



Rooted School - Washington

Rooted School Vancouver Board Meeting

Published on March 22, 2025 at 6:23 PM PDT
Amended on March 23, 2025 at 10:38 PM PDT

Date and Time

Tuesday March 25, 2025 at 6:00 PM PDT

Location

In Person Location:

10401 NE Fourth Plain Blvd, Suite 201,
Vancouver, WA 98662

Remote Option:

Join Zoom Meeting

<https://us06web.zoom.us/j/88295264427?pwd=aHIZREJDTTR3ejNjNXd4WTV6bGVNQT09>

Meeting ID: 882 9526 4427

One tap mobile

+12532158782,,88295264427#,,,,*591944# US (Tacoma)

+12532050468,,88295264427#,,,,*591944# US Dial by your location

+1 253 215 8782 US (Tacoma) +1 253 205 0468 US +1 669 444 9171 US

+1 669 900 6833 US (San Jose) +1 719 359 4580 US +1 346 248 7799 US (Houston)

+1 360 209 5623 US +1 386 347 5053 US +1 507 473 4847 US +1 564 217 2000 US

+1 646 931 3860 US +1 689 278 1000 US +1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC) +1 305 224 1968 US +1 309 205 3325 US

• +1 312 626 6799 US (Chicago)

Agenda

	Purpose	Presenter	Time
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I. Opening Items			6:00 PM
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A. Call the Meeting to Order	Vote	Adrienne Mason	1 m
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B. Record Attendance	Vote	Adrienne Mason	1 m
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Roll Call:

Board Members:

Adrienne Mason: Board Chairperson

Sheila Davis: Board Secretary

Tyrone Foster - Board Member

Nikki Chen - Board Member

Rhianna Johnson - Board Member

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:

Klarrisa Hightower - Potential Board Member

C. Board Member Appointment – Klarissa Hightower	Vote	Adrienne Mason	2 m
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	Purpose	Presenter	Time
<p>The board will consider the appointment of Klarissa Hightower to the Board of Directors. Motion to approve appointment</p>			

II. Executive Session 6:04 PM

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. Evaluation of a Public Employee	Discuss	Adrienne Mason	60 m
<p>To evaluate the performance of a public employee, as permitted under RCW 42.30.110(1)(g).</p>			

III. Approval of Minutes 7:04 PM

A. A. Approve Minutes from February 25, 2025 Rooted School Vancouver Regular Board Meeting	Approve Minutes	Adrienne Mason	2 m
<p>Recommendation: The board approves the minutes of the February 25, 2025 regular board meeting.</p>			

IV. Communications 7:06 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:

Purpose

Presenter

Time

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.

V. REPORTS, REQUESTS, AND COMMENTS BY BOARD MEMBERS

7:07 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.

VI. Consent Agenda

7:12 PM

(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

Purpose:

To formally approve audited financial disbursements and payroll for February 2025, as required by RCW 42.24.080 and RCW 42.24.090.

Recommended Action:

Approve the following financial transactions, confirming they have been audited, certified, and listed for Board review.

Attachments:

Payroll and Accounts Payable Certification

Payroll Summary

Accounts Payable Register

	Purpose	Presenter	Time
Non-Accounts-Payable Cash Disbursement Register			

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 March 25, 2025, the Board approves the following totals:

Payroll Direct Deposit: \$54,973.48

Accounts Payable (Electronic Funds Transfer – Public Checking): \$86,364.36

Non-Accounts Payable Cash Disbursements (Electronic Funds Transfer – Public Checking): \$2,939.92

Rationale:

Approval ensures compliance with state law and maintains transparency and accountability in school financial management.

B.	Hiring of James Young-Lewis for Student Success Coordinator Position 2025/2026 School Year	Vote	Steven Carney	1 m
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Objective:

To approve the hiring of James Young-Lewis for the position of Student Success Coordinator at Rooted School Vancouver for the 2025–2026 school year.

1. Overview of the Hiring Process

Recruitment and Application:

James applied for the Student Success Coordinator position (formerly Guidance Counselor) through Rooted School Vancouver’s public application process. He expressed strong alignment with Rooted’s mission and demonstrated a passion for student-centered support.

Interview Process:

James completed a comprehensive interview process, which included:

An initial screening and virtual interview with school leadership.

A formal panel interview with staff representatives.

A second interview panel composed of student representatives, affirming Rooted’s commitment to including student voice in hiring decisions.

Performance Task:

James completed a reflective task focused on creating a student support plan grounded in Rooted's core values. His responses highlighted trauma-informed practices, individualized planning, and equity-centered support strategies.

2. James Young-Lewis's Qualifications and Experience**Professional Background:**

James brings a robust background in counseling, coaching, and student support. His prior role as a Transition Coach at Shahala Middle School involved mentoring at-risk students, coordinating individualized intervention plans, and partnering with families and community organizations to enhance student outcomes.

