



Rooted School - Washington

Finance / Fund Development Committee

Published on May 19, 2025 at 4:04 PM PDT

Date and Time

Monday May 19, 2025 at 4:30 PM PDT

Location

Rooted School Vancouver

10401 NE Fourth Plain Blvd
Suite 201

Agenda

	Purpose	Presenter	Time
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I. Opening Items			4:30 PM
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A. Record Attendance		Adrienne Mason	1 m
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Board Members:

Adrienne Mason: Board Chairperson
Tyrone Foster - Board Member

School Officials:

Steven Carney: Executive Director & School Leader - RSV

	Purpose	Presenter	Time
Angie Lundgren: Director of Operations - RSV			

JGP
 Matt Paolini - JGP
 Katie Silberstein - JGP
 Eddie Allen PNW - Fundraising

B. Call the Meeting to Order

C. Approve Minutes from 02/18/2025 Finance/Fund Development Committee Meeting	Approve Minutes	Adrienne Mason	3 m
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II. Finance / Fund Development 4:34 PM

A. RSV Finance Update	FYI	Katie Silberstein	30 m
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Purpose:

To review April's financial performance, assess progress toward fundraising targets, and identify strategic actions to close the year-end donation gap and support long-term financial sustainability.

Discussion Points:

Financial Overview (as of April 30, 2025)

Revenue Performance:

Public revenue received: 59% of budgeted (target: 66%)
 Private revenue received: 72% of budgeted (above 67% target)
 Donations received: \$6,000 (vs. \$42,000 budgeted), resulting in a \$36,000 shortfall
 State revenue shortfall of \$80K driven by enrollment miss; Title I claims submitted in April

Expenditures:

Total expenses at 53% of budgeted (on target)
 Salaries at 61.5%, school operations at 25.2%, with increased fundraising contract costs

Cash Position:

Days Cash on Hand: 115 (well above the 60-day target)
 Total current assets increased to \$875K; net revenue to date \$74.6K

Purpose

Presenter

Time

Key Budget Challenges:

Enrollment shortfall: 52 students vs. 70 budgeted
Revenue losses: \$80K (state) + \$45K (SPED)
Contingency funds fully utilized due to enrollment gaps

Payroll & AP Highlights:

Total payroll payments: \$68,036.30; Direct deposit: \$49,988.61
AP Register for April: \$71,066.07, including major payments to HCA-SEBB, Joule Growth Partners, and Pacific Northwest Fundraising
Non-AP disbursements: \$1,223.21, with expenses for utilities, taxes, and office software

Strategic Recommendations:

Fundraising Push: Continue donor outreach to address the \$36K shortfall
Expense Monitoring: Maintain lean operations through end of fiscal year
FY25-26 Planning: Leverage improved staffing plans for long-term sustainability

Action Items:

Committee feedback on budget pacing and contingency planning
Review opportunities to close donation gap by June
Confirm final adjustments for FY25 budget and staffing model alignment

B.	PNW Fundraising - Status Check In	Discuss	Eddie Allen and PNW Fundraising Team	20 m
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Purpose:

To review progress on fundraising initiatives, grant submissions, and donor engagement efforts led by Pacific Northwest Fundraising (PNWF), ensuring alignment with Rooted School Vancouver’s development goals.

Discussion Points:

Grant Writing & Funding Updates

- Status of submitted grants and pending applications
- New grant opportunities identified
- Follow-up and reporting on awarded grants

Donor Engagement & Stewardship

Purpose	Presenter	Time
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- Updates on donor outreach and cultivation efforts
- Progress on recurring giving program
- Upcoming donor events or campaigns

Fundraising Campaigns & Revenue Goals

- Performance of recent fundraising initiatives
- Timeline and strategy for upcoming campaigns
- Adjustments needed to meet revenue targets

Database & Infrastructure Development

- Updates on Zeffy donor management implementation
- Key donor metrics and insights
- Staff and board training progress

Next Steps & Action Items

- Key takeaways and follow-ups for next check-in
- Additional board support needed for fundraising efforts

III.	Closing Items		5:24 PM
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A.	Action Items	Discuss	Adrienne Mason	5 m
	<ul style="list-style-type: none"> • Recap of action items and final remarks. • Confirmation of the next meeting date 			

B.	Adjourn Meeting	Vote	Adrienne Mason	
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