removal, suspension, and expulsion provisions of this Policy, the term "School Employee" is defined broadly to include any person employed by the school, along with substitute teachers, substitute bus operators, and school volunteers.

B. The protections and procedures established by this Policy apply equally to all categories of school employees identified in Subsection A of this Section.

SECTION VIII. SICK LEAVE AND INJURY LEAVE PROTECTIONS

A. Any teacher or other school employee who is injured while acting in his or her official capacity as a result of an assault (R.S. 14:38.2) or battery (R.S. 14:34.3) committed by a student shall be entitled to sick leave without loss of pay for a period of up to one (1) year from the date of injury.

B. The sick leave authorized by this Section may be used for medical treatment, psychological treatment, and physical rehabilitation related to the injury sustained as a result of the assault or battery.

C. The Governing Authority shall not require the employee to exhaust other leave balances before accessing the leave authorized by this Section, except as otherwise provided by law.

SECTION IX. INAPPLICABILITY OF NEGLIGENT HIRING CLAIMS

A. Negligent hiring statutes or rules shall not apply to any dispute, litigation, or allegation arising from the hiring of a person as an administrator, teacher, substitute teacher, athletic director, coach, or assistant coach by a school board or nonpublic school, so long as the person hired holds a valid teaching certificate or authorization from the Board of Elementary and Secondary Education (BESE) at the time of hire.

B. This Section applies to all personnel of Rooted School who hold valid teaching certificates or BESE authorizations and who serve in the positions identified in Subsection

SECTION X. ANNUAL NOTICE REQUIREMENT

A. At the beginning of each school year, Rooted School shall provide written notice to each teacher and school employee, including bus operators, informing them of the following:

1) Their rights to take or request disciplinary action against a student under this Policy, in accordance with the disciplinary policy adopted by the Governing Authority.

2) Their eligibility for sick leave and personal leave in the event the school employee is injured by a student who commits an assault (R.S. 14:38.2) or battery (R.S. 14:34.3) against the employee.

B. The annual written notice shall cross-reference the Governing Authority's adopted disciplinary policy and shall inform employees that any disciplinary action taken under this Policy must be in accordance with that adopted disciplinary policy.

C. The Governing Authority shall retain documentation that the annual notice required by this Section has been provided to all teachers and school employees at the beginning of each school year.

SECTION XI. SAVINGS CLAUSE AND CONSTRUCTION

A. If any provision of this Policy, or the application of any provision to any person or circumstance, is held invalid, the remainder of this Policy and the application of its provisions to other persons or circumstances shall not be affected.

B. This Policy shall be interpreted in a manner consistent with the Teacher Shield Act and all other applicable state and federal law.

C. Nothing in this Policy shall be construed to limit or supersede any existing rights or obligations under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, or any other applicable federal or state law.

D. Nothing in this Policy shall be construed to create a private right of action against the Governing Authority or any school employee.

SECTION XIII. ADOPTION AND EFFECTIVE DATE

This Policy was duly adopted by the Governing Authority on [DATE] and shall become effective on [DATE], or upon the date of adoption, whichever is later.

FIRST READING: AUGUST 19, 2026

I. Model Policy: Smart Glasses (Metaglasses) Policy for Employees

Purpose:

This policy governs the use of smart glasses and other camera-enabled or audio-recording wearable eyewear (referred to in this policy as "smart glasses") by employees of the school. Smart glasses include, but are not limited to, devices such as Ray-Ban Meta glasses and similar products that are capable of capturing photos, video, or audio through a wearable device that may resemble ordinary eyewear.

Policy Statement:

Employees are prohibited from wearing or using smart glasses anywhere on school property or at school-sponsored functions unless the principal or the principal's designee has granted prior written authorization. This prohibition applies during instructional time, non-instructional time, and any time an employee is in the presence of students, whether inside a classroom, in common areas, on school grounds, on school transportation, or at an off-campus school event.

Rationale:

Smart glasses can record photo, video, and audio without a visible indicator that recording is taking place. Because students cannot meaningfully consent to being recorded, and because parents and guardians have a reasonable expectation that their children are not being filmed or recorded without notice, the school treats smart glasses as a higher risk category of device than a typical cell phone or camera.

