



## Rooted School - Washington

### Rooted School Vancouver Board Meeting

Published on April 26, 2025 at 10:33 PM PDT

Amended on April 29, 2025 at 8:04 AM PDT

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#### Date and Time

Tuesday April 29, 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

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One tap mobile

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+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

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#### Agenda

| Purpose | Presenter | Time |
|---------|-----------|------|
|---------|-----------|------|

**I. Opening Items** **6:00 PM**

- |                                     |      |                |     |
|-------------------------------------|------|----------------|-----|
| <b>A.</b> Call the Meeting to Order | Vote | Adrienne Mason | 1 m |
| <b>B.</b> Record Attendance         | Vote | Adrienne Mason | 1 m |

**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:**

**II. Approval of Minutes** **6:02 PM**

|           |  | Purpose         | Presenter      | Time |
|-----------|--|-----------------|----------------|------|
| <b>A.</b> | A. Approve Minutes from March 25, 2025 Rooted School Vancouver Regular Board Meeting | Approve Minutes | Adrienne Mason | 2 m  |

**Recommendation:** The board approves the minutes of the March 25, 2025 regular board meeting.

|           |   |                 |                |     |
|-----------|---|-----------------|----------------|-----|
| <b>B.</b> | A. Approve Minutes from April 8, 2025 Rooted School Vancouver Special Board Meeting | Approve Minutes | Adrienne Mason | 1 m |
|-----------|---|-----------------|----------------|-----|

**Recommendation:** The board approves the minutes of the April 8, 2025 Special Board Meeting.

### **III. Communications 6:05 PM**

|           |                           |     |                |     |
|-----------|---------------------------|-----|----------------|-----|
| <b>A.</b> | Welcome Community Members |     | Adrienne Mason |     |
| <b>B.</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 6:06 PM**

|           |  |     |                |     |
|-----------|--|-----|----------------|-----|
| <b>A.</b> | 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 6:11 PM**

Purpose

Presenter

Time

(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 **March 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.

**Attachments:**

- Payroll and Accounts Payable Certification (March 2025)
- Payroll Summary
- Accounts Payable Register
- 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. These payments have been recorded on a listing which has been made available to the Board.

**As of April 29, 2025**, the Board approves the following totals:

**Category**

**Amount**

- Payroll Direct Deposit  
\$60,814.34
- Accounts Payable (EFT – Public Checking)  
\$108,965.11
- Accounts Payable (EFT – Private Savings)  
\$250.00

|   | Purpose | Presenter | Time |
|---|---------|-----------|------|
| Non-Accounts-Payable Cash Disbursements (Public Checking) |         |           |      |
| \$5,221.81  |         |           |      |
| Non-Accounts-Payable Cash Disbursements (Private Savings) |         |           |      |
| \$0.62  |         |           |      |

**Total Disbursements Approved: \$176,251.88**

**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:**

I move that the Board approve the audited financial disbursements and payroll for March 2025 as presented, including payroll direct deposit payments totaling \$60,814.34, accounts payable electronic disbursements totaling \$109,215.11, and non-accounts-payable cash disbursements totaling \$5,222.43, in compliance with RCW 42.24.080 and RCW 42.24.090.

|           |  |      |               |     |
|-----------|--|------|---------------|-----|
| <b>B.</b> | Accept the Resignation of Kaylynn Hanset | Vote | Steven Carney | 1 m |
|-----------|--|------|---------------|-----|

**Purpose:**

To formally accept the resignation of **Kaylynn Hanset** from her position as ParaEducator at Rooted School Vancouver, effective **April 21, 2025**.

**Background:**

On April 22, 2025, Rooted School Vancouver received a written resignation letter from Kaylynn Hanset, citing personal circumstances. While Ms. Hanset had hoped to transition to a part-time role, that adjustment was not feasible at this time. She expressed her appreciation for the support and learning opportunities she received at Rooted and offered to continue supporting the school community as a volunteer.

**Recommended Action:**

Accept the resignation of Kaylynn Hanset effective April 21, 2025, with gratitude for her contributions to Rooted School Vancouver.

|           |  |      |               |     |
|-----------|--|------|---------------|-----|
| <b>C.</b> | Approval. of Community and Recruitment Liaison Contract – Eduardo Torres | Vote | Steven Carney | 1 m |
|-----------|--|------|---------------|-----|

**Purpose:**

Purpose

Presenter

Time

To formally approve the engagement of **Eduardo Torres** as an **Independent Contractor** in the role of **Community and Recruitment Liaison** for Rooted School Vancouver from **May 1, 2025 – August 15, 2025**.

