



Rooted School - Washington

Rooted School Vancouver Board Meeting

Published on October 26, 2025 at 5:42 PM PDT
Amended on October 28, 2025 at 5:37 PM PDT

Date and Time

Tuesday October 28, 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			
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: Dr. Jamila Singleton: Executive Director - RSV Angie Lundgren: Director of Operations - RSV Adrienne Lee-Kernell - School Leader			
Guests: Steven Carney-RSF			

II. Approval of Minutes 6:02 PM

- | | | | | |
|-----------|--|--------------------|----------------|-----|
| A. | Approve Minutes from September 23, 2025
Rooted School Vancouver Special Board Meeting | Approve
Minutes | Adrienne Mason | 2 m |
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Recommendation: The board approves the minutes of the August 25, 2025 special board meeting.

III. Communications 6:04 PM

- | | | | | |
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| A. | Welcome Community Members | FYI | 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

	Purpose	Presenter	Time
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	6:05 PM
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| A. | 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.

Board Capacity Survey LINK
<https://bit.ly/rsvboard>

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|-----------|--------------------------|-----|---------------|-----|
| B. | Student Rep Board Report | FYI | Crystal Rauda | 5 m |
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The purpose of the Student Representative Board Report is to share student perspectives, achievements, and concerns with school leadership to ensure student voices inform decisions and school improvement efforts. It also strengthens communication between students and staff, fostering collaboration, transparency, and a positive school culture.

V. Consent Agenda	6:15 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.)

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| A. | Approval of Financial Disbursements and Payroll as Audited and Certified per RCW Regulations | Vote | Adrienne Mason | 2 m |
|-----------|--|------|----------------|-----|

Purpose:

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

Board Certification Statements

	Purpose	Presenter	Time
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: \$62,234.49 (<i>Direct Deposit</i>)			
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: \$169,777.70 (<i>EFT – Public Checking</i>)			
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: \$4,838.96 (<i>EFT – Public Checking</i>)			
Total Disbursements Approved: \$236,851.15			
Recommended Board Action: Move to approve the audited financial disbursements and payroll for September 2025 as presented, confirming compliance with RCW 42.24.080 and RCW 42.24.090.			
B.	Second Read & Adopt – Procedure 2161: Special Education and Related	Vote	Adrienne Mason
	Background		2 m
	Procedure 2161 outlines the school’s responsibilities and processes for delivering special education and related services in compliance with the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and Washington State law (Chapter 392-172A WAC).		

The proposed amendment brings the procedure into alignment with updated federal and state regulations and current best practices. Key revisions address:

- Clarity on Free Appropriate Public Education (FAPE) responsibilities
- Expanded procedures for parent participation and procedural safeguards
- Updated methods for identifying specific learning disabilities
- Clearer timelines for evaluations and Individualized Education Program (IEP) implementation
- Discipline processes and manifestation determination requirements
- Detailed procedures for Independent Educational Evaluations (IEEs), transfer students, and private school placements
- Expanded requirements for confidentiality, dispute resolution, and staff training
- The updated procedure also clarifies the roles of LEA staff, contractors, and families in ensuring equitable access to services and timely implementation.

This is the second reading of the proposed amendment to Policy 2161.

Action Required:

- Adoption of Procedure 2161

Proposed Motion:

“I move that the Rooted School Vancouver Board of Directors adopt the proposed amendment to Policy 2161, as presented, effective October 29, 2025.”

Oral comments may be accepted at the second reading meeting prior to adoption.

C.	Second Read & Adopt — Policy 2420 & Procedure 2420P: Grading and Progress Reports [New]	Vote	Adrienne Mason	2 m
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Background:

Policy 2420 and accompanying Procedure 2420P establish a framework for grading and progress reporting that ensures equity, consistency, and transparency for students and families. The policy aligns district grading practices with Washington law,

including RCW 28A.305 and OSPI reporting requirements, while Procedure 2420P details how grades and progress reports are determined, communicated, and appealed. Together, these documents provide a uniform approach to assessing student learning and communicating academic progress.

