



Rooted School - Washington

Rooted School Vancouver Board Meeting

Published on August 24, 2025 at 1:15 PM PDT  
Amended on August 26, 2025 at 6:30 PM PDT

Date and Time

Tuesday August 26, 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			

	Purpose	Presenter	Time
Rhianna Johnson - Board Member			
Lisa White - Board Member			
Ashley Duncan - Board Member			
Student Representative:			
Samantha Sanchez			
Crystal Rauda			
<b>School Officials:</b>			
Steven Carney: Executive Director - RSV			
Angie Lundgren: Director of Operations - RSV			
Adrienne Lee-Kernell - School Leader			
Guests:			
Katie Silberstien - JGP			

## II. Approval of Minutes 6:02 PM

- |    |   |                 |                |     |
|----|---|-----------------|----------------|-----|
| A. | A. Approve Minutes from July 29, 2025 Rooted School Vancouver Regular Board Meeting | Approve Minutes | Adrienne Mason | 2 m |
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**Recommendation:** The board approves the minutes of the July 29, 2025 regular board meeting.

## III. Communications 6:04 PM

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| 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.

<b>IV.   REPORTS, REQUESTS, AND COMMENTS BY BOARD MEMBERS</b>	<b>6:05 PM</b>
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| <b>A.</b> | Reports, Requests, and Comments by Board Members | FYI | Adrienne Mason | 5 m |
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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.

<b>V.   Consent Agenda</b>	<b>6:10 PM</b>
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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.)

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|-----------|--|------|----------------|-----|
| <b>A.</b> | Approval of Financial Disbursements and Payroll as Audited and Certified per RCW Regulations | Vote | Adrienne Mason | 1 m |
|-----------|--|------|----------------|-----|

**Purpose:**

To formally approve audited financial disbursements and payroll for July 2025, in compliance with **RCW 42.24.080** and **RCW 42.24.090**, ensuring legal accountability, transparency, and fiscal integrity.

**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.”

	Purpose	Presenter	Time
<b>Approved Amount:</b> \$39,123.76 (Direct Deposit)			
<b>Accounts Payable Certification (RCW 42.24.090):</b> “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.” <b>Approved Amount:</b> \$126,540.51 (EFT – Public Checking)			
<b>Non-Accounts-Payable Cash Disbursements Certification (RCW 42.24.090):</b> “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.” <b>Approved Amount:</b> \$8,448.68 (EFT – Public Checking)			
<b>Total Disbursements Approved: \$174,113.</b>			
<b>Recommended Board Action:</b>  Move to approve the audited financial disbursements and payroll for July 2025 as presented, confirming compliance with RCW 42.24.080 and RCW 42.24.090.			
<b>B.</b>	Approval of New Staff Hires for the 2025–2026 School Year	Vote  Adrienne Lee-Kernell	1 m

**Purpose:**

To approve instructional and support staff appointments for the 2025–2026 school year. Each candidate has been recommended by the Executive Director and meets applicable state requirements for employment.

**Recommended Hires:**

- **Chelsie Pierce – Humanities Advisor & Equity Champion**

Appointment under **conditional certification** due to unavailability of a regularly certificated candidate. Contingent upon successful background checks (**RCW 28A.400.303**) and compliance with conditional certification requirements (**RCW 28A.150.203(7)**).

- **James Young-Lewis – Physical Education Teacher**

	Purpose	Presenter	Time
	<p>Current Student Success Coach with extensive athletic coaching experience. Appointment under <b>conditional certification</b> due to lack of available certificated candidates, in compliance with <b>RCW 28A.150.203(7)</b> and <b>RCW 28A.410.010</b>, contingent upon successful background checks (<b>RCW 28A.400.303</b>).</p> <ul style="list-style-type: none"> <li>• <b>Paulette Patterson – Paraeducator</b> Returning paraeducator from Rooted’s first year of operations. Appointment contingent upon completion of background check requirements (<b>RCW 28A.400.303</b>).</li> </ul> <p><b>Legal Compliance:</b>  <b>RCW 28A.150.203(7):</b> Conditional certification authority for charter schools.  <b>RCW 28A.410.010 &amp; 28A.410.025:</b> Conditional certification provisions when certificated staff are unavailable.  <b>RCW 28A.400.303:</b> Background check requirements for certificated and classified staff.</p> <p><b>Recommended Board Action:</b>  Move to approve the hiring of <b>Chelsie Pierce</b>, <b>James Young-Lewis</b>, and <b>Paulette Patterson</b> for the 2025–2026 school year, subject to completion of all required documentation, background checks, and conditional certification processes as applicable.</p>		
C.	Approval of Out-of-Endorsement Teaching Assignments & Support Plans (2025–2026 School Year)	Vote  Adrienne Lee-Kernell	1 m
	<p><b>Purpose:</b>  To approve <b>out-of-endorsement (OTF) teaching assignments</b> for the 2025–2026 school year, in compliance with <b>WAC 181-82-110(1)(a)</b>, which requires a written support plan for each teacher assigned outside their endorsement area.</p> <p><b>Out-of-Endorsement Assignments &amp; Support Plans:</b></p> <p><b>Jenessa Ocon</b>  <b>Endorsements Held:</b> Biology, Chemistry, Earth &amp; Space Science, and English Language Learner  <b>OTF Assignment:</b> Visual Arts  <b>Support Plan Includes:</b> Taking appropriate endorsement test, participation in PLC sessions, professional development courses, mentor support, affinity group participation, and co-planning time.</p>		

