



Rainier Valley Leadership Academy

Board Retreat Meeting-IN PERSON

November

Date and Time

Saturday November 15, 2025 at 9:00 AM PST

Location

6020 Rainier Ave S
Seattle, WA 98118

Agenda

	Purpose	Presenter	Time
I. Opening Items			9:00 AM
Opening Items			
A. Record Attendance and Guests		Reco Bemby	4 m
B. Call the Meeting to Order		Reco Bemby	3 m
II. Public Testimony			9:07 AM
A. As Needed	FYI	Reco Bemby	3 m
III. Consent Agenda			9:10 AM

	Purpose	Presenter	Time
A. Resolution August 26th, 2025 Board Meeting Minutes	Approve Minutes	Reco Bembry	2 m
B. Resolution September 2025 Payroll & Claim Vouchers	Vote	Reco Bembry	3 m
C. Resolution September 30th Board Meeting Minutes	Approve Minutes	Reco Bembry	3 m
D. Resolution October 16th, 2025 Special Board Meeting Minutes	Approve Minutes	Reco Bembry	2 m
E. Resolution October 28th, 2025 Board Minutes	Approve Minutes	Reco Bembry	1 m
F. Resolution Leave Donation Policy	Vote	Reco Bembry	5 m
IV. Opening & Updates			9:26 AM
A. Review	FYI	Reco Bembry & Mike Dyal	45 m
V. Governance & Compliance			10:11 AM
A. Review	Discuss	Reco Bembry & Mike Dyal	45 m
VI. Retreat Discussion Items			10:56 AM
A. Discuss	Discuss	Reco Bembry & Mike Dyal	45 m
VII. Operations & Performance			11:41 AM
A. Review	FYI	Reco Bembry & Mike Dyal	45 m

	Purpose	Presenter	Time
VIII. Renewal & Reauthorization Review			12:26 PM
A. Process & Timeline	FYI	Italiana Hughes	20 m
IX. Announcements			12:46 PM
A. Board Annual Trainings	FYI	Leah Reisberg	12 m
X. Executive Session			12:58 PM
A. As Needed	Discuss	Reco Bembry	1 m
XI. Closing Items			12:59 PM
A. Adjourn Meeting	Vote	Reco Bembry	1 m

Rainier Valley Leadership Academy Board of Directors Meeting Agenda 11/15/25

Coversheet

Resolution August 26th, 2025 Board Meeting Minutes

Section: III. Consent Agenda
Item: A. Resolution August 26th, 2025 Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on August 26, 2025

APPROVED



Rainier Valley Leadership Academy

Minutes

Board Meeting

August

Date and Time

Tuesday August 26, 2025 at 4:30 PM

Location

[Join Zoom Meeting](#)

ID: 84606969879

Passcode: fYG8Twl1

[\(US\) +1 312-626-6799](#)

Passcode: 94774311

Join Zoom Meeting:

<https://us06web.zoom.us/j/84606969879?pwd=lv5KUsHKbQDaDZ9IPZBopoVbFpBseU.1&jst=2>

[Joining instructions](#)

In Person Option: 6020 Rainier Ave S. Seattle, WA 98118

Directors Present

J. Rhodes Jr (remote), M. Dyal (remote), R. Bembry (remote), T. Hayman (remote)

Directors Absent

E. Forde, M. Brown

Guests Present

Alyssa Fimbres (remote), Angela Thomas (remote), Benet Morgan (remote), Chastity Catchings (remote), Cookie Bembry (remote), Danielle Mann (remote), Dawn Mason (remote), Ellery Temple (remote), Italiana Hughes (remote), Joe Powell (remote), Keith Clark (remote), L. Reisberg (remote), Lenny Emperado (remote), Naeema Surin (remote), Nati Hardin (remote), Solana Jackson (remote), Tasneem Amer (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

R. Bembry called a meeting of the board of directors of Rainier Valley Leadership Academy to order on Tuesday Aug 26, 2025 at 4:38 PM.

II. Public Testimony

A. As Needed

Elder Dawn Mason: Community Advisory Board Member

Elder Mason is requesting to see the BSK grant and be part of the process. Must be used for the school day activities. Would like to understand what the plan is and how they can be a part of the program. For the record:

1. See the contract
2. Be part of the planning meeting
3. Have advisory oversight to ensure compliance.

Nati Hardin: MS ELA Teacher

Would like to share some positive shout outs! Administration is incorporating scholar feedback much more than before. The staff is very appreciative. Gave several examples of how they are doing this. Lanny is working so hard on enrollment. Our new staff is very strong! Nati hopes we continue on with giving more voice & power to staff and community. All the changes can be overwhelming for staff. It could help if Board Members stop by and say hi and let folks know they are here for them.

III. Consent Agenda

A. Resolution June 24th, 2025 Board Meeting Minutes

M. Dyal made a motion to approve the minutes from Board Meeting on 06-24-25.

T. Hayman seconded the motion.

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

Roll Call

R. Bembry Aye

J. Rhodes Jr Aye

Roll Call

E. Forde	Absent
M. Brown	Absent
T. Hayman	Aye
M. Dyal	Aye

B. Resolution June & July 2025 Payroll & Claim Vouchers

Mike Dyal is requesting contracts that the finance committee needs to review. Please send contracts to Mike Dyal. He is still going to vote, but he will need to see those contracts. They were sent, but can be resent.

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of August 26, 2025, the Board, by a unanimous vote, approves payments, totaling \$172,490.68, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: ACH/Warrants - Public

Warrant Numbers 102666 through 102682, totaling \$73,406.58

AP ACH Numbers 9000003577 through 9000003595, totaling \$99,084.10

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of August 26, 2025, the Board, by a unanimous vote, approves payments, totaling \$207,594.81, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: ACH/Warrants - Public

Direct Deposit Numbers 9000003550 through 9000003576, totaling \$117,562.18

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of August 26, 2025, the Board, by a unanimous vote, approves payments, totaling \$417.40, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: WIRE-PUBLIC

Wire Transfer Payments 201900247 through 201900247, totaling \$417.40

In addition to the Check Summary Report below, we have also reviewed the following related documentation:

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of July 29, 2025, the Board, by a unanimous vote, approves payments, totaling \$78,553.69, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: ACH/Warrants - Public