Philosophy of Student Support:

James is committed to a holistic, relationship-centered approach that empowers students academically, emotionally, and socially. He is passionate about college and career readiness and financial literacy education.

Certification Pathway:

James is currently working toward earning his Washington State School Counselor Certificate. The Student Success Coordinator role allows him to continue building his counseling practice in alignment with certification requirements.

3. Responsibilities and Scope of Role

As Student Success Coordinator, James will:

Support students' academic planning and social-emotional development.

Facilitate college and career exploration programs.

Coordinate family engagement efforts and community partnerships.

Implement intervention and support systems aligned to student needs.

4. Recommendation and Conclusion

James embodies the spirit and mission of Rooted School Vancouver. His commitment to educational equity, strong interpersonal skills, and student-first mindset make him an ideal addition to the 2025–2026 student support team. Both staff and student panels affirmed his candidacy as exemplary.

Action Required: Approve the hiring of James Young-Lewis as Student Success Coordinator at Rooted School Vancouver for the 2025–2026 academic year.

	Purpose	Presenter	Time
C. Hiring of Chelsie Pierce for Humanities Teacher Position	Vote	Steven Carney	1 m

Objective:

To approve the hiring of Chelsie Pierce for the position of Humanities Teacher at Rooted School Vancouver for the 2025–2026 school year.

1. Overview of the Hiring Process

Recruitment and Application:

Chelsie applied for the Humanities Teacher position through Rooted School Vancouver’s formal hiring portal. She submitted a comprehensive application, showcasing her commitment to interdisciplinary instruction in English and History.

Interview Process:

Chelsie participated in a multi-step interview process, including:

A preliminary interview conducted by the hiring lead.

A formal interview panel that included staff and school leadership.

A second panel interview composed of student representatives, aligning with Rooted’s commitment to student voice in staff selection.

Performance Task:

As part of the interview process, Chelsie completed a rigorous performance task, which included:

Designing a four-week instructional unit on “Understanding Author’s Purpose through Civil Rights Texts.”

Submitting a reflective essay assessment aligned to the unit, emphasizing analysis of author’s intent and historical context.

2. Chelsie Pierce's Qualifications and Experience

Professional Background:

Chelsie holds a Bachelor’s degree in Secondary English Education and brings extensive classroom experience, with a strong focus on inquiry-based instruction and culturally responsive teaching practices.

Pedagogical Strengths:

Purpose

Presenter

Time

Chelsie demonstrated proficiency in curriculum development aligned with Common Core standards, particularly emphasizing textual analysis, civil rights content, and critical thinking.

Student-Centered Philosophy:

Chelsie’s teaching philosophy emphasizes student voice, engagement with social justice texts, and integration of history and literature to promote deeper understanding of equity issues.

3. Responsibilities and Instructional Vision

Chelsie will be responsible for teaching integrated English and History courses as part of the Humanities department.

She will support school-wide literacy initiatives and interdisciplinary learning strategies.

Chelsie’s instructional approach will elevate culturally relevant pedagogy and student empowerment through literature and historical inquiry.

4. Recommendation and Conclusion

Chelsie emerged as the top candidate due to her outstanding instructional design, strong alignment with Rooted’s mission, and high ratings from both staff and student panels. Her expertise and vision for transformative education make her an exceptional addition to the 2025–2026 instructional team.

Action Required: Approve the hiring of Chelsie Pierce as Humanities Teacher at Rooted School Vancouver for the 2025–2026 academic year.

VII. BOARD INFORMATION/DISCUSSION ITEMS

7:15 PM

A. Financial Update

Discuss

Steven Carney

20 m

Objective

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

Attachments:

- Balance Sheet (as of February 28, 2025)
- Budget Status Report (February 2025)
- Finance Dashboard (February 28, 2025)

- Detailed Budget vs. Actuals Report

Financial Highlights:

Assets and Liabilities:

Total Assets: \$2,650,859.99 (up 4.6% from January)

Cash Balances: Increased by \$105,750.28 (13.5%), maintaining strong liquidity.

Accounts Receivable: Decreased again, showing improved receivables collection.

Total Liabilities: \$1,157,409.88 (stable month-over-month)

Long-Term Liabilities: Continued reduction due to principal payments.

Revenue:

Total Revenue Received (YTD): \$1,103,192 (44% of annual budget)

State Revenue: Still impacted by enrollment shortfall, but additional reimbursement received.

Grants and Federal Revenue: Steady; additional \$20,000 received from new CTE grant.

Local Donations: Slight increase over January but still below target.

Expenditures:

Total Expenditures (FASB basis): \$932,554 (38% of annual budget)

Personnel Costs: Within budgeted range, adjusted for current staffing levels.

Facilities and Operations: Trending under budget; savings realized on utilities.

