



Rooted School - Washington

Rooted School Vancouver Board Meeting

Published on June 17, 2025 at 9:48 PM PDT

Date and Time

Friday June 20, 2025 at 1:00 PM PDT

Location

Rooted School Vancouver
10401 NE Fourth Plain Blvd
Vancouver, WA 98662

Agenda

	Purpose	Presenter	Time
I. Opening Items			1:00 PM
A. Call the Meeting to Order	Vote	Adrienne Mason	1 m
B. Record Attendance	Vote	Adrienne Mason	1 m
Roll Call:			
Board Members:			
Adrienne Mason: Board Chairperson			
Ach' (Sheila) Davis: Board Secretary			
Tyrone Foster - Board Member			
Nikki Chen - Board Member			
Rhianna Johnson - Board Member			

	Purpose	Presenter	Time
Lisa White - Board Member Ashley Duncan - Board Member			
Student Representative: Samantha Sanchez Crystal Rauda			
School Officials: Steven Carney: Executive Director & School Leader - RSV Angie Lundgren: Director of Operations Fellow - RSV Adrienne Lee-Kernell - RSV Assistant School Leader			
Guests: Katie Silberstien - JGP			

II. Approval of Minutes

1:02 PM

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|-----------|---|-----------------|----------------|-----|
| A. | A. Approve Minutes from May 27, 2025 Rooted School Vancouver Regular Board Meeting | Approve Minutes | Adrienne Mason | 2 m |
| | Recommendation: The board approves the minutes of the May 27, 2025 regular board meeting. | | | |
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| B. | A. Approve Minutes from June 12, 2025 Rooted School Vancouver Special Board Meeting | Approve Minutes | Adrienne Mason | 1 m |
| | Recommendation: The board approves the minutes of the June 12, 2025 special board meeting. | | | |

	Purpose	Presenter	Time
III. Communications			1:05 PM
A.	Welcome Community Members	Adrienne Mason	
B.	Initial Public Comment	FYI Sheila Davis	1 m

BOARD SECRETARY TO READ PRIOR TO ALL PUBLIC COMMENT:

Our Public Comment period is for members of the public to address the board. Each member of the public may sign up to comment at the meeting and will be allotted three - five minutes. The board will listen, but may not directly respond to any comments. Please do not use specific student, teacher or administrator names in your comments as our meetings are open to the public and public record, and we must adhere to FERPA - Family Educational Rights and Privacy Act. As such, if your comment is about a private matter, please contact the board via email, or speak to the board chair privately.

IV. REPORTS, REQUESTS, AND COMMENTS BY BOARD MEMBERS			1:06 PM
A.	Reports, Requests, and Comments by Board Members	FYI Adrienne Mason	5 m

The "Reports, Requests, and Comments by Board Members" section of the board agenda is a platform for members to share updates, solicit requests, or make comments on relevant topics.

V. Consent Agenda			1:11 PM
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(Subject to objections by the board members, the following items will be passed by a single motion to approve all listed actions and resolutions. There will be no discussion on these items unless requested by the board. If discussion is requested, the items will be moved from the Consent agenda and considered separately after the motion has been made and passed to approve the remaining items.)

A.	Approval of Financial Disbursements and Payroll as Audited and Certified per RCW Regulations	Vote Steven Carney	1 m
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Purpose:

To formally approve audited financial disbursements and payroll for May 2025, as required by RCW 42.24.080 and RCW 42.24.090, ensuring legal compliance, transparency, and accountability.

Recommended Action:

Approve the following financial transactions, confirming they have been audited and certified by the Auditing Officer and made available for Board review.

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. These payments have been recorded on a listing which has been made available to the Board.

