



Rooted School - Washington

Rooted School Vancouver Board Meeting

Published on July 16, 2025 at 10:30 AM PDT

Date and Time

Tuesday July 29, 2025 at 6:00 PM PDT

Location

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

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			

	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

6:02 PM

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|-----------|---|-----------------|----------------|-----|
| A. | A. Approve Minutes from June 20, 2025 Rooted School Vancouver Regular Board Meeting | Approve Minutes | Adrienne Mason | 2 m |
| | Recommendation: The board approves the minutes of the June 20, 2025 regular board meeting. | | | |
| B. | A. Approve Minutes from June 21, 2025 Rooted School Vancouver Special Board Meeting - Board Retreat | Approve Minutes | Adrienne Mason | 1 m |
| | Recommendation: The board approves the minutes of the June 21, 2025 special board meeting. | | | |

	Purpose	Presenter	Time
III. Communications			6:05 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			6:06 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			6:11 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 Adrienne Mason	1 m
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Purpose:

To formally approve audited financial disbursements and payroll for **June 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 Statements**Payroll Certification (RCW 42.24.080):**

"Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080. These payroll payments have been recorded on a listing which has been made available to the Board."

Approved Amount: \$55,446.00 (Direct Deposit)

Accounts Payable Certification (RCW 42.24.090):

"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."

Approved Amount: \$94,641.13 (EFT – Public Checking)

Non-Accounts-Payable Cash Disbursements Certification (RCW 42.24.090):

"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."

Approved Amount: \$7,568.94 (EFT – Public Checking)

Total Disbursements Approved: \$157,656.07**Rationale:**

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

Board Motion:

It is recommended that the Board approve the audited financial disbursements and payroll for June 2025 as presented, including:

Payroll direct deposit: \$55,446.00

Accounts payable EFTs: \$94,641.13

Non-accounts-payable cash disbursements: \$7,568.94

	Purpose	Presenter	Time
	In full compliance with RCW 42.24.080 and RCW 42.24.090 .		
B.	Second Reading and Approval – Policy Drafts on FYI Instruction, Student Safety, Graduation, and Technology Use	Adrienne Mason	1 m

Purpose:

To formally approve the following policy drafts and forms following their first reading at the June 20, 2025 board meeting. These updates align Rooted School Vancouver with WSSDA guidance, promote digital citizenship, and ensure compliance with state and federal mandates related to graduation, student safety, and responsible use of technology and AI.

Policies and Procedures for Approval:

2024 / 2024P – Online Learning

3143 / 3143P – Notification and Dissemination of Information about Student Offenses and Notification of Threats of Violence or Harm

2410 / 2410P – High School Graduation Requirements

3535 / 3535P – 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

Rationale:

These policy updates reflect Rooted School Vancouver’s commitment to safe, equitable, and innovative learning environments. They incorporate legal requirements (RCW compliance), reinforce digital responsibility and AI ethics, and address critical areas such as student safety, online learning, and postsecondary readiness.

Recommended Board Action:

Approve the above policy drafts and associated procedures/forms as presented following their second reading.

Let me know if you'd like this formatted into the board packet or converted into a downloadable document.

	Purpose	Presenter	Time
C. Approval of New Staff Hires for the 2025–2026 School Year	Vote	Adrienne Lee-Kernell	4 m

Purpose:

To approve new instructional and support staff appointments for the 2025–2026 academic year. Each recommended hire has met all employment and credentialing requirements and has accepted a formal offer contingent upon board approval.

Abigail Hughes - Humanities Advisor & Equity Champion - 1.0 - August 1, 2025

Hillary Hampton - Math Advisor - 1.0 - August 1, 2025

Heather Rosse - Special Education Advisor & Student Success Champion - 1.0 August 1, 2025

Ana Gonzalez - Spanish Teacher (.5 FTE) / Paraeducator (.5 FTE) - 1.0 total - August 12, 2025

All hires have completed background checks, credential verification, and compliance steps as required by Washington state and Rooted School Vancouver.

Rationale:

These hires reflect Rooted School Vancouver’s staffing plan aligned to projected enrollment, student support needs, and instructional goals. They bring expertise in inclusive education, culturally responsive teaching, and relational learning models.

Recommended Board Action:

Approve the hiring of the candidates listed above for the 2025–2026 school year.

VI. BOARD INFORMATION/DISCUSSION ITEMS

6:17 PM

A. Financial Update	Discuss	Katie Silberstein	20 m
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Purpose:

To provide the board with an overview of Rooted School Vancouver’s financial position as of **June 30, 2025**, including key metrics related to revenue, expenditures, assets, liabilities, and operational sustainability.

Key Financial Highlights (As of June 30, 2025)

1. Balance Sheet Summary

Total Assets: \$3,062,398.86

Total Liabilities: \$1,856,369.77

Net Assets (Equity): \$1,206,029.09

Cash on Hand: \$730,791.46

Accounts Payable: \$26,002.28

Net Revenue (Year-to-Date): -\$85,836.90

2. Budget Status Report

Total Revenue YTD: \$1,744,085 (69.2% of forecast)

Total Expenditures (FASB): \$1,656,427 (68.0% of budget)

Net Income (FASB): \$87,658

Adjusted Total Expenditures (SDAM): \$1,700,777 (66.3%)

3. Finance Dashboard Metrics

Average Annual Student FTE: 53.69 (vs. goal of 70)

Public Revenue Received: 69% of budgeted

Private Revenue Received: 73% of goal

Total Expenditures to Date: 66% of budget

Days Cash on Hand: 104 (exceeds 60-day benchmark)

Key Discussion Points:

Enrollment-Linked Revenue Impact: Under-enrollment contributed to an \$81K state revenue loss, and \$45K less in Special Purpose funding.