Contingency Funds: Fully utilized; continued monitoring recommended.

Cash Flow and Stability:

Days Cash on Hand: 126 days (well above 60-day target)

Short-term financial health remains strong, but long-term sustainability strategies remain a priority.

Enrollment Impact:

February Enrollment: 53 students (Budgeted: 70 students)

Impact: State revenue projections continue to be affected. Strategic enrollment and retention efforts are underway.

Discussion Points:

Revisit enrollment and staffing strategies for FY25-26 to align with revenue forecasts.

Explore enhanced fundraising and community engagement efforts.

Review expenditure trends and assess mid-year adjustments if needed.

	Purpose	Presenter	Time
B. 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):

- **Student Representatives:** Detailed report outlined student life at RS-V
- **Operations:** Overviews of the daily operations, infrastructure, and any logistical matters.
- **Executive Director:** Comprehensive updates on school-wide initiatives, policies, and overall performance.

C. Quality School Review (QSR) Update	Discuss	Steven Carney	15 m
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Objective:

To provide an overview of Rooted School Vancouver’s progress toward meeting quality standards across academic, organizational, and financial domains as defined by the Quality School Review (QSR) rubric. The presentation will highlight ratings, performance trends, improvement efforts, and areas of strategic focus.

Attachments:

Rooted School Vancouver QSR Data 2024–25

Key Highlights:

Academic Performance:

The school continues to demonstrate strength in 9th Grade On Track and Dual Credit Enrollment, receiving a “Meets Standard” rating in both areas.

MAP Growth results indicate progress in reading (Winter percentile increase from 51st to 52nd), with a decline in the number of students in the lowest performance band (14% to 7%). However, challenges persist in math achievement and growth, with mixed results in Geometry and Algebra.

Ongoing efforts include tutoring, increased academic coaching, and professional development to improve instructional rigor and learning acceleration.

Organizational Performance:

The school met compliance standards in key operational areas such as staff credentialing and timely reporting.

Strong performance noted in teacher retention and consistent school leadership.

Purpose

Presenter

Time

The Beloved Community Initiative is driving cultural improvements aimed at enhancing student belonging and equity-centered practices.

A key organizational goal focuses on increasing student connection and belonging, with a target of 60% of students reporting strong connectedness by the end of the year.

Financial Performance:

Rooted continues to demonstrate strong financial oversight, with “Meets Standard” ratings for financial planning and internal controls.

Days Cash on Hand remains strong, exceeding target benchmarks.

However, under-enrollment continues to impact revenue, requiring proactive adjustments in budget planning and sustainability measures.

Strategic Goal Progress:

Academic Goal: Increase % of students at or above the 50th percentile in MAP Reading from 28% to 50% by Spring 2025 (current progress: 38%).

Organizational Goal: Improve student sense of belonging and connection, measured through school culture surveys and student engagement data.

Discussion Points:

Addressing gaps in math performance and strategies for accelerating learning outcomes.

Expanding belonging initiatives and culturally responsive practices to improve school climate.

Continued fiscal planning to offset under-enrollment impacts and ensure sustainability. QSR’s role in shaping the school’s strategic improvement roadmap for SY2025–26.

VIII. Committee Reports to the Board

8:05 PM

The "Committee Reports to the Board" section provides straightforward updates from the following Board Appointed Committees:

- **Fund Development:** Updates on fundraising efforts, grants, and financial support initiatives.
- **Finance Committee:** Summaries of the school's financial status, budgets, and expenditures.
- **Academic Excellence Committee:**

A. Finance / Fund Development Committee Report	Discuss	Steven Carney	15 m
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Purpose

To provide the Board with comprehensive updates on Rooted School Vancouver's financial status, fundraising progress, and strategic plans, informed by quarterly reports and recent committee discussions.

Finance Updates**Current Financial Position:**

- Monthly payroll at approximately \$57,000; cash reserves stable at ~\$800,000.
- Managing a revenue shortfall of \$81,000 related to lower-than-projected enrollment numbers.
- Local community donations continue to lag, showing a \$38,000 funding gap.

Fund Development Updates**March Recurring Giving Campaign: "Invest in Futures"**

Successfully launched in alignment with National Reading Month, encouraging recurring monthly donations with clear impact messaging.

Strategy includes targeted donor communication and compelling storytelling to sustain engagement.

"Give More 24" Campaign

Set ambitious \$50,000 fundraising goal.

Leveraging peer-to-peer fundraising, corporate matching gifts, and targeted social media efforts.

Social Media and Marketing Strategies

Implementing recommendations from PNWF's successful campaigns, including consistent storytelling and targeted calls-to-action.

Utilizing LinkedIn for professional engagement, highlighting student success, school events, and fundraising milestones to expand RSV's visibility and community support.

Quarterly Report Highlights**LinkedIn Marketing**

Focused on building strategic relationships with donors, community leaders, and industry partners.