Warrant Numbers 102623 through 102628, totaling \$60,815.13

AP ACH Numbers 9000003468 through 9000003497, totaling \$17,738.56

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of July 29, 2025, the Board, by a unanimous vote, approves payments, totaling \$226,092.16, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: ACH/Warrants - Public

Direct Deposit Numbers 9000003504 through 9000003532, totaling \$129,290.20

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of July 29, 2025, the Board, by a unanimous vote, approves payments, totaling \$183,835.46, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: ACH/Warrants - Public

Warrant Numbers 102644 through 102664, totaling \$109,460.08

AP ACH Numbers 9000003533 through 9000003548, totaling \$74,375.38

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of July 29, 2025, the Board, by a unanimous vote, approves payments, totaling \$52,912.58, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: ACH/Warrants - Public

Warrant Numbers 102629 through 102642, totaling \$45,308.02
AP ACH Numbers 9000003498 through 9000003503, totaling \$7,604.56

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of July 29, 2025, the Board, by a unanimous vote, approves payments, totaling \$417.40, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: WIRE-PUBLIC

Wire Transfer Payments 201900238 through 201900238, totaling \$417.40

C. Resolution May 9th Board Meeting Minutes

M. Dyal made a motion to approve the minutes from Special Board Meeting on 05-09-25.

T. Hayman seconded the motion.

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

Roll Call

- M. Brown Absent
- M. Dyal Aye
- J. Rhodes Jr Aye
- R. Bembry Aye
- E. Forde Absent
- T. Hayman Aye

D. Resolution SY 2025/26 Scholar Handbooks

M. Dyal made a motion to Approve.

T. Hayman seconded the motion.

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

Roll Call

- R. Bembry Aye
- M. Dyal Aye
- T. Hayman Aye
- M. Brown Absent
- E. Forde Absent
- J. Rhodes Jr Aye

E. Resolution 2025/6 Staff Hanbook

M. Dyal made a motion to Approve.

T. Hayman seconded the motion.

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

Roll Call

M. Brown Absent
E. Forde Absent
T. Hayman Aye
R. Bembry Aye
M. Dyal Aye
J. Rhodes Jr Aye

F. Resolution 2025/6 Finance & Accounting Handbook

M. Dyal made a motion to Approve.
T. Hayman seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

M. Dyal Aye
J. Rhodes Jr Aye
M. Brown Absent
E. Forde Absent
R. Bembry Aye
T. Hayman Aye

G. Resolution Out of Endorsement Teachers

M. Dyal made a motion to Approve.
T. Hayman seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

M. Dyal Aye
R. Bembry Aye
M. Brown Absent
E. Forde Absent
J. Rhodes Jr Aye
T. Hayman Aye

H. Resolution 2025/6 School Specific Goals

M. Dyal made a motion to Approve.
T. Hayman seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

J. Rhodes Jr Aye
E. Forde Absent
M. Dyal Aye
T. Hayman Aye
R. Bembry Aye
M. Brown Absent

I. Resolution 2025/26 Budget

R. Bemby made a motion to Approve.
M. Dyal seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

- R. Bemby Aye
- T. Hayman Aye
- M. Brown Absent
- E. Forde Absent
- J. Rhodes Jr Aye
- M. Dyal Aye

J. Resolution 25/26 Calendars

M. Dyal made a motion to Approve.
T. Hayman seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

- M. Dyal Aye
- M. Brown Absent
- R. Bemby Aye
- J. Rhodes Jr Aye
- T. Hayman Aye
- E. Forde Absent

IV. Mission Alignment

A. Mission Challenge-Enrollment

Lenny reviewed current enrollment numbers. Some of the ways he is connecting with community.

B. Mission Challenge-Budget Scenarios

Chastity Catchings reviews the budget. What we have control over and what is a fixed expense.

We have enough cash on hand to cover our expenses.

Gatres funding is tied to elementary enrollment. As long as numbers are in by October. We budgeted incredibly conservative and will right size once we know our elementary enrollment numbers. From what we are seeing today we will likely get more money than in the budget currently.

Sept 8-P223 Count Date

Sept 15-goal to provide enrollment update

Sept 23-contingency planning if needed

October-Gates uses enrollment numbers to determine funding
October 15- Report out enrollment updates and how it impacts our budget

Cash flow-we need to ensure that we watch this very closely and ensure we are only spending what we already have.

October-do we need contingency planning?
December-look at forecasting for 2nd semester
Every quarter check our fundraising targets. Enrollment on track?
If not, how will we right size.

We need to be watching this closely!

Board is exploring different ways to save money. Looking at different providers. Some solid corporate leads that the board is pursuing.

Board needs to be involved in recruitment and fundraising.

Announcements:
Dr. Joe Powerll candidate for Executive Director
Give bio to staff and community.

V. Closing Items

A. Adjourn Meeting

J. Rhodes Jr made a motion to Adjourn.
M. Dyal seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

J. Rhodes Jr Aye
M. Brown Absent
R. Bembry Aye
E. Forde Absent
T. Hayman Aye
M. Dyal Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:30 PM.

Respectfully Submitted,
L. Reisberg

Documents used during the meeting

- Resolution August 2025 Minutes for June 2025 Mtgdocx.pdf
- AP Check Summary Report with Board Certification 6.3 Bamboo.pdf
- AP Check Summary Report with Board Certification 6.3.pdf
- AP Check Summary Report with Board Certification 6.13.pdf
- AP Check Summary Report with Board Certification 6.30.pdf
- Payroll Check Summary with Board Certification 6.30.pdf
- Payroll Check Summary with Board Certification 7.31 (1).pdf
- AP Check Summary Report with Board Certification 7.31 (1).pdf
- AP Check Summary Report with Board Certification 7.3.pdf
- Resolution August for June & July 2025 Vouchers & Payments.pdf
- Resolution August 2025 Minutes for May 9 2025 Mtgdocx.pdf
- Draft Elem 25-26 Scholar Handbook.docx.pdf
- SY 23_24 Updated Scholar Handbook Resolution.docx.pdf
- Draft 25-26 Scholar Handbook 6-12.pdf
- 25-26 Staff Handbook Draft docx (1) (1).pdf
- 25_26 Updated Staff Handbook Resolution.docx.pdf
- 25-26 Finance and Accounting Policies and Procedures.pdf
- Accounting Finance Handbook 2025_26 Resolution.docx.pdf
- Board Resolution (Out of Endorsement Placement) - January 2025.docx.pdf
- School Specific Goals SY 25_26 Resolution.docx.pdf
- SY 25-26 School Specific Goals 8.26 Draft (1).docx
- RVLA Budget Resolution 2025.26.docx.pdf
- RVLA - Board Resolution (2025-2026 School Year Calendars) .docx.pdf