Federal Revenue Delays: Federal CSP reimbursements are delayed to July.

Expense Management: Despite revenue shortfalls, expenditures are tracking under budget in nearly all major categories.

Sustainability: Current five-year model is not sustainable without recent staffing changes; new 2-year sustainability plan implemented.

Cash Flow: Strong cash position with 104 days of operational runway.

Rationale:

This financial update ensures transparency and provides the board with necessary oversight to monitor fiscal health, inform budget amendments, and support decision-making related to staffing, programming, and fundraising strategy.

Recommended Action:

This is an **informational item only**. No formal board action is required at this time.

Purpose	Presenter	Time
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VII. BOARD ACTION ITEMS	6:37 PM
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|---|---------|--------------------------------------|------|
| A. Public Hearing and Budget Adoption – FY2025–2026 | Discuss | Katie Silberstein and Adrienne Mason | 30 m |
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Purpose:

To conduct a public hearing and formally adopt the annual operating budget for Rooted School Vancouver for the fiscal year 2025–2026. This item complies with **WAC 392-123-054**, which requires a public meeting and board action to adopt a district or charter school budget, including appropriations and financial projections.

Part A: Public Hearing on FY2025–2026 Budget

Description:

Pursuant to state law, the Board will open a public hearing to solicit comments on the proposed annual budget. Members of the public may comment during this hearing. The budget includes revenue and expenditure estimates, enrollment projections, and planned allocations across key areas including staffing, operations, instruction, and facilities.

Hearing Format:

Summary of budget highlights (Katie Silberstein)
Public comment invited and recorded
Hearing officially closed prior to Board action

Part B: Budget Summary and Adoption Resolution

2025–2026 Budget Summary

Total Enrollment (incl. Running Start): 79.1 students

Total Revenue: \$2,680,387

Total Expenditures (FASB): \$2,633,182

Net Income (FASB): \$47,205

Approved Expenditures (SDAM): \$2,516,099

Ending Cash: \$545,790

Days Cash on Hand: 82

Key Investment Areas:

Personnel: 8.5 certificated FTE, 6 classified FTE

	Purpose	Presenter	Time
	Facility operations and technology enhancements No contingency budget due to enrollment adjustments		
	<p>Resolution for Budget Adoption</p> <p>WHEREAS, the Board published legal notice of the budget hearing in accordance with WAC 392-123-054, and</p> <p>WHEREAS, the FY2025–2026 proposed budget has been made available for public review, and a public hearing has been held,</p> <p>NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Rooted School Vancouver hereby adopts the annual operating budget with total appropriations for the General Fund in the amount of \$2,516,099.</p> <p>Recommended Board Action:</p> <p>Following the close of the public hearing, adopt the FY2025–2026 budget as presented and approve the General Fund appropriation of \$2,516,099 by resolution.</p>		
B.	Approval of RSV Board Compliance Dashboard for 2024-2025_June	Vote Angie Lundgren	5 m
	<p>Approval of RSV Board Compliance Dashboard for 2024-2025 June</p> <p>Background: The RSV Board Compliance Dashboard for 2024-2025 for June, 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.</p> <p>Proposed Action: The School Board is requested to approve the RSV Board Compliance Dashboard for 2024-2025 June. 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.</p>		
C.	Proposed Calendar – Regular Board Meetings	Vote Adrienne Mason	5 m
	<p>All meetings are scheduled for 6:00 PM at Rooted School Vancouver (10401 NE Fourth Plain Blvd), unless otherwise noted:</p>		

	Purpose	Presenter	Time
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- **August 27, 2025**
- **September 24, 2025**
- **October 22, 2025**
- **November 19, 2025** (*moved one week earlier due to Thanksgiving*)
- **December 17, 2025**
- **January 28, 2026**
- **February 25, 2026**
- **March 25, 2026**
- **April 22, 2026**
- **May 27, 2026**
- **June 24, 2026**
- **July 22, 2026**

Committee Scheduling Note:

Committee meeting dates (Academic Excellence, Governance & Growth, and Finance if applicable) will be finalized and publicly posted to align with the full board calendar and support transparency, continuity, and regular engagement.

Rationale:

Establishing and posting an annual board calendar ensures compliance with OPMA, supports accountability, and provides consistent opportunities for public participation and board governance.

Recommended Board Action:

Adopt the 2025–2026 Board Meeting Calendar as presented, with the understanding that committee dates will be added and posted separately.

VIII. Executive Session

7:17 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 Executive Director Candidates	Discuss	Adrienne Mason	60 m
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Purpose:

	Purpose	Presenter	Time
<p>To enter Executive Session pursuant to RCW 42.30.110(1)(g) to evaluate the qualifications of applicants for the Executive Director position. This session is closed to the public as permitted by law. No final action will be taken during the session.</p>			

RCW Citation:

"To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee..."

Process:

The Board Chair will announce the purpose and anticipated length of the Executive Session.

Only board members and authorized participants will remain for the session.

The Board will return to open session and formally announce the conclusion of the Executive Session.

Recommended Board Action:

No action during the session. Any decisions or motions regarding Executive Director hiring or offers will occur in open session at a future meeting.

IX. Closing Items			8:17 PM
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A.	Reminder and Important Dates	FYI	Adrienne Mason	5 m
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Board Retreat: June 20-21, 2025

Next Board Meeting: July? Early August?

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

	Purpose	Presenter	Time
The meeting was adjourned at X:XX PM PST			