**Background:**

Eduardo Torres will serve as a trusted community-facing representative to lead culturally responsive student recruitment efforts focused on deepening outreach to historically underserved communities. His work will directly support enrollment growth for the 2025–2026 academic year, advancing Rooted School Vancouver’s mission of equitable access and opportunity.

**Key components of his role include:**

Building relationships with families, faith organizations, and community groups.

Conducting multilingual enrollment navigation and support.

Representing Rooted School at local events and cultural gatherings.

Tracking and reporting outreach outcomes weekly and monthly.

Eduardo Torres will serve as an **independent contractor**, not an employee, and will be compensated through a **base stipend** and **performance-based enrollment bonuses**.

**Contract Terms:**

**Base Stipend:** \$3,750 (paid in three installments)

**Enrollment Bonus:** \$150 per student enrolled (up to 47 students, maximum \$7,050)

**Maximum Total Compensation: \$10,800.**

**Recommended Action:**

Approve the independent contractor agreement with Eduardo Torres for the position of **Community and Recruitment Liaison** as outlined, effective May 1, 2025 through August 15, 2025.

**VI. BOARD INFORMATION/DISCUSSION ITEMS**

**6:14 PM**

**A.** Financial Update

Discuss

Steven Carney

20 m

**Purpose:**

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 March 31, 2025)

Purpose

Presenter

Time

Budget Status Report (March 2025)

Finance Dashboard (March 31, 2025)

Payroll Summary (March 2025)

### **Financial Highlights:**

#### **Assets and Liabilities:**

**Total Assets:** \$2,479,231.75 (up from \$2,472,740.80 in February; increase of \$6,490.95).

**Cash Balances:** \$793,859.23, an increase of \$13,004.35 month-over-month.

**Accounts Receivable:** Decreased to \$36,978.41, showing improved receivables collection.

**Total Liabilities:** \$1,136,668.49 (decrease of \$46,363.77).

**Long-Term Liabilities:** Reduction due to continued construction loan principal payments.

#### **Revenue:**

**Total Revenue Received (YTD):** \$1,354,077 (53.7% of annual budget).

**State Revenue:** Impacted by enrollment shortfall; ~\$80,000 loss noted.

**Grants and Other Sources:** 80.4% of goal met; includes \$17.5K new 9th Grade Success Grant.

**Private Donations:** Significantly below target (\$5,655 actual vs. \$42,720 budgeted).

#### **Expenditures:**

**Total Expenditures (FASB basis):** \$1,176,845 (48.3% of budgeted).

**Personnel Costs:** Tracking within budget, though reflecting counselor departure savings.

**Facilities and Operations:** Tracking under budget.

**Contingency Fund:** Fully expended due to enrollment-driven revenue shortfall.

#### **Cash Flow and Stability:**

**Days Cash on Hand:** 112 days (target 60 days) — operational stability remains strong.

**Note:** Strategic staffing adjustments for FY25–26 are required for long-term sustainability.

#### **Enrollment Impact:**

**March Enrollment:** 52 students (Budgeted: 70 students).

|           | Purpose   | Presenter | Time          |      |
|-----------|---|-----------|---------------|------|
|           | <p><b>Impact:</b> Enrollment continues to significantly affect revenue projections. Strategic enrollment campaigns are in process.</p> <p><b>Key Discussion Points:</b><br/> Reassess FY25–26 enrollment and staffing plans to align with revised revenue forecasts.<br/> Explore expanded fundraising strategies and donor outreach to close private revenue gaps.<br/> Monitor expenditure trends closely and consider mid-year adjustments if necessary.</p>   |           |               |      |
| <b>B.</b> | Reports to the Board  | FYI       | Steven Carney | 15 m |
|           | <p>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):</p> <ul style="list-style-type: none"> <li>• <b>Student Representatives:</b> Detailed report outlined student life at RS-V</li> <li>• <b>Operations:</b> Overviews of the daily operations, infrastructure, and any logistical matters.</li> <li>• <b>Executive Director:</b> Comprehensive updates on school-wide initiatives, policies, and overall performance.</li> </ul>  |           |               |      |
| <b>C.</b> | Who Do You Know? – Donor Engagement Activity  | Discuss   | Steven Carney | 20 m |
|           | <p><b>Purpose:</b><br/> To review the <b>Potential Donor List</b> and identify personal or professional connections that Board members and staff may have, in support of Rooted School Vancouver’s fundraising and donor cultivation efforts.</p> <p><b>Background:</b><br/> In alignment with Rooted School Vancouver’s fund development plan and upcoming <b>Give More 24! Campaign</b>, Board members are asked to assist in expanding the school’s donor network by leveraging their individual relationships.</p> <p><b>The "Who Do You Know?" activity focuses on:</b><br/> Identifying possible connections to individuals, businesses, and community leaders.<br/> Prioritizing warm introductions to potential supporters.<br/> Strengthening RSV’s outreach and cultivation efforts.<br/> This exercise supports RSV’s long-term sustainability and enhances donor engagement through personal connection and storytelling.</p> |           |               |      |



Purpose

Presenter

Time

**Activity Instructions:**

Review the **Potential Donor List** distributed.