Rainier Valley Leadership Academy Board of Directors Meeting Agenda 8/26/25

Coversheet

Resolution September 2025 Payroll & Claim Vouchers

Section: III. Consent Agenda
Item: B. Resolution September 2025 Payroll & Claim Vouchers
Purpose: Vote
Submitted by:
Related Material: AP_Check_Summary_Report_with_Board_Certification_9.2 (1).pdf
AP_Check_Summary_Report_with_Board_Certification_9.3 (1).pdf
AP_Check_Summary_Report_with_Board_Certification_9.8 (1).pdf
AP_Check_Summary_Report_with_Board_Certification_9.22 (1).pdf
Payroll_Check_Summary_with_Board_Certification_9.29__1_(1).pdf
Resolution October for September 2025 Vouchers & Payments (1).pdf

AP Check Register

Accounts Payable Run: 09/02/2025

Rainier Valley Leadership Academy

BOARD CERTIFICATION STATEMENT

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of October 28, 2025, the Board, by a _____ vote, approves payments, totaling \$100,962.46, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: ACH/Warrants - Public

Warrant Numbers 102699 through 102709, totaling \$64,809.93

AP ACH Numbers 9000003632 through 9000003636, totaling \$36,152.53

In addition to the Check Summary Report below, we have also reviewed the following related documentation:

Secretary _____ Board Member _____

This section returned no records

AP Check Register

Accounts Payable Run: 09/02/2025

Rainier Valley Leadership Academy

Accounts Payable Run: 20250902 A/P Checks / SEBB

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount
102699	Alexander, Oscar	\$17,570.00
102700	Amplify	\$2,069.07
102701	City Of Seattle A/C 9905934520	\$10,741.32
102702	Crystal Springs	\$39.69
102703	Department of Labor & Industries	\$67.50
102704	HCA-SEBB BENEFITS	\$30,242.00
102705	Keith M Yanov Consulting	\$1,232.00
102706	Pitney Bowes Global Financial Services LLC	\$177.74
102707	Ricoh USA, Inc.	\$1,997.11
102708	T Mobile 970733520	\$534.82
102709	Williams Scotsman, Inc	\$138.68
9000003632	IMA, Inc	\$27,081.40
9000003633	IMA, Inc	\$2,376.00
9000003634	Staples Advantage	\$3,304.94
9000003635	State Auditor's Office	\$2,225.60
9000003636	Wally's NW Soul LLC	\$1,164.59
ACH Payments:		5
Total:		16
		\$36,152.53
		\$100,962.46

AP Check Register

Accounts Payable Run: 09/02/2025

Rainier Valley Leadership Academy

Fund Summary

Fund	Balance Sheet	Revenue	Expense	Total
10 - General Fund	\$54,878.90	\$0.00	\$46,083.56	\$100,962.46

AP Check Register

Accounts Payable Run: 09/03/2025

Rainier Valley Leadership Academy

BOARD CERTIFICATION STATEMENT

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of October 28, 2025, the Board, by a _____ vote, approves payments, totaling \$568.38, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: WIRE-PUBLIC

Wire Transfer Payments 201900265 through 201900265, totaling \$568.38

In addition to the Check Summary Report below, we have also reviewed the following related documentation:

Secretary _____ Board Member _____

This section returned no records

AP Check Register

Accounts Payable Run: 09/03/2025

Rainier Valley Leadership Academy

Accounts Payable Run: 20250903 Direct A/P Bamboo

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount
201900265	BambooHR LLC	\$568.38
Wire Transfers:		1 <u> </u> \$568.38
Total:		1 <u> </u> \$568.38

AP Check Register

Accounts Payable Run: 09/03/2025

Rainier Valley Leadership Academy

Fund Summary

Fund	Balance Sheet	Revenue	Expense	Total
10 - General Fund	\$0.00	\$0.00	\$568.38	\$568.38

AP Check Register

Accounts Payable Run: 09/08/2025

Rainier Valley Leadership Academy

BOARD CERTIFICATION STATEMENT

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of October 28, 2025, the Board, by a _____ vote, approves payments, totaling \$5,300.00, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: ACH/Warrants - Public

AP ACH Numbers 9000003637 through 9000003637, totaling \$5,300.00

In addition to the Check Summary Report below, we have also reviewed the following related documentation:

Secretary _____ Board Member _____

This section returned no records

AP Check Register

Accounts Payable Run: 09/08/2025

Rainier Valley Leadership Academy

Accounts Payable Run: 20250908 Stemtac

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount
9000003637	Stemtac Foundation	\$5,300.00
ACH Payments:		1
Total:		1
		\$5,300.00

AP Check Register

Accounts Payable Run: 09/08/2025

Rainier Valley Leadership Academy

Fund Summary

Fund	Balance Sheet	Revenue	Expense	Total
10 - General Fund	\$0.00	\$0.00	\$5,300.00	\$5,300.00

AP Check Register

Accounts Payable Run: 09/22/2025

Rainier Valley Leadership Academy

BOARD CERTIFICATION STATEMENT

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of October 28, 2025, the Board, by a _____ vote, approves payments, totaling \$38,496.73, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: ACH/Warrants - Public

Warrant Numbers 102710 through 102725, totaling \$25,842.44

AP ACH Numbers 9000003638 through 9000003651, totaling \$12,654.29

In addition to the Check Summary Report below, we have also reviewed the following related documentation:

Secretary _____ Board Member _____

This section returned no records

AP Check Register

Accounts Payable Run: 09/22/2025

Rainier Valley Leadership Academy

Accounts Payable Run: 20250922 A/P Checks

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount
102710	Aaron's Academic Apparel & Graduation Products	\$203.30
102711	Blessed Hands	\$1,200.00
102712	Blocksi Inc	\$3,554.70
102713	Faith Fighting in Pink LLC	\$800.00
102714	Fedrick, Daria	\$200.00
102715	Intrigue Communications	\$1,086.91
102716	Keith M Yanov Consulting	\$560.00
102717	Philadelphia Insurance Companies	\$1,739.00
102718	T Mobile 967493293	\$92.52
102719	TKE Elevator Corporation	\$955.48
102720	True Measure Collaborative	\$1,410.00
102721	Tubman Center for Health & Freedom	\$9,600.00
102722	Vargas, Javier	\$700.00
102723	Washington School Information Processing Cooperative	\$153.29
102724	Waste Management of Seattle	\$3,413.56
102725	Williams Scotsman, Inc	\$173.68
9000003638	Amazon Capital Services	\$164.31
9000003639	Amazon Capital Services	\$11.86
9000003640	Amazon Capital Services	\$311.00
9000003641	Amazon Capital Services	\$26.10
9000003642	Amazon Capital Services	\$551.00
9000003643	Amazon Capital Services	\$225.59
9000003644	Amazon Capital Services	\$127.79
9000003645	Amazon Capital Services	\$138.59
9000003646	Edmentum	\$8,258.94
9000003647	HopSkipDrive, Inc	\$292.04
9000003648	Staples Advantage	\$19.44
9000003649	Staples Advantage	\$20.13

AP Check Register

Accounts Payable Run: 09/22/2025

Rainier Valley Leadership Academy

Accounts Payable Run: 20250922 A/P Checks

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount
9000003650	West, Laila	\$2,470.00
9000003651	Zoom	\$37.50
ACH Payments:		14
Total:		30
		\$12,654.29
		\$38,496.73

AP Check Register

Accounts Payable Run: 09/22/2025

Rainier Valley Leadership Academy

Fund Summary

<u>Fund</u>	<u>Balance Sheet</u>	<u>Revenue</u>	<u>Expense</u>	<u>Total</u>
10 - General Fund	\$0.00	\$0.00	\$38,569.18	\$38,569.18

Payroll Check Summary

Payroll Run: 09/30/2025

Rainier Valley Leadership Academy

BOARD CERTIFICATION STATEMENT

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of October 28, 2025, the Board, by a _____ vote, approves payments, totaling \$225,231.10, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: ACH/Warrants - Public

Direct Deposit Numbers 9000003652 through 9000003680, totaling \$124,334.60

Secretary _____ Board Member _____

This section returned no records

Check Listing Summary

Payroll Run: 09/30/2025

Check Number	Employee	Gross Pay	Deductions	Benefits	Net Pay
9000003652	Chen, Anqi	\$6,260.58	\$1,688.72	\$2,586.16	\$4,571.86
9000003653	Juma, Amino	\$1,539.42	\$177.80	\$1,497.32	\$1,361.62
9000003654	Amer, Tasneem Yousif	\$6,260.58	\$1,286.52	\$2,587.60	\$4,974.06
9000003655	Bradshaw, Katheryn	\$6,260.58	\$1,710.52	\$2,583.17	\$4,550.06
9000003656	Catchings, Chastity	\$2,890.61	\$407.19	\$328.60	\$2,483.42
9000003657	Clark II, Keith	\$7,893.00	\$2,476.65	\$2,755.47	\$5,416.35
9000003658	Doss, Bob, III	\$4,505.11	\$792.94	\$2,200.84	\$3,712.17
9000003659	Dube, Aster	\$3,775.05	\$703.79	\$1,804.67	\$3,071.26
9000003660	Eskandari, Parvin	\$3,501.38	\$567.76	\$369.64	\$2,933.62
9000003661	Fimbres, Alyssa Jamie	\$4,313.45	\$2,554.35	\$1,928.90	\$1,759.10
9000003662	Garcia Morales, Ray	\$4,297.30	\$484.63	\$785.07	\$3,812.67
9000003663	Hardin, Nati	\$7,541.62	\$2,314.18	\$2,796.74	\$5,227.44
9000003664	Haynes, Leanard	\$10,191.92	\$2,816.97	\$2,904.07	\$7,374.95
9000003665	Jackson, Solana Lydia	\$3,742.06	\$713.89	\$1,855.16	\$3,028.17
9000003666	Mann, Danielle Carter	\$7,321.97	\$1,853.59	\$2,764.46	\$5,468.38
9000003667	McLauchlan, Sativa Faith	\$6,776.65	\$1,395.08	\$2,096.57	\$5,381.57
9000003668	Morgan, Benet Lavanna	\$6,385.75	\$1,419.51	\$2,608.71	\$4,966.24
9000003669	Ochoa, Juan Pablo	\$6,137.81	\$1,637.59	\$2,562.16	\$4,500.22
9000003670	Pascoe, Wendy	\$8,833.50	\$2,183.62	\$3,086.76	\$6,649.88
9000003671	Ponjun, Suvanna	\$6,137.81	\$1,621.41	\$2,563.92	\$4,516.40
9000003672	Potter, Jalil	\$6,137.83	\$1,637.60	\$2,562.17	\$4,500.23
9000003673	Reese, Dominic	\$557.38	\$50.75	\$27.95	\$506.63
9000003674	Reisberg, Leah Fudell	\$9,604.00	\$2,483.90	\$2,389.96	\$7,120.10
9000003675	Shareghi, Linda	\$6,316.04	\$1,560.51	\$2,571.30	\$4,755.53
9000003676	Shelton, Marlon	\$6,776.65	\$1,338.24	\$2,091.93	\$5,438.41
9000003677	Shen, Jiaao	\$6,137.81	\$1,988.07	\$2,563.92	\$4,149.74
9000003678	Spiegel, Benjamin	\$6,643.76	\$1,038.17	\$2,072.36	\$5,605.59
9000003679	Surin, Naeema	\$1,657.50	\$206.03	\$132.45	\$1,451.47
9000003680	White, Levon	\$7,040.28	\$1,992.82	\$2,715.67	\$5,047.46
Totals:		\$165,437.40	\$41,102.80	\$59,793.70	\$124,334.60






**RESOLUTION OF THE BOARD OF DIRECTORS OF
RAINIER VALLEY LEADERSHIP ACADEMY
TO APPROVE SEPTEMBER 2025
CLAIM VOUCHERS AND PAYROLL PAYMENTS**

This Resolution is presented to the Board of Directors (“Board”) of Rainier Valley Leadership Academy (“RVLA”), a Washington nonprofit corporation, at a regular meeting on November 15th, 2025.