Scope of Prohibition:

1. No employee may wear or use smart glasses in any classroom, hallway, cafeteria, gymnasium, playground, or other area of the school where students are present.
2. No employee may use smart glasses to record, photograph, or capture audio of students, other employees, parents, or school visitors without express prior authorization from the principal or designee.
3. This policy applies equally to smart glasses owned personally by the employee and any such device provided by the school.
4. This policy covers current smart glasses products and any future technological improvement or equivalent wearable device with recording, imaging, or audio capture capability.

Exceptions:

The principal or designee may authorize use of smart glasses for a specific, documented purpose, such as an approved accessibility accommodation, a specific instructional activity that has been reviewed for privacy considerations, or a school-sponsored event where recording has been announced in advance to attendees. Any accommodation request related to a disability should be directed to the school's human resources contact for review under the school's standard accommodation process.

Confidentiality and Data Handling:

Any recording made under an approved exception remains subject to the school's confidentiality obligations, including obligations under the Family Educational Rights and Privacy Act and the school's student and personnel records policies. Recordings may not be stored on personal cloud accounts or shared outside of approved school channels and must be deleted once the approved purpose has been fulfilled unless retention is otherwise required by law or school policy.

Discipline:

A violation of this policy may result in disciplinary action, up to and including termination of employment. An employee who becomes aware of another employee's unauthorized use of smart glasses on school property should report the matter to the principal or designee.

II. Model Policy: Smart Glasses (Metaglasses) Policy for Students

Purpose:

This policy addresses student possession and use of smart glasses and other wearable devices capable of capturing photos, video, or audio (referred to in this policy as "smart glasses"). Smart glasses fall within the definition of an electronic telecommunication device under this school's electronic device policy and under Louisiana law.

Policy Statement:

Effective beginning with the 2024–2025 school year and thereafter, no student shall possess, on his or her person, smart glasses or any other electronic telecommunication device throughout the instructional day. If a student brings smart glasses or any other electronic telecommunication device into any school building or onto school grounds during an instructional day, the device shall either be turned off and properly stowed away for the duration of the instructional day or prohibited from being turned on and used during the instructional day.

Definitions:

For purposes of this policy, "smart glasses" means any wearable eyewear equipped with a camera, microphone, or other component capable of capturing photos, video, or audio, or of connecting to the internet or another electronic device, regardless of whether the eyewear is designed to resemble ordinary prescription or non-prescription glasses.

Additional Restrictions Specific to Smart Glasses:

Because smart glasses may not be visually distinguishable from ordinary glasses, a student found wearing smart glasses during the instructional day, whether or not the device is actively recording, will be asked to remove the device and stow it in the same manner as any other prohibited electronic telecommunication device. Students who require prescription eyewear that a school employee reasonably suspects to be smart glasses should be prepared to show school staff that the eyewear does not have recording or connectivity capability.

Exceptions:

This policy does not apply to a student whose Individualized Education Program, Individualized Accommodation Plan, Section 504 Plan, or Individualized Health Plan requires the student's use of smart glasses or another electronic telecommunication device. This policy also does not prohibit the use of smart glasses or another electronic telecommunication device in the event of an actual or imminent emergency that may result in loss of life, injury, or property damage.

Testing Environments:

Smart glasses, along with cell phones and smart watches, are not permitted in any secure testing environment. A student found with smart glasses or another device with imaging or text messaging capability during a state assessment may have the test voided and may not be eligible for a retest during the same testing window, except where a medical exemption has been approved in advance through the district test coordinator process.

Discipline:

A violation of this policy may be grounds for disciplinary action by the school, including but not limited to confiscation of the device and suspension from school.

Coversheet

SY 2026 - 2027 Approval of Curriculum

Section: III. PUBLIC MEETING PORTION: ACTION ITEMS
Item: E. SY 2026 - 2027 Approval of Curriculum
Purpose: Vote
Submitted by:
Related Material:
DRAFT Curriculum and Academics at Rooted School 2026-27 (Course Catalog) - Curriculum Course Catalog 26-27.pdf