Mark individuals you know personally or professionally.

Indicate if you would be willing to:

Make a personal introduction,

Share an invitation to a future event, or

Reach out via email or LinkedIn.

(Participation can be noted confidentially.)

**Discussion Points:**

How can the Board support personal outreach for Give More 24 and beyond?

Are there businesses or organizations the school should engage based on Board connections?

How can staff best assist Board members in donor cultivation and stewardship?

- |           |  |         |                |      |
|-----------|--|---------|----------------|------|
| <b>D.</b> | Family Engagement and Recruitment Plan | Discuss | Angie Lundgren | 20 m |
|-----------|--|---------|----------------|------|

**Purpose:**

To present Rooted School Vancouver's current **Family Engagement and Recruitment Plan** and update the Board on efforts to strengthen enrollment strategies for the 2025–2026 academic year.

**Background:**

Rooted School Vancouver is actively addressing enrollment challenges for the upcoming year.

Engagement with current families, community outreach, and direct recruitment activities are critical components of the school's strategy to stabilize and grow student enrollment.

As of March 2025, enrollment numbers remain below target. A focused, community-centered recruitment and engagement strategy is being implemented to close this gap.

**Presenter:**

**Angie Lundgren**, Interim Director of Operations (DOO)

**Presentation Topics:**

Overview of current **Family Engagement and Recruitment Plan**

Tactics for family retention and word-of-mouth referrals

Culturally responsive outreach efforts (including partnerships and events)

|   | Purpose | Presenter | Time |
|---|---------|-----------|------|
| Enrollment events, canvassing, and ambassador programs<br>Progress toward recruitment milestones and application numbers<br>Immediate needs and next steps to boost summer enrollment |         |           |      |

**Discussion Points:**

How Board members can support outreach and family recruitment efforts.  
Identifying additional community connections, partnerships, or events.  
Feedback on messaging and family engagement strategies.

|  |         |               |      |
|--|---------|---------------|------|
| <b>E.</b> Launch of the Growth Committee | Discuss | Steven Carney | 15 m |
|--|---------|---------------|------|

**Purpose:**

To formally launch the **Growth Committee** of the Rooted School Vancouver Board of Directors, which will be tasked with exploring long-term expansion opportunities, enrollment strategies, facility needs, and strategic partnerships.

**Background:**

As Rooted School Vancouver matures, the Board recognizes the need to proactively plan for sustainable growth.

The Growth Committee will focus on ensuring that Rooted's future expansion aligns with the school's mission, strategic priorities, and financial health.

This committee will research, advise, and bring recommendations to the full Board related to:

- Enrollment growth strategies
- Facilities expansion planning
- New program development (e.g., middle school, additional pathways)
- Community partnership building
- Long-term financial sustainability for growth
- Charter renewal preparation

**Committee Composition:**

**Executive Director (Steven Carney)**

**Director of Operations (Angie Lundgren)**

**Board Members:** At least three (one serving as Committee Chair)

**Optional:** External advisors (e.g., facilities consultants, fundraising counsel)

**Meeting Frequency:**

At least quarterly, or more often as needed during active planning phases.

Purpose

Presenter

Time

**First Priorities:**

Conduct initial needs assessment (enrollment projections, space analysis, program demand).

Define committee charter and 12-month goals.

Identify potential expansion scenarios.

Coordinate with the Enrollment, Facilities, and Finance Committees as needed.

**VII. Committee Reports to the Board**

**7:44 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

**Purpose:**

To provide the Board with comprehensive updates on Rooted School Vancouver's financial position, fundraising progress, grant submissions, donor engagement activities, and strategic development efforts.