Social Media Success Insights (PNWF Report)

	Purpose	Presenter	Time
	Increased donor engagement through storytelling and well-timed campaigns. Notable metrics include a 33% increase in followers and a 15% increase in video views.		
	RSV Progress and Grant Opportunities Strong performance in securing grants and advancing funding proposals. New branding and marketing materials developed to enhance RSV's outreach strategy.		
	March 11 PNWF Check-In Summary Discussion focused on donor segmentation, database management, and donor prospecting. Review of major donor lists and outreach planning based on personal board connections. Updates on Give More 24 campaign materials and matching gift strategy. Newsletter and engagement content development for April. Review of the donor database and social media performance metrics. Continued collaboration with PNWF and Flicker Consulting on grant submissions.		
	Next Steps Schedule a special Board-led "Who Do You Know?" session to expand RSV's donor network. Board review and feedback on April engagement materials and Give More 24 campaign assets. Continued tracking of local fundraising goals and community outreach efforts.		
	Board Discussion and Feedback Opportunity to discuss RSV's financial strategy, fundraising goals, and campaign effectiveness. Board input requested on engagement tactics and leveraging networks for donor cultivation.		

IX. BOARD ACTION ITEMS 8:20 PM

A.	Approval of RSV Board Compliance Dashboard for 2024-2025_February	Vote	Steven Carney	5 m
	Approval of RSV Board Compliance Dashboard for 2024-2025 February			

Purpose

Presenter

Time

Background: The RSV Board Compliance Dashboard for 2024-2025 for February, 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 February. 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.

- B.** Amendment to Board Meeting Minutes – February 27, 2024 Vote Steven Carney 2 m

Purpose:

To amend the official minutes of the February 27, 2024 Board Meeting to include the correct financial disbursements and payroll approval language and certification, in accordance with RCW 42.24.080 and RCW 42.24.090.

Background:

The original February 27, 2024 minutes did not include the detailed board certification statement and associated totals for payroll and disbursements. This amendment ensures accurate documentation and full compliance with state requirements.

Recommended Action:

Approve the following amendment to the February 27, 2024 board minutes to reflect the official record of financial disbursements and payroll approval.

Amended Minutes Entry:

Approval of Financial Disbursements and Payroll – February 27, 2024

Purpose: To formally approve audited financial disbursements and payroll for January 2024, as required by RCW 42.24.080 and RCW 42.24.090.

Purpose

Presenter

Time

Recommended Action: The Board reviewed and approved the following financial transactions, confirming that they have been audited, certified, and listed for Board review.

Attachments: Payroll and Accounts Payable Certification, Payroll Summary, Accounts Payable Register, Non-Accounts-Payable Cash Disbursements

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 February 28, 2024, the Board approves the following totals:

Payroll Direct Deposit: \$40,933.31

Accounts Payable (Electronic Funds – Public Checking): \$59,578.04

Non-Accounts-Payable Cash Disbursements (Electronic Funds – Public Checking): \$177.92

Rationale: Approval ensures compliance with state law and maintains transparency and accountability in school financial management.

C. Amendment to April 30, 2024 Minutes

Vote

Steven Carney

5 m

Purpose:

To amend the official minutes of the April 30, 2024 Board Meeting to include the correct financial disbursements and payroll approval language and certification, in accordance with RCW 42.24.080 and RCW 42.24.090.

Background:

The original April 30, 2024 minutes did not include the detailed board certification statement and associated totals for payroll and disbursements. This amendment ensures accurate documentation and full compliance with state requirements.

Recommended Action:

Approve the following amendment to the April 30, 2024 board minutes to reflect the official record of financial disbursements and payroll approval.

Amended Minutes Entry (to be inserted into April 30, 2024 minutes):

Approval of Financial Disbursements and Payroll – April 30, 2024

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims

	Purpose	Presenter	Time
<p>certified as required by RCW 42.24.090. These payments have been recorded on a listing which has been made available to the Board.</p> <p>As of April 23, 2024, the Board approves the following totals:</p> <p>Payroll Direct Deposit: \$43,303.20</p> <p>Accounts Payable (Electronic Funds – Public Checking): \$70,591.10</p> <p>Non-Accounts-Payable Cash Disbursements (Electronic Funds – Public Checking): \$177.22</p> <p>Approval ensures compliance with state law and maintains transparency and accountability in school financial management.</p>			

X. Closing Items	8:32 PM
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A.	Reminder and Important Dates	FYI	Adrienne Mason	2 m
	Next Board Meeting: April 29, 2025			

F1 financial disclosures are due Tuesday 4/15 for all board members

B.	Adjourn Meeting	FYI	Adrienne Mason	1 m
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Motion: The motion was made to adjourn the meeting.

The meeting was adjourned at X:XX PM PST