

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

Rooted Indianapolis Board Meeting
Wednesday, April 15th, 2020 at 6:00 PM

I. Call Meeting to Order (Board Chair) – 6:07

- Stephanie called the meeting to order at 6:07
 1. Notes that Gov. Holcomb suspended requirements that do not allow for electronic meetings, now allows video/call board meetings.
 - a) Our Zoom info was posted publicly at the school
 - b) Must meet quorum
- Roll call - verbal by name
 1. Stephanie - here
 2. Merillat - here
 3. Devin - here
 4. Choung - here
 5. Terri – absent
 6. Maria – absent
 7. Taffnee – here
 8. Katie – here
- Quorum is met

II. Consent Agenda (Board Chair) – 6:13

1. Board meeting agenda
 2. Board meeting minutes December (approval)
 3. Board meeting minutes February (approval)
- Stephanie lays out the parameters of consent agendas
 - Stephanie asks if there are any items that you want to remove from the agenda
 1. Seeing no removals, then items 1-3 are adopted.

III. Mission Moment and Ice Breaker (School Leader) – 6:15

- Ma'at – met with a team from New Schools Venture Fund
 1. 10 people on the interview
 2. Grateful and thankful for the team – the prep that was done and the way everyone showed up.
 3. Stephanie adds comments about how strong the showing was.

- Members share - What's something you have seen that has made you proud of our community during this crisis?
 1. Taffanee, Stephanie, Merillat, Katie speak

IV. Board Discussion and Action Items (Board Chair) – 6:23

A. SCHOOL PERFORMANCE + ACADEMICS

1. School Leader Report (presentation)
 - a) Reviews pre-opening checklist – currently at 21% complete
 - b) In round 2 of Enroll Indy – 45 students enrolled currently, ends April 30th
 - (1) Working with Finance team on scenarios
 - c) Staffing
 - (1) 70 people shared a form of an application
 - (2) 44 eligible candidates
 - (3) 3 offer letters extended
 - (a) SPED Coordinator, Social Studies, Front Office Manager
 - (4) 3 positions left to fill
 - (a) ELA, Math, Science
 - (b) Checking references now
2. Question from Katie – additional funding options given COVID-19 situation?
 - a) New Schools Venture Fund - \$200K in first year
 - b) Working with The Mind Trust on other funding options
 - c) Working with New Orleans on marketing and communications funding for a digital push
 - d) Still pushing hard for more enrollment
 - (1) Every 10 kids is about 100K more in the budget
 - e) Stephanie – doing very conservative budgeting, doing contingency planning, open to hearing more funding ideas from the board
 - (1) Always knew it would take philanthropy to get started to be viable, but need more given the circumstances
3. Question from Choung – how do you feel about where morale is?
 - a) Ma'at – happy that at the beginning they had a strong push, and they are the highest number of a fresh start in a 1st round in the Mayor's cohort. But where are now it's hard to get to students and families. Harder to share how this school will trust. But the office says so many students have not made the choices yet – many wait until June to make decisions.
 - b) Stephanie – were optimistic before, still cautiously optimistic, but planning for less than ideal.

4. Question from Taffanee – what is your game plan to reach out to families given COVID-19?
 - a) Ma’at – went to middle schools before the situation and got the contact info of students. So the team is calling them weekly. Direct mailers. Takes multiple touches. Some social media – that’s not the most effective way. Working on some videos to do a virtual tour. Doing 1 to 1 families meetings. And open to those limited tours. Referrals from parents that are already engaged. In weekly contact with families are already enrolled. Plug for board to share information on social media.

B. FINANCE

1. Tech Equipment Contract (approval)
 - a) Javaris – This is just for the hardware (not including managed services)
 - (1) Process:
 - (a) Put out RFP
 - (b) Received 8 back
 - (c) Consider
 - (i) Budget - \$25,000 budget
 - (ii) Needs
 - (d) Featured 4 in the document
 - (e) Recommendation Logicalis
 - (i) AIS is going to install the pieces, and while they put in a bid, they highly recommended Logicalis
 - (ii) Other bids came back around 22-23K, Logicalis was by far the most affordable
 - (iii) Ensured the proper licensing and that the bid met all of the needs
 - (iv) Rebate opportunity
 - b) **Devin – motion for discussion, Chuong seconded**
 - c) Questions from Chuong – dynamics with the church and their infrastructure?
 - (1) Javaris responds:
 - (a) Church as own structure, we are tenants, fully separate
 - (b) We will have separate closet and structure, separate licensing.
 - (2) Stephanie clarifies we would own the equipment
 - d) Question from Merillat – are we sacrificing anything by going with the cheaper option?

- (1) Javaris responds that he's confident that we are not losing anything, but the cheaper deal is because of unique partnership
- e) Question from Taffnee – will this include ongoing servicing, cloud usage?
 - (1) Javaris responds – yes and no – they are not our managing services partner, but this is our cloud equipment
 - (2) Follow up – have you reached out to a company for the management services?
 - (a) Javaris responds he thinks it will be AIS, but will put out an RFP for that
 - (3) Follow up – have you found a vendor that would install and also manage it? Difference in price? Is this the most effective way to do this?
 - (a) Javaris responds – from his research, this is the most effective way. Company he likely thinks will use it recommended that we take the better pricing and then use them for services
- f) Question from Katie – should we name any disclosures of conflicts of interest?
 - (1) Stephanie responds – good question, should work on this policy, but no known concerns at this time.
- g) Question from Taffnee – do you have the actual contract? And can we see it?
 - (1) Javaris responds – not sure when our lawyers review
 - (2) Ma'at shares – not currently in our policy and procedures, we do contract with a service to ensure we follow process
 - (3) Stephanie encourages the finance team to take this from here. Ma'at agrees.
- h) Devin moves to close discussion, Katie second**
 - (1) Unanimous approval, motion carries
- i) Katie moves to accept the tech vendor contract, Merillat seconds**
 - (1) Roll call vote verbal
 - (a) Stephanie - yea
 - (b) Merillat - yea
 - (c) Devin - yea
 - (d) Choung - yea
 - (e) Taffanee – yea
 - (f) Katie – yea
 - (2) Motion carries**

C. GOVERNANCE

1. Determining how to get Board adoption and approval for the Board committees
2. Stephanie
 - a) Shares that there are many items that need to be approved over the next 8 weeks
 - b) We need timely responses when we staff reaches out
 - c) Will be using board google drive to manage action steps
 - d) Laying out plan to sequence items
 - e) Committees will need to meet multiple times in the next few works to create and then make proposals to the entire board

V. Comments from Board Members (Board Chair)

- A. Upcoming agenda items
 1. Stephanie – Google drive will be used moving forward.
 2. No other comments

VI. Next steps and Commitments (Secretary)

- A. Board Dates: May 6, June 3, July 1, August 5, September 2
 1. Possible that we will need another meeting before then

VII. Adjournment (Board Chair)

- Chuong – moves to adjourn meeting, Devin seconds
 1. Roll call vote verbally
 - a) Stephanie - yea
 - b) Merillat - yea
 - c) Devin - yea
 - d) Choung - yea
 - e) Taffnee – yea
 - f) Katie – yea

Zoom Link

Join Zoom Meeting

<https://us04web.zoom.us/j/75420288095?pwd=dHQvc2lvUVM0VnliMFk2UTFFdmU2dz09>

Meeting ID: 754 2028 8095

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