WHEREAS, each of RVLA’s Charter School Contracts with the Washington State Charter School Commission requires each school to comply with the Accounting Manual for School Districts in the State of Washington that is published by the Washington State Office of Superintendent of Public Instruction (the “Accounting Manual”);

WHEREAS, Chapter 3, Section “Voucher Certification and Approval”, requires “board of director approval for payment of claim vouchers and payroll” and the approval “should be recorded in the minutes of the board meeting”;

WHEREAS, to meet the conditions set forth in Chapter 3, Section “Voucher Certification and Approval”, the Board desires to approve payment of claim vouchers and payroll payments delineated below.

-  Payroll_Check_Summary_with_Board_Certification_9.29__1_.pdf
-  AP_Check_Summary_Report_with_Board_Certification_9.8.pdf
-  AP_Check_Summary_Report_with_Board_Certification_9.22.pdf
-  AP_Check_Summary_Report_with_Board_Certification_9.3.pdf
-  AP_Check_Summary_Report_with_Board_Certification_9.2.pdf

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and authorizes RVLA to remit the following payments (these documents can also be found on the board agenda on Board on Track attached to the agenda):

ADOPTED by the Board of Directors of Rainier Valley Leaders State during a regular meeting duly held on November 10th, 2025, at which a quorum was present.

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

CERTIFIED AS A TRUE AND CORRECT COPY:

CERTIFIED: _____

Board Chairperson Date

CERTIFIED: _____

Board Secretary Date

Coversheet

Resolution September 30th Board Meeting Minutes

Section: III. Consent Agenda
Item: C. Resolution September 30th Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Board Meeting on September 30, 2025
Resolution October 2025 - Minutes for Sepetmber 30 2025 Mtgdocx (1).pdf

APPROVED



Rainier Valley Leadership Academy

Minutes

Board Meeting

September

Date and Time

Tuesday September 30, 2025 at 4:30 PM

Location

RVLA Board Meeting

Tuesday, September 30 · 4:30 – 5:30pm

Time zone: America/Los_Angeles

Google Meet joining info

Video call link: <https://meet.google.com/ook-icmx-sxq>

Or dial: (US) +1 443-606-2511 PIN: 144 707 412#

In Person Option: 6020 Rainier Ave S. Seattle, WA 98118

Directors Present

E. Forde (remote), M. Brown (remote), M. Dyal (remote), R. Bemby (remote), T. Hayman (remote)

Directors Absent

J. Rhodes Jr

Guests Present

K. Clark (remote), L. Reisberg (remote), R. Garcia Morales (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

R. Bembry called a meeting of the board of directors of Rainier Valley Leadership Academy to order on Tuesday Sep 30, 2025 at 4:42 PM.

II. Consent Agenda

A. Resolution August 7th, 2025 Board Meeting Minutes

M. Dyal made a motion to approve the minutes from RVLVA Special Board Meeting on 08-07-25.

E. Forde seconded the motion.

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

Roll Call

- E. Forde Aye
- R. Bembry Aye
- T. Hayman Aye
- M. Brown Aye
- M. Dyal Aye
- J. Rhodes Jr Absent

B. Resolution August 2025 Payroll & Claim Vouchers

M. Dyal made a motion to approve the resolution regarding August 2025 Payroll & Claim Vouchers.

E. Forde seconded the motion.

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of September 30, 2025, the Board, by a unanimous vote, approves payments, totaling \$239,740.05, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: ACH/Warrants - Public

Direct Deposit Numbers 9000003604 through 9000003630, totaling \$131,678.62

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of September 30, 2025, the Board, by a unanimous vote, approves payments, totaling \$2,481.93, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: ACH/Warrants - Public

Direct Deposit Numbers 9000003631 through 9000003631, totaling \$1,894.80

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of September 30, 2025, the Board, by a unanimous vote, approves payments, totaling \$93,564.19, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: ACH/Warrants - Public

Warrant Numbers 102683 through 102697, totaling \$27,616.43

AP ACH Numbers 9000003596 through 9000003603, totaling \$65,947.76

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of September 30, 2025, the Board, by a unanimous vote, approves payments, totaling \$473.98, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: WIRE-PUBLIC

Wire Transfer Payments 201900248 through 201900248, totaling \$473.98

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

Roll Call

- R. Bembry Aye
- M. Dyal Aye
- T. Hayman Aye
- J. Rhodes Jr Absent
- M. Brown Aye
- E. Forde Aye

C. Resolution August 26th Board Meeting Minutes

We pulled this item from the consent agenda. Will be voted on at the retreat.

D. Resolution 2025/6 Staff Hanbook

M. Dyal made a motion to approve.

E. Forde seconded the motion.

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

Roll Call

E. Forde Aye
M. Dyal Aye
T. Hayman Aye
J. Rhodes Jr Absent
R. Bembry Aye
M. Brown Aye

E. Resolution Out of Endorsement Teachers

M. Dyal made a motion to Approve resolution regarding out of endorsement teachers.
E. Forde seconded the motion.
The board **VOTED** to approve the motion.

F. Resolution 25/26 Calendars

M. Dyal made a motion to Approve resolution regarding 25/26 Calendar.
E. Forde seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

T. Hayman Aye
M. Dyal Aye
R. Bembry Aye
M. Brown Aye
E. Forde Aye
J. Rhodes Jr Absent

G. Resolution Confirmation Acting Interim Executive Director

M. Dyal made a motion to Approve resolution to confirm acting interim executive director.
E. Forde seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

E. Forde Aye
J. Rhodes Jr Absent
T. Hayman Aye
M. Brown Aye
R. Bembry Aye
M. Dyal Aye

III. Mission Alignment

A. Mission Challenge-Enrollment

We discussed current enrollment numbers.

B.

Mission Challenge-Budget w/ Updated Enrollment

Slight increase in budget due to higher than anticipated enrollment. A continued need for higher enrollment was discussed. We continue to closely monitor the financials. We are still waiting for grant money to come in.

C. Update from Board Chair

Discussed potential partnerships and grants to pursue.

D. Introduction from Interim Executive Director

Interim Executive Director, Ray Morales, introduced himself.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:30 PM.