As of June 24, 2025, the Board approves the following totals:

Payroll Direct Deposit: \$55,312.63
 Accounts Payable (EFT – Public Checking): \$96,610.70
 Accounts Payable (EFT – Private Savings): \$0.00
 Non-Accounts-Payable Cash Disbursements (Public Checking): \$279.82
 Non-Accounts-Payable Cash Disbursements (Private Savings): \$0.00
 Total Disbursements Approved: \$152,203.15

Rationale:

This approval ensures Rooted School Vancouver maintains compliance with Washington State Law, Charter School requirements, and Open Public Meeting standards for the certification of public expenditures.

Board Motion:

It is recommended that the Board approve the audited financial disbursements and payroll for May 2025 as presented, including payroll direct deposit payments totaling \$55,312.63, accounts payable electronic disbursements totaling \$96,610.70, and non-accounts-payable cash disbursements totaling \$279.82, in compliance with RCW 42.24.080 and RCW 42.24.090.

VI. BOARD INFORMATION/DISCUSSION ITEMS	1:12 PM
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A. Financial Update	Discuss	Steven Carney	20 m
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Purpose:

To review Rooted School Vancouver’s current financial status, examine key financial metrics for May 2025, and assess implications for operational and strategic planning.

Financial Highlights:

Assets and Liabilities:

	Purpose	Presenter	Time	
<p>Total Assets: \$2,446,524.90 (a decrease from April)</p> <p>Cash Balances: \$735,769.74 (decline from previous month, reflects timing of reimbursements and grants)</p> <p>Accounts Receivable: \$57,124.06</p> <p>Total Liabilities: \$1,112,102.67</p> <p>Long-Term Liabilities: Consistent with prior month</p> <p>Revenue:</p> <p>Total Revenue Received (YTD): \$1,582,687 (62.8% of annual budget)</p> <p>State and Federal Revenue: Continues to reflect impact from enrollment shortfall</p> <p>Private Donations: Remains well below goal; \$10,655 received YTD vs. \$56,960 budgeted</p> <p>Expenditures:</p> <p>Total Expenditures (FASB basis): \$1,396,186 (57.3% of annual budget)</p> <p>Personnel Costs: On track</p> <p>Facilities and Operations: Still trending under budget</p> <p>Contingency Fund: Fully expended earlier in the fiscal year</p> <p>Cash Flow and Stability:</p> <p>Days Cash on Hand: 97 days (above the 60-day target but lower than April's 104 days)</p> <p>Enrollment Impact:</p> <p>May Enrollment: 52 students (Budgeted: 70)</p> <p>Continued effect on state funding; recruitment efforts and community outreach remain top priorities</p> <p>Key Discussion Points:</p> <p>Review of long-term sustainability plans in light of declining assets and cash reserves</p> <p>Discussion of additional cost control measures and alternative funding sources</p> <p>Update on progress with fundraising campaigns and major donor engagement</p> <p>Consideration of adjustments to FY25–26 budget based on latest projections</p>				
B.	2025-2026 Budget Review	Discuss	Steven Carney	45 m
<p>Purpose:</p> <p>To present and review the proposed budget for the 2025–2026 school year, including projected revenues, expenditures, and key assumptions. This review supports fiscal</p>				

	Purpose	Presenter	Time
transparency, planning, and alignment with Rooted School Vancouver's mission, enrollment goals, and strategic priorities.			
Objectives: Preview revenue estimates based on updated enrollment projections and funding formulas Review staffing allocations, program funding, and operational expenditures Discuss financial risks and contingency planning Ensure board understanding prior to final budget adoption in June			
Key Discussion Points: Adjustments made in response to FY24–25 revenue shortfalls and enrollment trends Planned investments in instructional quality, student support, and facilities Fund development assumptions and anticipated grant income Required Board timeline for review and adoption			
Presenter: Steven Carney & Katie Silberstein			
Estimated Time: 30 minutes			
Board Action: Discussion Only (No Action Required at This Meeting)			
C.	PNWF Fundraising and Give More 24 Training	Discuss	Eddie ALLEN
	60 m		
Purpose: To update the Board on Rooted School Vancouver's fundraising progress in partnership with Pacific Northwest Fundraising (PNWF) and to provide training on the upcoming <i>Give More 24</i> campaign. This session ensures all board members are prepared to support outreach, donor engagement, and peer-to-peer fundraising strategies.			
Objectives: Share results and insights from PNWF's ongoing development work Present <i>Give More 24</i> campaign strategy, timeline, and fundraising goals Train board members on tools, messaging, and individual roles for campaign success			
Key Discussion & Training Topics: Review of fundraising progress YTD and PNWF strategic priorities Overview of campaign goals, social media strategy, and board-led outreach Demonstration of donation platforms and tracking tools Board participation expectations and fundraising best practices			

