



Rooted School - Washington

Rooted School Vancouver Board Meeting

Published on May 26, 2025 at 10:33 AM PDT

Amended on May 27, 2025 at 9:31 AM PDT

Date and Time

Tuesday May 27, 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=aHlZREJDTR3ejNjNXd4WTV6bGVNQQT09>

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
I. Opening Items			6:00 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
 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:

Jame Young-Lewis - Student Success Coach (2025/2026)
 Chelsie Pierce - Humanities Teacher (2025/2026)

	Purpose	Presenter	Time
C.	Welcome and Introduction of New Hires	Steven Carney	10 m

To introduce and formally welcome new staff members to the Rooted School Vancouver community for the 2025–2026 academic year, acknowledging their roles and contributions in support of student success and academic excellence.

New Hires:

- **Jame Young-Lewis – Student Success Coach (2025–2026)**

Jame brings a strong background in student mentorship and academic support, and will be instrumental in advancing Rooted’s goals for student engagement, persistence, and social-emotional development.

- **Chelsie Pierce – Humanities Teacher (2025–2026)**

Chelsie joins Rooted with a commitment to culturally responsive teaching and an innovative approach to integrated ELA and Social Studies instruction. She is currently serving as a paraeducator and will transition into the teaching role in the fall.

Objective:

Celebrate and acknowledge the onboarding of these team members, reinforce alignment with Rooted’s mission and core values, and provide the Board and community an opportunity to learn about each staff member’s background and anticipated impact.

II. Approval of Minutes 6:12 PM

A.	A. Approve Minutes from April 29, 2025 Rooted School Vancouver Regular Board Meeting	Approve Minutes	Adrienne Mason	2 m
-----------	--	-----------------	----------------	-----

Recommendation: The board approves the minutes of the April 29, 2025 regular board meeting.

III. Communications 6:14 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.

IV.

REPORTS, REQUESTS, AND COMMENTS BY BOARD MEMBERS

6:15 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

6:20 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 April 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 (April 2025)
- Payroll Summary

	Purpose	Presenter	Time
• 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 May 27, 2025, the Board approves the following totals:

Category

Amount

Payroll Direct Deposit

\$49,988.61

Accounts Payable (EFT – Public Checking)

\$71,066.07

Accounts Payable (EFT – Private Savings)

\$0.00

Non-Accounts-Payable Cash Disbursements (Public Checking)

\$1,223.21

Non-Accounts-Payable Cash Disbursements (Private Savings)

\$0.00

Total Disbursements Approved

\$122,277.89

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 April 2025 as presented, including payroll direct deposit payments totaling \$49,988.61, accounts payable electronic disbursements totaling \$71,066.07, and non-accounts-payable cash disbursements totaling \$1,223.21, in compliance with RCW 42.24.080 and RCW 42.24.090.

VI. BOARD INFORMATION/DISCUSSION ITEMS

6:21 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.

Financial Highlights:**Assets and Liabilities:**

- **Total Assets:** \$2,558,982.51 (up from \$2,479,231.75 in March; increase of \$79,750.76)
- **Cash Balances:** \$724,951.77 (down \$68,907.46 month-over-month)
- **Accounts Receivable:** Increased to \$92,601.50, reflecting delayed receivables
- **Total Liabilities:** \$1,136,668.49 (unchanged from March)
- **Long-Term Liabilities:** Stable, ongoing construction loan repayment continues

Revenue:

- **Total Revenue Received (YTD):** \$1,626,381 (64.5% of annual budget)
- **State Revenue:** Continued impact from enrollment shortfall
- **Grants and Other Sources:** Progressing steadily toward targets
- **Private Donations:** Still significantly under budget

Expenditures:

- **Total Expenditures (FASB basis):** \$1,323,555 (54.3% of budgeted)
- **Personnel Costs:** Stable and tracking with budget
- **Facilities and Operations:** Remain under budget
- **Contingency Fund:** Fully utilized due to earlier shortfalls

Cash Flow and Stability:

- **Days Cash on Hand:** 109 days (still above target of 60) — indicative of solid short-term liquidity
- **Payroll and Disbursements:**
- **Payroll Direct Deposit Total:** \$49,988.61
- **Accounts Payable (Public Checking):** \$71,066.07
- **Non-Accounts-Payable Cash Disbursements (Public Checking):** \$1,223.21

Enrollment Impact:

- **April Enrollment:** 52 students (Budgeted: 70 students)
- **Impact:** Ongoing shortfall continues to pressure revenue; recruitment campaigns are ongoing

