

Rooted School- Indianapolis
REGULAR MEETING OF THE BOARD OF DIRECTORS
Virtual Meeting (see Zoom information on second page)

**Rooted Indianapolis Board Meeting
Wednesday, August 5th, 2020 at 6:00 PM**

I. Call Meeting to Order (Board Chair) – 6:05pm

- Stephanie called to order at 6:05pm.
- Roll Call on attendance:
 - Chuong – present
 - Stephanie - present
 - Taffnee - absent
 - Katie - present
 - Terri - absent
 - Devin – present
 - Merillat - present
- Quorum is met

II. Consent Agenda (Board Chair) – 6:07pm

- Meeting Agenda (adoption)
- 7.15 Board Meeting Minutes (approval)

- Merillat asks to remove the meeting agenda off of the consent agenda
- Seeing no further requests, the consent agenda is adopted with just the board meeting minutes from 7.15
- Merillat moves to pull forward the School Leader Report to right after the Mission Moment, Devin seconds
 - Roll Call Vote:
 - Chuong – present
 - Stephanie - present
 - Katie - present
 - Devin – present
 - Merillat - present
 - The motion carries
- Katie moves to adopt the agenda for the evening, Merillat seconds
 - Roll Call Vote:
 - Chuong – present
 - Stephanie - present
 - Katie - present
 - Devin – present
 - Merillat - present
 - The motion carries

III. Mission Moment (School Leader) – 6:11pm

- Ma'at opens her remarks at 6:11pm
 - It's the final mission moment before school starts. Exciting to see the staff go above and beyond and the families and students be so excited on the orientation school call.
- School leader Report - 6:13pm
 - Ma'at's report
 - We were approved to open by the Mayor's Office after their walkthrough
 - Submitted several grants - Lilly, Governor's Emergency Relief Fund, CARES Act
 - 65 students currently enrolled, possible increase based on families looking for in-person options
 - Weekly Health Department Calls
 - (1) Still planning to be in person, but will provide virtual option (5 families choosing this so far)
 - (2) Must be 6ft apart at all times, exploring hybrid options
 - (3) If it goes at 12% or higher in the county, all will be required to go online, last week we were at 8%
 - Discussion
 - Chuong asks if 100% of families have responded to their choice of virtual or online
 - (1) Ma'at confirms this is true
 - Stephanie asks how many students we can accommodate and keep 6ft distance
 - (1) Ma'at says it's not completely clear, but there is plenty of space
 - Stephanie asks to confirm that we will definitely close at 12% rate
 - (1) Ma'at confirms yes and they are prepared for this
 - Stephanie asks how teachers are feeling given the uncertainties of COVID
 - (1) Ma'at shares they had a meeting again today and revised some of their plans based on teacher ideas, but overall everyone is still feeling fairly confident about the plan
 - Stephanie asks about the ribbon cutting
 - (1) Looking at 10:00 - 11:00 on September date, board will be invited once event is secured

IV. Board Discussion and Action Items (Board Chair) – 6:20pm

- FINANCE (Javaris Carrion +Terri Anderson)
 - One-year budget update with Brian Anderson (discussion)
 - Brian's Overview

- Been doing charter school finance for a long time in a variety of cities in the US
- He works for a nonprofit, CES, for contracting out finance and operation pieces, but unique model that supports a lot of in house efforts, but takes out some of the reporting
- One-year budget overview
 - Shares a summary of current financial standing
 - These projections are updated weekly
 - Based on 60 students - this is a tough financial number to open with because it's a lower number
 - Highlights the per student column
 - Income is based on ~26K per student, this is unusually high due to the grant funding received in the opening year (will be about 10K in the future without additional grant funding)
 - ~12k is being spent on staff costs, ok for this year, but in the future this will be too high
 - ~4k on occupancy, this is a good healthy, standard number for scaled school because of the great arrangement with the church
 - ~10k on other
 - We need to get to the sustainable number of ~10k per student in the future.
 - Cash balance is the most important number in our first few years. We are currently set in a fairly healthy position here. And we have a good projection currently of 38 days which is healthy for now, eventually we'll want to get to 90
 - Percentage on salaries and occupancies is ~62%. This isn't a great measure right now because of start up costs
 - 0 debt expenditures
 - Future future
 - Keep an eye on grant funding percentages, this is a big financial flag health in the future
 - We're in a good place for year 1, and we now need to get in the details for future years. We ultimately we need to grow
- Discussion
 - Katie asks what percentage of our 1 time grant funds are eligible for renewal

V. Comments from Board Members (Board Chair) at 6:59

- **Upcoming board meeting items:** budget approval, committee action plans to achieve goals, and board member skills assessments/ inventories

VI. Next steps and Commitments (Secretary) at 7:50

- Coming out of this meeting:
 1. Finance Committee
 - a) Finance committee is meeting on August 10th to get to 1 year budget for proposal
 - b) Additional dialogue needed for the future timeline and process for future years as we are a little behind this year
 2. All committees:
 - a) should focus on building their own action plans in the month ahead and ultimately present to the board for feedback
 - b) should gather inputs on professional development opportunities
 3. Stephanie will share OEI upcoming professional development days in September and October
 4. Stephanie will follow up with Ma'at about cleaning and parent concerns with meeting in-person for future board meetings and will inform the board of future plans
 5. Ma'at will share invitation to ribbon cutting when the timing is finalized
 6. Move forward on the final school leader contract:
 - a) Finance team reviews budget and proposes salary for the coming school year
 - b) Update contract language with Alex
- Upcoming Board Dates: September 2, October 7th, November 4th, December 2nd
 1. Stephanie notes that if our school is open, we should meet in person as a board because it's a statement that we think it's safe enough to do so
 - a) Chuong notes that the board so far has not been driving decisions in this school space
 - b) Merillat notes this is extremely difficult
 - c) Devin proposes we can leave the option open for individuals to decide
 - d) Katie asks about cleaning needs and the additional capacity this might cause operationally for the school and church
 - e) Terri notes the importance for parents to be able to interact with the board when they have concerns. We likely need to meet in person enough for parents to know us and have access to us
 - f) Chuong asks how we would know if parents are coming, and could we use that intel to decide if we meet in person or not

VII. Adjournment (Board Chair) – 7:10pm

- Devin moves to adjourn the meeting, Chuong seconds it
 - Roll Call
 - Chuong - yes
 - Terri - yes
 - Stephanie - yes
 - Katie - yes
 - Devin – yes
 - Merillat - yes
 - The motion carries

VIII. Executive Session (Board Chair + Guests) – 7:11pm

- Katie moves to go into Executive Session, Chuong seconds it
 - Roll Call Vote:
 - Chuong – yes
 - Terri- yes
 - Stephanie - yes
 - Katie – yes
 - Devin - yes
 - Merillat - yes
 - The motion carries
- Devin moves to leave Executive Session, Chuong seconds it
 - Roll Call Vote:
 - Chuong – yes
 - Terri - yes
 - Devin - yes
 - Katie – yes
 - Stephanie - yes
 - Merillat - yes
 - The motion carries

Zoom Link

Join Zoom Meeting

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