	Purpose	Presenter	Time
D. Reports to the Board	FYI	Steven Carney	15 m

The "Reports to the Board" section provides straightforward updates from key areas within Rooted School Vancouver. The board will receive regular reports from (reports this month will be verbal reports):

- **Operations:** Overviews of the daily operations, infrastructure, and any logistical matters.
- **Executive Director:** Comprehensive updates on school-wide initiatives, policies, and overall performance.

E.	Committee Scheduling	Discuss	Adrienne Mason	30 m
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Purpose:

To confirm upcoming meeting dates and participation for each standing committee of the Rooted School Vancouver Board. This ensures timely oversight, planning, and progress tracking across governance, finance, enrollment, facilities, and workforce initiatives.

Objectives:

Review standard meeting cadence and expectations for each board committee
 Confirm board member assignments and availability
 Align committee work with upcoming board agenda timelines and strategic priorities

Discussion Points:

Determine recurring meeting days and times (e.g., monthly, bi-monthly)
 Identify any scheduling conflicts or adjustments needed
 Review current committee chairs and member composition
 Ensure minutes are submitted in advance of each board meeting for inclusion in board packets

Committees:

Governance Committee / Growth Committee
 Education / Academic Excellence Committee

F.	Staff Retention and Departures	FYI	Steven Carney	15 m
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Purpose:

	Purpose	Presenter	Time
	<p>To inform the Board of staff transitions for the upcoming school year and discuss retention strategies in light of key departures. This conversation will guide leadership in maintaining team stability and planning for effective recruitment.</p> <p>Discussion Points:</p> <p>Announcement that Dylan Rossi and Jamie Henneman will not be returning for the 2025–2026 school year</p> <p>Acknowledgment of their contributions and transition plans</p> <p>Update on recruitment efforts to fill these vacancies</p> <p>Review of overall staff retention trends and any underlying challenges</p> <p>Strategic planning around staff satisfaction, support, and leadership pipeline</p> <p>Objectives:</p> <p>Ensure transparent communication about staffing changes</p> <p>Align recruitment efforts with student and program needs for next year</p> <p>Discuss how Rooted School Vancouver can strengthen staff retention through improved culture, compensation, and career development</p>		
G.	First Reading – Policy Drafts on Instruction, Student Safety, Graduation, and Technology Use	FYI Steven Carney	10 m
	<p>Purpose:</p> <p>To present draft policy updates and new policy proposals for Board review and discussion. These policies address key areas including online learning, student offense and threat notification, graduation requirements, digital citizenship, and responsible use of artificial intelligence. This session is for first reading only; no formal action will be taken at this time.</p> <p>Policies and Procedures for First Reading:</p> <p>2024 / 2024P – Online Learning</p> <p>3143 / 3143P – Notification and Dissemination of Information about Student Offenses and Notification of Threats of Violence or Harm</p> <p>2410 / 2410P – High School Graduation Requirements</p> <p>3535 / 3535P – Financial Aid Advising Day</p> <p>2023 – Digital Citizenship and Media Literacy</p> <p>2023F – Digital Citizenship, Media Literacy, Electronic Resources, and Internet Safety</p> <p>2023F2 – Artificial Intelligence Classroom Protocol</p> <p>2023F3 – Artificial Intelligence Student Code of Conduct</p> <p>2023F4 – Artificial Intelligence Use Pledge</p>		

Rationale:

This review supports Rooted School Vancouver’s compliance with WSSDA guidance, RCW requirements, and evolving educational best practices. The policies also reflect the school’s commitment to equity, digital literacy, student safety, and innovation in learning environments.