2026-27 Rooted School Course Catalog and Curriculum Offerings

CONTENT / DEPARTMENT	COURSE TITLE	CREDIT / CARNEGIE UNIT VALUE	GRADE	ASSOCIATED IBC OR HIGH STAKES ASSESSMENT	REQUIRED/ ELECTIVE	CURRICULUM / PROGRAM
English / Language Arts	English 9	1	9	LEAP 2025	Required	Houghton-Mifflin Introduction to Literature, IXL, OnCourse Teacher-developed supplements
	English 10	1	10	LEAP 2025	Required	Houghton-Mifflin Introduction to Literature, IXL, OnCourse Teacher-developed supplements
	English 11	1	11	ACT	Required	Houghton-Mifflin Introduction to Literature, IXL, OnCourse Teacher-developed supplements
	English 12	1	12	ACT	Required	Houghton-Mifflin Introduction to Literature, IXL, OnCourse Teacher-developed supplements
	Dual Enrollment English	N/A	Dual Enrollment	Southern University at New Orleans Professor-Created Assessments, University of New Orleans Professor-Created Assessments, Delgado Community College Professor-Created Assessments, Bard Early College Professor-Created Assessments	N/A	Southern University at New Orleans Professor-Created Assessments, University of New Orleans Professor-Created Assessments, Delgado Community College Professor-Created Assessments, Bard Early College Professor-Created Curriculum
Health	Health 9	0.5	9	N/A	Required	Teacher Developed Alternative Course
Mathematics/Math Electives	Algebra I	1	9	LEAP 2025	Required	Reveal Math , IXL, ALEKS
	Algebra II	1	10	N/A	Required	Reveal Math , IXL, ALEKS
	Geometry	1	11	LEAP 2025, ACT	Required	Reveal Math , IXL, ALEKS
	Probability and Statistics	1	12	ACT	Required	Teacher-Created and IXL
	Financial Literacy	1	All	N/A	Required Elective	Junior Achievement's Financial Literacy Curriculum, First Generation Investors at Tulane
	Dual Enrollment Mathematics	N/A	Dual Enrollment	Southern University at New Orleans Professor-Created Assessments, University of New Orleans Professor-Created Assessments, Delgado Community College Professor-Created Assessments, Bard Early College Professor-Created Assessments	N/A	Southern University at New Orleans Professor-Created Assessments, University of New Orleans Professor-Created Assessments, Delgado Community College Professor-Created Assessments, Bard Early College Professor-Created Curriculum
Physical Education	PE I	1	9	N/A	Required	Teacher Developed Alternative Course
	PE II	0.5	10	N/A	Required	Teacher Developed Alternative Course
	Environmental Science	1	9	N/A	Required	Open SciEd, Open Education Resources, Teacher-Developed NGSS, STEM Library Lab Open Educational Resources/NGSS Curriculum Training and Guidance , IXL

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Science	Biology	1	10	LEAP 2025	Required	Open SciEd, Open Education Resources, Teacher-Developed NGSS, STEM Library Lab Open Educational Resources/NGSS Curriculum Training and Guidance , IXL
	Chemistry	1	11	ACT	Required	Open SciEd, Open Education Resources, Teacher-Developed NGSS, STEM Library Lab Open Educational Resources/NGSS Curriculum Training and Guidance , IXL
	Physical Science	1	12	N/A	Required	Open SciEd, Open Education Resources, Teacher-Developed NGSS, STEM Library Lab Open Educational Resources/NGSS Curriculum Training and Guidance, IXL
	Dual Enrollment Biology and/or Science	N/A	Dual Enrollment	Southern University at New Orleans Professor-Created Assessments, University of New Orleans Professor-Created Assessments, Delgado Community College Professor-Created Assessments, Bard Early College Professor-Created Assessments	N/A	Southern University at New Orleans Professor-Created Assessments, University of New Orleans Professor-Created Assessments, LSU Professor-Created Assessments, Delgado Community College Professor-Created Assessments, Bard Early College Professor-Created Curriculum
Social Studies / History	Civics	1	9	LEAP 2025	Required	Foundations of Freedom, the DBQ project, IXL
	U.S. History I	1	10	LEAP 2025	Required	Teacher Developed, DBQ project, IXl
	Western Civilization	1	10	N/A		Teacher Developed, DBQ project, IXl
	World Geography	1	11	N/A	Required	Teacher Developed, DBQ project, IXl
	Economics	1	12	N/A	Required	Teacher Developed, DBQ project, IXl, First Generations Investors with Tulane University
	Dual Enrollment Social Studies	N/A	Dual Enrollment	Southern University at New Orleans Professor-Created Assessments, University of New Orleans Professor-Created Assessments, Delgado Community College Professor-Created Assessments, Bard Early College Professor-Created Assessments	N/A	Southern University at New Orleans Professor-Created Assessments, University of New Orleans Professor-Created Assessments, LSU Professor-Created Assessments, Delgado Community College Professor-Created Assessments, Bard Early College Professor-Created Curriculum