**Finance Updates:**

**Monthly Payroll:** ~\$60,800.

**Cash Reserves:** ~\$794,000.

**Revenue Shortfall:** Managing ~\$81,000 shortfall linked to enrollment challenges.

**Private Donations:** Still significantly below goal; YTD giving: **\$5,655** vs. goal of **\$42,720**.

**Contingency:** Fully depleted; tight operational management ongoing.

**Fundraising and Development Updates:**

**Grant Writing and Funding Updates:**

**Secured:** \$28,000 Title IA Grant.

**Pending:** New submissions for STEM expansion, student wellness, and workforce readiness programs.

**Pipeline:** Monitoring new grant opportunities with PNWF support; next deadlines in June and July.

Purpose

Presenter

Time

**Donor Engagement & Stewardship:**

March's "Invest in Futures" campaign completed; modest recurring donor growth.  
PNWF-led donor database segmentation project near completion.  
Personalized Board Member engagement letters drafted to strengthen donor stewardship.

**Fundraising Campaigns & Revenue Goals:**

**Give More 24! Campaign:**

Date: September 25, 2025.

Goal: **\$50,000** via peer-to-peer fundraising and matching gifts.

Matching gift sponsor packet finalized.

Board and staff recruitment for peer fundraisers begins June 2025.

**Recurring Giving:** Growing slowly; key messaging around career-connected learning and financial literacy.

**Database and Infrastructure Development:**

Zeffy platform fully implemented for online donations and recurring gifts.

Initial dashboard reports indicate:

Average online donation: ~\$75

Recurring donors: 5 monthly givers as of April 2025.

Infrastructure upgrades allow for improved tax receipt and donor acknowledgment processes.

**Next Steps and Action Items:**

Finalize Board "Who Do You Know?" session for major donor pipeline building (target date: May 15, 2025).

Recruit and train peer-to-peer fundraisers for Give More 24 by June–August.

Secure at least 3 additional Matching Gift sponsors for Give More 24.

Launch RSV Quarterly Newsletter highlighting student success, career pathways, and donor impact stories.

**Board Discussion and Feedback:**

Strategic input on fundraising priorities (Give More 24, major donor development, grants focus).

Board member participation in Give More 24 peer-to-peer fundraising.

Ongoing suggestions for potential grant connections or major donors.

**VIII. BOARD ACTION ITEMS**

**7:59 PM**

- |           |  |      |               |     |
|-----------|--|------|---------------|-----|
| <b>A.</b> | Approval of RSV Board Compliance Dashboard for 2024-2025_March | Vote | Steven Carney | 5 m |
|-----------|--|------|---------------|-----|

Approval of RSV Board Compliance Dashboard for 2024-2025 March

**Background:** The RSV Board Compliance Dashboard for 2024-2025 for March, 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>B.</b> | Approval of SAO Audit Exit Review and Findings |  |  | 5 m |
|-----------|--|--|--|-----|

**Purpose:**

To formally acknowledge and approve the results of the Washington State Auditor's Office (SAO) Accountability Audit for Rooted School Vancouver for the period of **September 1, 2023 through August 31, 2024.**

**Background:**

The Washington State Auditor's Office conducted an accountability audit focused on:

- Safeguarding of public resources
- Compliance with applicable state laws, regulations, and school policies
- Review of key operational areas such as payroll, enrollment reporting, use of restricted funds, financial condition, open public meetings compliance, and more.

**Key Audit Results:**

**Result:** Rooted School Vancouver **complied in all material respects** with applicable laws, regulations, and its own policies.

**Findings:** **No audit findings or management letters** were issued.

|   | Purpose | Presenter | Time |
|---|---------|-----------|------|
| <b>Exit Items:</b> Minor exit recommendations for management’s consideration only (immaterial issues, not published in the official report).                |         |           |      |
| <b>Final Reports to be Issued:</b><br>Accountability Audit Report (Report No. 1037068).   |         |           |      |
| <b>External Financial Audit:</b> Completed separately by Clark Nuber with no major concerns.  |         |           |      |
| <b>Supporting Documents:</b><br>Exit Packet – Rooted School Vancouver FY24 Audit<br>Signed Management Representation Letter                                 |         |           |      |
| <b>Recommended Action:</b><br>Approve and acknowledge the 2023–2024 SAO Accountability Audit results and findings, and accept the Exit Review as presented. |         |           |      |

**IX. Closing Items 8:09 PM**

|           |                                  |     |                |     |
|-----------|----------------------------------|-----|----------------|-----|
| <b>A.</b> | Reminder and Important Dates     | FYI | Adrienne Mason | 2 m |
|           | Board Retreat: May 17th          |     |                |     |
|           | Next Board Meeting: May 27, 2025 |     |                |     |
|           | Loteria - May 31st               |     |                |     |
|           | June 3 - PEBCI Visitation        |     |                |     |

|           |                 |     |                |     |
|-----------|-----------------|-----|----------------|-----|
| <b>B.</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

Purpose

Presenter

Time