Respectfully Submitted,
R. Bemby

Documents used during the meeting

- Resolution September 2025 Minutes for August 2025 Mtgdocx.pdf
- Payroll Check Summary with Board Certification 8.29.pdf
- AP Check Summary Report with Board Certification 8.15.pdf
- AP Check Summary Report with Board Certification 8.4.pdf
- Payroll Check Summary with Board Certification 8.29 Stipend.pdf
- Resolution September for August 2025 Vouchers & Payments.pdf
- Resolution August 27th, 2025 Minutes for June 2025 Mtgdocx (1).pdf
- 25-26 Staff Handbook Draft docx (1) (4).pdf
- Updated 25_26 Updated Staff Handbook Resolution.docx.pdf
- Board Resolution (Out of Endorsement Placement) - September 2025.docx.pdf
- Updated RVLA - Board Resolution (2025-2026 School Year Calendars) .docx.pdf
- Resolution - Confirm Acting Interim Executive Director.docx (1).pdf

**RESOLUTION BOARD MEETING MINUTES
For September 30, 2025 Meeting
On This Day November 15th, 2025**

**DIRECTORS OF
Rainier Valley Leadership Academy
A Washington State Nonprofit Corporation**

Date and Time

Tuesday September 30, 2025 at 4:30 PM

Location

RVLA Board Meeting
Tuesday, September 30 - 4:30 - 5:30pm
Time zone: America/Los_Angeles
Google Meet joining info
Video call link: <https://meet.google.com/look-icmx-sxq>
Or dial: (US) +1 443-606-2511 PIN: 144 707 412#

In Person Option: 6020 Rainier Ave S. Seattle, WA 98118

Directors Present

E. Forde (remote), M. Brown (remote), M. Dyal (remote), R. Bemby (remote), T. Hayman (remote)

Directors Absent

J. Rhodes Jr

Guests Present

K. Clark (remote), L. Reisberg (remote), R. Garcia Morales (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

R. Bemby called a meeting of the board of directors of Rainier Valley Leadership Academy to order on Tuesday Sep 30, 2025 at 4:42 PM.

II. Consent Agenda

A. Resolution August 7th, 2025 Board Meeting Minutes

M. Dyal made a motion to approve the minutes from RVLA Special Board Meeting on 08-07-25.

E. Forde seconded the motion.

The board VOTED to approve the motion.

Roll Call

R. Bemby	Aye
J. Rhodes Jr	Absent
T. Hayman	Aye
E. Forde	Aye
M. Dyal	Aye
M. Brown	Aye

B. Resolution August 2025 Payroll & Claim Vouchers

M. Dyal made a motion to approve the resolution regarding August 2025 Payroll & Claim Vouchers.

E. Forde seconded the motion.

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

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As of September 30, 2025, the Board, by a unanimous vote, approves payments, totaling \$2,481.93, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: ACH/Warrants - Public
Direct Deposit Numbers 9000003631 through 9000003631, totaling \$1,894.80

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of September 30, 2025, the Board, by a unanimous vote, approves payments, totaling \$93,564.19, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: ACH/Warrants - Public
Warrant Numbers 102683 through 102697, totaling \$27,616.43
APACH Numbers 9000003596 through 9000003603, totaling \$65,947.76

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of September 30, 2025, the Board, by a unanimous vote, approves payments, totaling \$473.98, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: WIRE-PUBLIC
Wire Transfer Payments 201900248 through 201900248, totaling \$473.98
The board VOTED to approve the motion.

Roll Call	
M. Dyal	Aye
K. Sembry	Aye
T. Hayman	Aye
J. Rhodes Jr	Absent
M. Brown	Aye
E. Forde	Aye

C. Resolution August 26th Board Meeting Minutes

We pulled this item from the consent agenda. Will be voted on at the retreat.

D. Resolution 2025/6 Staff Handbook

M. Dyal made a motion to approve.
E. Forde seconded the motion.
The board VOTED to approve the motion.

Roll Call	
M. Brown	Aye
J. Rhodes Jr	Absent
E. Forde	Aye
T. Hayman	Aye
K. Sembry	Aye
M. Dyal	Aye

E. Resolution Out of Endorsement Teachers

M. Dyal made a motion to Approve resolution regarding out of endorsement teachers.
E. Forde seconded the motion.
The board VOTED to approve the motion.

F. Resolution 25/26 Calendars

M. Dyal made a motion to Approve resolution regarding 25/26 Calendar.

E. Forde seconded the motion.

The board VOTED to approve the motion.

Roll Call

R. Bemby	Aye
M. Brown	Aye
T. Hayman	Aye
M. Dyal	Aye
J. Rhodes Jr	Abstent
E. Forde	Aye

G. Resolution Confirmation Acting Interim Executive Director

M. Dyal made a motion to Approve resolution to confirm acting interim executive director.

E. Forde seconded the motion.

The board VOTED to approve the motion.

Roll Call

E. Forde	Aye
T. Hayman	Aye
J. Rhodes Jr	Abstent
M. Brown	Aye
M. Dyal	Aye
R. Bemby	Aye

III. Mission Alignment

A. Mission Challenge-Enrollment

We discussed current enrollment numbers.

B. Mission Challenge-Budget w/ Updated Enrollment

Slight increase in budget due to higher than anticipated enrollment. A continued need for higher enrollment was discussed. We continue to closely monitor the financials. We are still waiting for grant money to come in.

C. Update from Board Chair

Discussed potential partnerships and grants to pursue.

D. Introduction from Interim Executive Director

Interim Executive Director, Ray Morales, introduced himself.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:30 PM.

Respectfully Submitted,
R. Bemby

Coversheet

Resolution October 16th, 2025 Special Board Meeting Minutes

Section: III. Consent Agenda
Item: D. Resolution October 16th, 2025 Special Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Special Board Meeting on October 16, 2025
Resolution October 2025 - Minutes for October 16 2025 Mtgdocx (1).pdf

APPROVED



Rainier Valley Leadership Academy

Minutes

Special Board Meeting

Date and Time

Thursday October 16, 2025 at 2:00 PM

Location

Virtual Meeting

Special Board Meeting

Thursday, October 16 · 2:00 – 3:00pm

Time zone: America/Los_Angeles

Google Meet joining info

Video call link: <https://meet.google.com/ihw-gjdo-epi>

Or dial: (US) +1 650-817-8146 PIN: 485 375 059#

Directors Present

E. Forde (remote), J. Rhodes Jr (remote), M. Dyal (remote), R. Bembry (remote)

Directors Absent

M. Brown, T. Hayman

Guests Present

L. Reisberg (remote), R. Garcia Morales (remote)

I. Opening Items

A. Record Attendance and Guests

B.

Call the Meeting to Order

R. Bembry called a meeting of the board of directors of Rainier Valley Leadership Academy to order on Thursday Oct 16, 2025 at 2:07 PM.