	Purpose	Presenter	Time	
Key Discussion Points:				
	<ul style="list-style-type: none">• Reevaluate FY25–26 staffing to align with updated enrollment and funding projections• Enhance fundraising efforts and explore new donor pipelines• Closely monitor expenditures and identify potential mid-year adjustments			
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):			
	<ul style="list-style-type: none">• 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.	Strategic Growth and Partnership Exploration	Discuss	Adrienne Mason	30 m
	The Board will hold an open discussion regarding potential strategic partnership or programmatic collaboration opportunities aligned with Rooted School Vancouver's mission and growth vision. This is an early-stage, exploratory conversation. No decisions will be made.			
D.	2023-24 ANNUAL ACADEMIC PERFORMANCE FRAMEWORK REPORT			
	Purpose:			
	To review and discuss the findings of the Washington State Charter School Commission's 2023–24 Annual Academic Performance Framework (APF) Report for Rooted School Vancouver, and to assess the school's response, progress, and strategic academic priorities moving forward.			
	Background:			
	<ul style="list-style-type: none">• Rooted School Vancouver, in its first year of operation, was evaluated by the Washington State Charter School Commission under the Academic Performance Framework (APF), which includes three key indicators:• State and Federal Accountability Results (WSIF – not applicable in Year 1)• Geographic Comparisons (compared to assigned district schools)• School-Specific Academic Goals			

	Purpose	Presenter	Time
	<ul style="list-style-type: none"> • Due to its inaugural status, Rooted did not receive a WA School Improvement Framework (WSIF) score. However, the APF report highlights areas of strength and growth opportunities in student performance, particularly for 9th graders and in dual credit participation. 		
	Key Data Highlights:		
	<ul style="list-style-type: none"> • 9th Grade On-Track Rate: 89% (Exceeds standard) • Dual Credit Completion: 83% (Exceeds standard) • Regular Attendance: 47% (Does Not Meet standard; attendance interventions initiated) • Math Goal Progress: 72% of students 3+ grade levels behind improved by at least one grade level (Does Not Meet standard, but strong internal growth reported) 		
	School Response Summary:		
	<ul style="list-style-type: none"> • Emphasis on individualized, competency-based learning • Internal diagnostics (IXL, MAP) show strong academic growth despite lack of SBA data • Attendance challenges addressed through new engagement systems • Commitment to refining instructional strategies and expanding credit options in Year 2+ 		
	Action Items:		
	<ul style="list-style-type: none"> • Discussion – Board to reflect on initial performance results and their implications for long-term academic strategy. • Recommendations – Consider resource adjustments, staffing, and professional development to address attendance and math performance. 		

VII. Committee Reports to the Board

7:26 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:**

	Purpose	Presenter	Time
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.

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:

	Purpose	Presenter	Time
<p>Zeffy platform fully implemented for online donations and recurring gifts.</p> <p>Initial dashboard reports indicate:</p> <p>Average online donation: ~\$75</p> <p>Recurring donors: 5 monthly givers as of April 2025.</p> <p>Infrastructure upgrades allow for improved tax receipt and donor acknowledgment processes.</p>			

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. Executive Session

7:41 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>The Board will now enter Executive Session to review the performance of a public employee and to evaluate the qualifications of that employee for continued public employment, pursuant to RCW 42.30.110(1)(g). The session is expected to last 60 minutes. No action will be taken during Executive Session.</p>				

IX. BOARD ACTION ITEMS

8:41 PM

	Purpose	Presenter	Time
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 April

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

B.	2025/2026 School Calendar	Vote	Steven Carney	5 m
-----------	---------------------------	------	---------------	-----

Purpose:

To present and seek board approval of the proposed 2025–2026 academic calendar for Rooted School Vancouver, aligning with state requirements, educational priorities, and operational needs.

Recommended Action:

Approve the 2025–2026 school calendar as presented.

Key Highlights:

- First Day of School: August 27, 2025
- Last Day of School: June 17, 2026
- Total Student Days: 184
- Total Staff Days: 196

Designated Breaks:

- Thanksgiving Break: Nov 26–28

	Purpose	Presenter	Time
<ul style="list-style-type: none"> • Winter Break: Dec 22–Jan 2 • Spring Session Break: April 6–10 			

Designated Snow Make-Up Days: March 20, May 22, and June 20–24

Key Events:

- Back to School Night: September 11
- Student Exhibitions: January 13 and June 2
- Student-Led Conferences: October 27–30 and March 23–26

Rationale:

This calendar supports instructional continuity, staff development, family engagement, and student success. It balances state compliance, effective scheduling, and flexibility for community needs.

Board Motion:

I move that the Board approve the 2025–2026 academic calendar for Rooted School Vancouver as presented.

X. Closing Items 8:51 PM

A. Reminder and Important Dates FYI Adrienne Mason 2 m

Board Retreat: June 20-21, 2025

Next Board Meeting: June 24, 2025

Loteria - June 7th

June 3 - PEBCI Visitation

June 3 - Exhibition

	Purpose	Presenter	Time
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