Next Steps:

Board members are invited to review the attached draft documents and submit feedback prior to the second reading and potential adoption at the next regular board meeting.

2024/2024P Online Learning
3143/3143P Notification and Dissemination of Information about Student Offenses and Notification of Threats of Violence or Harm
2410/2410 P High School Graduation Requirements
3535 Financial Aid Advising Day
2023 Digital Citizenship and Media Literacy
2023F Digital Citizenship, Media Literacy, Electronic Resources, and Internet Safety
2023F2 Artificial Intelligence Classroom Protocol
2023F3 Artificial Intelligence Student Code of Conduct
2023F4 Artificial Intelligence Use Pledge

2024/2024P Online Learning
3143/3143P Notification and Dissemination of Information about Student Offenses and Notification of Threats of Violence or Harm
2410/2410 P High School Graduation Requirements
3535 Financial Aid Advising Day
2023 Digital Citizenship and Media Literacy
2023F Digital Citizenship, Media Literacy, Electronic Resources, and Internet Safety
2023F2 Artificial Intelligence Classroom Protocol
2023F3 Artificial Intelligence Student Code of Conduct
2023F4 Artificial Intelligence Use Pledge

VII. BOARD ACTION ITEMS	4:27 PM
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|-----------|--|------|---------------|-----|
| A. | Approval of RSV Board Compliance Dashboard for 2024-2025_April | Vote | Steven Carney | 5 m |
| | Approval of RSV Board Compliance Dashboard for 2024-2025 May | | | |

	Purpose	Presenter	Time
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Background: The RSV Board Compliance Dashboard for 2024-2025 for May, as required by the Washington State Charter Commission, provides a comprehensive overview of various performance and compliance indicators. This includes academic measures, financial management, governance, and organizational obligations. The dashboard aligns with the requirements of the Revised Code of Washington (RCW), particularly concerning charter school operations and accountability.

Proposed Action: The School Board is requested to approve the RSV Board Compliance Dashboard for 2024-2025 April. This approval will ensure continued adherence to state regulations and support effective monitoring of the school's performance and compliance with the Charter School Act as outlined in the RCW.

VIII. Executive Session	4:32 PM
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The Board will convene into Executive Session pursuant to RCW 42.30.110 to discuss matters exempt from public disclosure. The purpose of this session is to address issues that require confidentiality as permitted by law. These matters may include, but are not limited to, discussions about the performance of a public employee, legal counsel on potential litigation, or consideration of the acquisition or sale of real estate. The Executive Session is expected to last approximately 60 min, and no final actions will be taken during the session. The Board will reconvene into the public session at the conclusion of the Executive Session.

A. Complaint Against a Public Employee	Discuss	Adrienne Mason	30 m
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Purpose:
To evaluate complaints or charges brought against a public employee, in accordance with RCW 42.30.110(1)(f). The employee has been notified and provided the opportunity to request that the matter be addressed in a public session. The Board will deliberate in Executive Session as permitted by law.

Estimated Duration: 30 minutes
Facilitator: Adrienne Mason

Note: No final action will be taken during the Executive Session. The Board will reconvene into public session upon its conclusion.

	Purpose	Presenter	Time
IX. Closing Items			5:02 PM
A. Reminder and Important Dates	FYI	Adrienne Mason	5 m
Board Retreat: June 20-21, 2025			
Next Board Meeting: July? Early August?			
B. Adjourn Meeting	FYI	Adrienne Mason	1 m
Motion: The motion was made to adjourn the meeting.			
The meeting was adjourned at X:XX PM PST			