II. Consent Agenda

A. Resolution 2025/6 Update Board Meeting Schedule

J. Rhodes Jr made a motion to Move the October 25th retreat to November 15th.

M. Dyal seconded the motion.

no discussion

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

Roll Call

E. Forde	Aye
T. Hayman	Absent
M. Brown	Absent
M. Dyal	Aye
J. Rhodes Jr	Aye

III. 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 3:00 PM.

Respectfully Submitted,
E. Forde

Documents used during the meeting

- Resolution to Approve 2025 Board Meeting Schedule (1).pdf

Rainier Valley Leadership Academy Board of Directors Meeting Agenda 10/16/25

**RESOLUTION BOARD MEETING MINUTES
For October 16th, 2025 Meeting
On This Day November 15th, 2025**

**DIRECTORS OF
Rainier Valley Leadership Academy
A Washington State Nonprofit Corporation**

Date and Time

Thursday October 16, 2025 at 2:00 PM

Location

Virtual Meeting

Special Board Meeting

Thursday, October 16 - 2:00 - 3:00pm

Time zone: America/Los_Angeles

Google Meet joining info

Video call link: <https://meet.google.com/fhw-gjdo-api>

Or dial: (US) +1 650-817-8146 PIN: 485 375 059#

Directors Present

E. Forde (remote), J. Rhodes Jr (remote), M. Dyal (remote), R. Bemby (remote)

Directors Absent

M. Brown, T. Hayman

Guests Present

L. Reisberg (remote), R. Garcia Morales (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

R. Bemby called a meeting of the board of directors of Rainier Valley Leadership Academy to order on Thursday Oct 16, 2025 at 2:07 PM.

II. Consent Agenda

A. Resolution 2025/6 Update Board Meeting Schedule

J. Rhodes Jr made a motion to Move the October 25th retreat to November 15th.

M. Dyal seconded the motion.

no discussion

The board VOTED to approve the motion.

Roll Call

E. Forde	Aye
M. Brown	Absent
M. Dyal	Aye
T. Hayman	Absent
J. Rhodes Jr	Aye

III. 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 3:00 PM.

Respectfully Submitted,
E. Forde

Coversheet

Resolution October 28th, 2025 Board Minutes

Section: III. Consent Agenda
Item: E. Resolution October 28th, 2025 Board Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on October 28, 2025

APPROVED



Rainier Valley Leadership Academy

Minutes

Board Meeting

October

Date and Time

Tuesday October 28, 2025 at 4:30 PM

Directors Present

E. Forde (remote), M. Dyal (remote), R. Bembry, T. Hayman (remote)

Directors Absent

J. Rhodes Jr, M. Brown

Guests Present

L. Reisberg (remote), R. Garcia Morales (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

R. Bembry called a meeting of the board of directors of Rainier Valley Leadership Academy to order on Tuesday Oct 28, 2025 at 4:30 PM.

II. 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 4:51 PM.

Respectfully Submitted,
M. Dyal

Rainier Valley Leadership Academy Board of Directors Meeting Agenda 10/28/25

Coversheet

Resolution Leave Donation Policy

Section: III. Consent Agenda
Item: F. Resolution Leave Donation Policy
Purpose: Vote
Submitted by:
Related Material: RVL-Shared Leave Program.docx
RVL-Shared Leave Program.pdf

SAMPLE

RVLA – Shared Leave Program

Commented [KY1]: Note: This Policy should be placed in Section VI.E. (Sick Leave and PTO) in RVLA’s Staff Handbook Policies and Procedures.

Purpose

RVLA’s Shared Leave Program (“Program”) allows RVLA employees to voluntarily donate accrued sick leave (including the subset of personal necessity leave) and/or paid time off (“PTO”) to a fellow employee who has exhausted, or will exhaust imminently, their available leave balance(s) and: (a) is suffering from an illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature; (b) has a family member, or any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship, who is suffering from an illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature; (c) is sick or temporarily disabled because of pregnancy disability; or (d) needs the time for parental leave for preparation for child birth, post-birth bonding, or adoption.

The terms “sick leave,” “personal necessity leave,” “paid time off,” and “family member” are as defined elsewhere in this Section VI.E.,

Eligibility

This Program applies to all full-time and part-time employees who have worked at RVLA for at least 4 months. Temporary employees, contract employees, volunteers, independent contractors, and employees of independent contractors are ineligible to participate in the Program.

Prospective recipients must submit a formal request on a form produced by RVLA to receive shared leave, along with required documentation, including, but not limited to, documentation similar to requesting leave under the Family and Medical Leave Act.

Commented [KY2]: What documentation will RVLA require for an employee to prove the need? This can be a sensitive topic, so it’s best if it is laid out in this policy in advance.

To request leave donations, only RVLA administration shall communicate to staff, with discretion as agreed upon with the prospective recipient to respect the privacy of the matter. Any such communication to RVLA staff shall include a statement that donations are voluntary and that no adverse action will be taken against an employee if an employee chooses not to donate. The prospective recipient shall not make individual requests for donations to any fellow employee; any violation of this provision by the prospective employee may be subject to discipline.

Donors must be a current, active RVLA employee with a minimum balance of 80 hours of accrued sick leave or PTO after the donation. Donors must voluntarily complete RVLA’s designated leave donation form.

Shared Leave Guidelines and Procedures

- Donations are made in increments of 8.0 hours (one workday) unless otherwise approved by RVLA.

Commented [KY3]: I did not include a leave bank because it would be too complex to have both options at this time. If a leave bank is desired to be added as a replacement or to run concurrently, please let me know and I can revise as needed.