	Purpose	Presenter	Time
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**Chelsie Pierce**

**Endorsements/Qualifications:** Conditional certification candidate

**OTF Assignment:** Health and CPREP

**James Young-Lewis**

**Status:** Conditional certification candidate (Special Education); current Student Success Coach

**OTF Assignment: Physical Education (Health/Fitness)**

**Support Plan Includes:** Taking appropriate endorsement test, participation in PLC sessions, professional development courses, mentor support, affinity group participation, and co-planning time.

**Legal Compliance:**

**WAC 181-82-110(1)(a):** Requires board approval of written support plans for teachers assigned out of their endorsement areas.

**RCW 28A.410.010 & RCW 28A.410.025:** Provide for conditional and out-of-endorsement placements under approved plans.

**RCW 28A.400.303:** Requires background checks for certificated staff.

**Recommended Board Action:**

Move to approve the out-of-endorsement teaching assignments and written support plans for **Logan Froerer**, **Jenessa Ocon**, **Chelsie Pierce**, and **James Young-Lewis** for the 2025–2026 school year, in compliance with WAC 181-82-110(1)(a).

<b>VI. BOARD INFORMATION/DISCUSSION ITEMS</b>	<b>6:13 PM</b>
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<b>A. Financial Update (as of July 31, 2025)</b>	Discuss	Katie Silberstein	20 m
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**Financial Position:**

- **Assets:** \$3,159,459.42
- **Liabilities:** \$2,234.42 (net reduction in accounts payable and credit card balances)
- **Net Assets:** \$3,157,224.99
- **Cash on Hand:** \$805,458.80 (114 days, exceeding 60-day benchmark)

**Revenue & Expenditures (YTD through July 2025):**

	Purpose	Presenter	Time
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- **Total Revenue:** \$2,006,976 (79.7% of budget; \$512,519 below forecast due to lower enrollment and delays in federal reimbursements)
- **Total Expenditures (FASB basis):** \$1,797,759 (73.9% of budget, below projections)
- **Net Income (FASB):** \$209,218 (positive variance of \$123,869 against budget)

#### Enrollment:

- **Average Annual FTE:** 53.69 (below goal of 70; 51 students enrolled in June)
- Enrollment shortfalls contributed to a **state revenue loss of \$81k** and reduced special purpose revenue (TBIP, HiCap).

#### Key Financial Indicators:

- **Public Revenue Received:** 80% of budget (below 90% benchmark)
- **Private Revenue Received:** 73% of budget (delays in ESWA/Gates grant and donations)
- **Expenditure Control:** Spending remains on track at 72% of budget (well below 92% target), driven by savings in salaries, benefits, and contracted services.
- **Long-Term Sustainability:** Current staffing adjustments for 2025–2026 provide stability for two years; however, the five-year plan remains unsustainable without enrollment growth and increased revenues.

#### Compliance & Oversight:

This update reflects Board policy requirements for monthly financial reporting and oversight per the **RSV Financial Policies & Procedures Manual (August 2025 update)** and **FY26 FPPM updates**.

<b>B.</b>	Staff Reports	FYI	Angie Lundgren and Adrienne Lee-Kernell	5 m
<b>C.</b>	Enrollment and Staffing Updates	Discuss	Adrienne Lee-Kernell and Angie Lundgren	20 m
<b>D.</b>	Committee Reports	Discuss	Committee Chairs	20 m

#### Purpose:

To provide the Board with updates from standing committees on their current work, progress toward goals, and any upcoming actions requiring board attention.