2026-27 Rooted School Course Catalog and Curriculum Offerings

CONTENT / DEPARTMENT	COURSE TITLE	CREDIT / CARNEGIE UNIT VALUE	GRADE	ASSOCIATED IBC OR HIGH STAKES ASSESSMENT	REQUIRED/ ELECTIVE	CURRICULUM / PROGRAM
	Media Arts I	1	9, 10, 11, or 12	AutoDesk Inventor	Arts credit, required	Teacher Developed curriculum (aligned to autodesk standards)
	Computer Integrated Manufacturing (CDF)	1	9, 10, 11, or 12	AutoDesk Inventor	Elective	Teacher Developed curriculum (aligned to autodesk standards)
	Fundamentals Of HTML, CSS, And Web Development (1 Credit)	1	10, 11, or 12	IT Specialist certification in HTML and CSS, Python	Elective	Teacher Developed
	Advanced Javascript, Functional Programming, &Web Development	2	11,12	IT Specialist certification in JavaScript	Elective	Teacher Developed
	Photography I/ Photography II	1	9, 10, 11, or 12	Adobe Photoshop, InDesign, and Illustrator	Elective	Teacher Developed, Adobe Photoshop, InDesign, Illlustrator + Gmetrix and Certiport
	COMP TIA+ Fundamentals of Computer Installation and Configuration Edvent	1	10, 11, or 12	COMP TIAA+ ITF+	Elective	Teacher Developed
	COMP TIA+ Networking Fundamentals	1	9, 10, 11, or 12	COMP TIAA ITF+	Elective	Teacher Developed

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CONTENT / DEPARTMENT	COURSE TITLE	CREDIT / CARNEGIE UNIT VALUE	GRADE	ASSOCIATED IBC OR HIGH STAKES ASSESSMENT	REQUIRED/ ELECTIVE	CURRICULUM / PROGRAM
Technology	Fundamentals Of HTML, CSS, And Javascript (1 Credit)	1	10, 11, or 12	Unity Certified User Artist, and others	Elective	Code Advengers
	Advanced Javascript, Functional Programming, &Web Development	1	10, 11, or 12	Unity Certified Associate: Game Developer ,Unity Certified User: Programmer certification, Virtual Reality Certification, and others	Elective	Unity, Gmetrix
	Fundamentals Of HTML, CSS, And Javascript (1 Credit)	1	9,10, 11, or 12	Microsoft Technology Associate (MTA) Exam 98-383: Introduction to Programming Using HTML and CSS, and Microsoft Technology Associate (MTA) Exam 98-382: Introduction to Programming Using JavaScript, and others	Elective	Microsoft Technology Associate, Teacher Developed, and Certiport
	Computer Science I/ Computer Science II	1	9,10,11,12	Northstar, Microsost Technology Associate (MTA): Word, PowerPoint, Excel, Access, and others	Elective	Teacher Developed
	Digital Media	1	9,10, 11, or 12	3DSMax, and others	Elective	Teacher Developed

2026-27 Rooted School Course Catalog and Curriculum Offerings

CONTENT / DEPARTMENT	COURSE TITLE	CREDIT / CARNEGIE UNIT VALUE	GRADE	ASSOCIATED IBC OR HIGH STAKES ASSESSMENT	REQUIRED/ ELECTIVE	CURRICULUM / PROGRAM
	CDF-Qualifying CTE Internship I (1 Credit)	1	9, 10, 11, or 12	Multiple possibilities during internship	Elective	Youth Force NOLA and Rooted Internship program curriculum
	CDF-Qualifying CTE Internship II (1 Credit)	1	10, 11, or 12	Multiple possibilities during internship	Elective	Youth Force NOLA and Rooted Internship program curriculum
World Language	Spanish I	1	9, 10 or 11	N/A	Required elective	Mango Languages, Teacher Developed Scope and Sequence and/or portfolio
	French I (guidance counselor and principal signature/approval required)	1	9, 10 or 11	N/A	Required elective	Duolingo and portfolio
	French II (guidance counselor and principal signature/approval required)	1	9, 10, 11, 12	N/A	Required elective	Duolingo and portfolio
	Spanish II	1	9, 10, 11, 12	N/A	Required elective	Mango Languages, Teacher Developed Scope and Sequence and/or portfolio