SAMPLE

- The maximum amount an employee may donate per work year is 148 hours unless otherwise approved by RVLA.
- Donated leave is irrevocable and will be deducted from the donor's leave balance upon approval.
- Donors shall not receive compensation or other benefits in exchange for donated leave.
- The maximum amount of leave a recipient may receive per incident/occurrence is 240 hours unless otherwise approved by RVLA.
- RVLA's Human Resources Department or designee shall verify eligibility and ensure that supporting documentation is provided.
- RVLA's Executive Director (or equivalent position) or designee shall have final approval of any shared leave under the Program.
- Prior to approving shared leave, RVLA shall consider other methods of accommodating the employee's needs (e.g., modified duty, modified hours, flex-time, or special assignments) in place of shared leave.
- Any approval of shared leave shall include a determination of whether the leave must be used consecutively or in an intermittent fashion. The approval shall include a date by which the donated leave must be used by the recipient.
- Donated leave will be credited to the recipient's leave balance and, in the case of concurrent requests, on a first-come, first-served basis.
- The shared leave recipient shall be paid their regular rate of pay. The dollar value of the leave shall be converted from the donor to the recipient (i.e., the value of one hour donated may cover more or less than one hour of the recipient's hourly rate). The leave received shall be coded as shared leave and shall be maintained separately from all other leave balances.
- RVLA shall notify the donor and recipient, separately and in writing, of any approval or denial of the shared leave.
- RVLA shall maintain records of all leave donations and usage consistent with RVLA's standard practices regarding usage of sick leave and PTO.
- A recipient of shared leave is not required to repay the value of the leave.
- Any shared leave unused by the recipient must be returned to the leave donor(s) equally, or as close to equal as mathematically possible in 0.1 hour increments, to their appropriate leave balance(s).

Commented [KY4]: Update as appropriate given any logistical restraints with RVLA's system.

Confidentiality

All information regarding shared leave requests and approvals will be treated as confidential, to the extent allowable by applicable law, and shared only with those involved in processing and administering the Program.

SAMPLE

Future Employment, Retirement and Tax Implications

Employees considering donating leave are encouraged to consult a retirement, tax, or other advisor regarding any potential consequences associated with leave donations. For instance, for those employees in a public retirement system, available sick leave and/or PTO may count toward creditable service for retirement purposes. As another example, upon being hired at another charter school or school district, the employee's available sick leave and/or PTO may be eligible to be transferred to the new employer.

SAMPLE

SAMPLE

RVLA – Shared Leave Program

Commented [KY1]: Note: This Policy should be placed in Section VI.E. (Sick Leave and PTO) in RVLA's Staff Handbook Policies and Procedures.

Purpose

RVLA’s Shared Leave Program (“Program”) allows RVLA employees to voluntarily donate accrued sick leave (including the subset of personal necessity leave) and/or paid time off (“PTO”) to a fellow employee who has exhausted, or will exhaust imminently, their available leave balance(s) and: (a) is suffering from an illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature; (b) has a family member, or any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship, who is suffering from an illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature; (c) is sick or temporarily disabled because of pregnancy disability; or (d) needs the time for parental leave for preparation for child birth, post-birth bonding, or adoption.

The terms “sick leave,” “personal necessity leave,” “paid time off,” and “family member” are as defined elsewhere in this Section VI.E.,

Eligibility

This Program applies to all full-time and part-time employees who have worked at RVLA for at least 4 months. Temporary employees, contract employees, volunteers, independent contractors, and employees of independent contractors are ineligible to participate in the Program.

Prospective recipients must submit a formal request on a form produced by RVLA to receive shared leave, along with required documentation, including, but not limited to, documentation similar to requesting leave under the Family and Medical Leave Act.)

Commented [KY2]: What documentation will RVLA require for an employee to prove the need? This can be a sensitive topic, so it’s best if it is laid out in this policy in advance.

To request leave donations, only RVLA administration shall communicate to staff, with discretion as agreed upon with the prospective recipient to respect the privacy of the matter. Any such communication to RVLA staff shall include a statement that donations are voluntary and that no adverse action will be taken against an employee if an employee chooses not to donate. The prospective recipient shall not make individual requests for donations to any fellow employee; any violation of this provision by the prospective employee may be subject to discipline.

Donors must be a current, active RVLA employee with a minimum balance of 80 hours of accrued sick leave or PTO after the donation. Donors must voluntarily complete RVLA’s designated leave donation form.

Shared Leave Guidelines and Procedures

- Donations are made in increments of 8.0 hours (one workday) unless otherwise approved by RVLA.

Commented [KY3]: I did not include a leave bank because it would be too complex to have both options at this time. If a leave bank is desired to be added as a replacement or to run concurrently, please let me know and I can revise as needed.

SAMPLE

- The maximum amount an employee may donate per work year is 148 hours unless otherwise approved by RVLA.
- Donated leave is irrevocable and will be deducted from the donor’s leave balance upon approval.
- Donors shall not receive compensation or other benefits in exchange for donated leave.
- The maximum amount of leave a recipient may receive per incident/occurrence is 240 hours unless otherwise approved by RVLA.
- RVLAs Human Resources Department or designee shall verify eligibility and ensure that supporting documentation is provided.
- RVLAs Executive Director (or equivalent position) or designee shall have final approval of any shared leave under the Program.
- Prior to approving shared leave, RVLA shall consider other methods of accommodating the employee’s needs (e.g., modified duty, modified hours, flex-time, or special assignments) in place of shared leave.
- Any approval of shared leave shall include a determination of whether the leave must be used consecutively or in an intermittent fashion. The approval shall include a date by which the donated leave must be used by the recipient.
- Donated leave will be credited to the recipient’s leave balance and, in the case of concurrent requests, on a first-come, first-served basis.
- The shared leave recipient shall be paid their regular rate of pay. The dollar value of the leave shall be converted from the donor to the recipient (i.e., the value of one hour donated may cover more or less than one hour of the recipient’s hourly rate). The leave received shall be coded as shared leave and shall be maintained separately from all other leave balances.
- RVLAs shall notify the donor and recipient, separately and in writing, of any approval or denial of the shared leave.
- RVLAs shall maintain records of all leave donations and usage consistent with RVLAs standard practices regarding usage of sick leave and PTO.
- A recipient of shared leave is not required to repay the value of the leave.
- Any shared leave unused by the recipient must be returned to the leave donor(s) equally, or as close to equal as mathematically possible in 0.1 hour increments, to their appropriate leave balance(s).

Commented [KY4]: Update as appropriate given any logistical restraints with RVLAs system.

Confidentiality

All information regarding shared leave requests and approvals will be treated as confidential, to the extent allowable by applicable law, and shared only with those involved in processing and administering the Program.

SAMPLE

Future Employment, Retirement and Tax Implications

Employees considering donating leave are encouraged to consult a retirement, tax, or other advisor regarding any potential consequences associated with leave donations. For instance, for those employees in a public retirement system, available sick leave and/or PTO may count toward creditable service for retirement purposes. As another example, upon being hired at another charter school or school district, the employee's available sick leave and/or PTO may be eligible to be transferred to the new employer.

SAMPLE