#### Committees Scheduled to Report:

	Purpose	Presenter	Time
<ul style="list-style-type: none"> <li>• <b>Finance Committee</b> – Financial dashboard review, enrollment-revenue alignment, and sustainability planning.</li> <li>• <b>Governance Committee</b> – Charter renewal preparation and compliance monitoring.</li> <li>• <b>Academic Excellence Committee</b> – Student performance data, instructional priorities, and policy alignment.</li> <li>• <b>Growth Committee</b> – Expansion strategy, facilities planning, and long-term enrollment growth initiatives.</li> <li>• <b>Fund Development Committee</b> – Fundraising campaigns, donor engagement, and partnership development.</li> </ul>			

**Board Action:**

This item is for **information and discussion only**. No formal action is anticipated.

**VII. BOARD ACTION ITEMS**

**7:18 PM**

<b>A.</b>	Pacific Northwest Fundraising Update	Discuss	Eddie Allen and Adrienne Mason	20 m
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**Purpose:**

To provide the Board with an update on the *Give More 24!* campaign, highlighting completed work, campaign phases, confirmed matching gifts, and opportunities for Board engagement.

**Highlights:**

- **Social Media:** August engagement content drafted and ready for review.
- **Campaign Structure:**
  - *Phase 1 – Announcement:* Approved and scheduled.
  - *Phase 2 – Storytelling & Testimonials:* Messaging and testimonial content drafted (including Angie's Story); awaiting final approval. Slide deck ready for review.
  - *Phase 3 – Matching Gifts:* \$5,000 confirmed from the Firstenburg Foundation and \$500 from PNWF. Total matching gifts to be finalized by **August 28** for campaign promotion.
  - *Phase 4 – Countdown to Sept. 25:* September social media strategy and countdown assets in development.
- **Campaign Pages & Platforms:** Drafts prepared for Facebook Event Page, Main Campaign Page, Team Page, and How-to Guide. Pending PNWF admin access to RSV's Facebook page.



	Purpose	Presenter	Time
<ul style="list-style-type: none"> <li>• <b>Peer-to-Peer (P2P) Fundraising:</b> Framework under development (“Amplify Your Voice”).</li> <li>• <b>Spheres of Influence &amp; Board Development:</b> Ongoing mapping of Board and network outreach to strengthen campaign impact and identify ambassadors.</li> </ul> <p><b>Next Steps for Board Engagement:</b></p> <ul style="list-style-type: none"> <li>• Review and approve testimonial content and campaign slide deck.</li> <li>• Confirm participation in P2P fundraising.</li> <li>• Assist in finalizing additional matching gifts before <b>August 28</b>.</li> <li>• Amplify campaign messaging through personal and professional networks.</li> </ul> <p><b>Board Action:</b></p> <p>This item is for <b>information and discussion only</b>. No formal action required.</p>			
<b>B.</b>	Review and Approval of Financial Policies & Procedures Manual Updates	Vote Steven Carney	2 m
<p><b>Purpose:</b></p> <p>To review and vote on proposed updates to RSV’s Financial Policies &amp; Procedures Manual to ensure continued compliance with state and federal regulations.</p> <p><b>Time Allotted:</b> 15 minutes</p> <p><b>Presenter:</b> Executive Director / Finance Committee Chair</p> <p><b>Supporting Documents:</b></p> <p><i>7a – FY26 FPPM Updates Summary</i></p> <p><i>7b – Full RSV Financial Policies &amp; Procedures Manual (Updated August 2025)</i></p> <p><b>Background:</b></p> <p>Two key changes are proposed for this fiscal year:</p> <p><b>Capitalization Threshold Adjustment</b></p> <p><b>Change:</b> Increase the threshold for capitalizing fixed assets from \$5,000 to \$10,000 per item.</p> <p><b>Rationale:</b> Align with updated federal Uniform Grant Guidance (UGG) standards.</p> <p><b>Procurement Threshold Clarification</b></p> <p><b>Change:</b> Codify that RSV will adhere to the more restrictive procurement threshold of \$75,000 (state limit) for sealed bids, despite federal allowances up to \$250,000.</p> <p><b>Rationale:</b> Ensure compliance with both state and federal procurement regulations.</p> <p><b>Action Required:</b></p>			

	Purpose	Presenter	Time
The Board is asked to review the proposed changes and vote to approve the updated Financial Policies & Procedures Manual (Document 7b) with the revisions as outlined in Document 7a.			

**Compliance Reference:**

Aligned with federal Uniform Grant Guidance (UGG) and Washington State procurement regulations.

VIII. Executive Session7:40 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	30 m
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**Purpose:**

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.

**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.

	Purpose	Presenter	Time
<b>IX. Closing Items</b>			<b>8:10 PM</b>
<b>A.</b> Reminder and Important Dates	FYI	Adrienne Mason	5 m

Next Board Meeting: September 23, 2025

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

The meeting was adjourned at X:XX PM PST