Summary of Proposed Policy and Procedure:

Policy 2420 (Grading and Progress Reports):

- Establishes grading as a measure of student progress toward state and district learning standards.
- Provides that grades will be fair, objective, and based on clear criteria aligned to standards.
- Requires regular progress reporting to students and parents/guardians.
- Authorizes the Executive Director or designee to develop procedures for consistent implementation.

Procedure 2420P (Grading and Progress Reports):

- Defines grading scales and expectations for consistency across grade levels and subjects.
- Requires timely and accessible communication of grades through progress reports, conferences, and electronic systems.
- Outlines processes for incomplete grades, make-up work, and grade appeals.
- Specifies responsibilities of teachers, administrators, students, and parents in the grading process.
- Ensures compliance with state law regarding high school credit, transcripts, and reporting.

Cross-References & Legal Citations:

RCW 28A.305 (State Board of Education authority)

RCW 28A.320 (School directors' powers and duties)

OSPI reporting requirements

This is the second reading of the proposed amendments to Policies 2420 and 2420P.

Action Required

- Adoption of Policies 2420 and 2420P

Proposed Motion:

	Purpose	Presenter	Time
	“I move that the Rooted School Vancouver Board of Directors adopt the proposed amendments to Policies 2420 and 2420P, as presented, effective October 29, 2025.” Oral comments may also be accepted at the second reading meeting prior to adoption.		
D.	Second Reading – Proposed Amendment to Policy 1310: Policy Review, Adoption, Manuals, and Administrative Procedures	Vote	Adrienne Mason
	Background Policy 1310 provides formal guidance for how the Board of Trustees adopts, reviews, and interprets school policies. The proposed amendment updates the policy to align with: Current Washington State model policy language, RCW 42.30 (Open Public Meetings Act), Charter Contract requirements for open governance and board oversight, OSPI and Washington Charter Commission expectations. The amendment adds clarity to the Board’s role, outlines public comment procedures, and defines when immediate adoption is permitted. It also introduces a new section on policy interpretation aligned with student safety, privacy, and access to basic education (RCW 28A.150.203). This is the second reading of the proposed amendment to Policy 1310. Action Required • Adoption of Policy 1310 Proposed Motion: “I move that the Rooted School Vancouver Board of Directors adopt the proposed amendment to Policy 1310, as presented, effective October 29th, 2025.” Oral comments may be accepted at the second reading meeting prior to adoption.		
E.	Second Reading — Policy 3210 (Nondiscrimination) Amendment	Vote	Adrienne Mason
	Background: Policy 3210 governs nondiscrimination protections for students in accordance with federal law, Washington State law, and Washington Administrative Code. In 2020, the		
			2 m

	Purpose	Presenter	Time
	Legislature amended RCW 28A.642.010 to add immigration or citizenship status to the list of protected classes. The Washington State School Directors’ Association (WSSDA) updated its model policy in 2022, but did not yet incorporate this change. To ensure Rooted School Vancouver is aligned with current state law and OSPI guidance, staff recommend amending Policy 3210 to include this additional protected class. Summary of Proposed Amendment: Adds “immigration or citizenship status” to the list of protected classes in the opening paragraph of Policy 3210. No other substantive changes are proposed. This is the second reading of the proposed amendment to Policy 3210. Action Required • Adoption of Policy 3210 Proposed Motion: “I move that the Rooted School Vancouver Board of Directors adopt the proposed amendment to Policy 2161, as presented, effective October 29, 2025.” Oral comments may be accepted at the second reading meeting prior to adoption.		
F.	Second Read and Adopt— Policy 3421 & Procedure 3421P: Child Abuse & Neglect (NEW)	Vote Adrienne Mason	2 m
	Background Policy 3421 sets the Board’s expectation that staff promptly identify and report suspected child abuse or neglect and directs annual training; it defines “child,” clarifies that abuse/neglect can be committed by any person (including student-on-student), and charges the Executive Director with issuing reporting procedures. Procedure 3421P implements the policy: it requires an instructional program for students, prescribes staff training intervals, and details mandated reporting steps under RCW 26.44.030 (oral report to CPS/DCYF or law enforcement within 48 hours, followed by a prompt written report). It also implements the separate employee-misconduct reporting duties and parent notification under RCW 28A.320.160 and RCW 28A.400.317.		

Summary of New Policy & Procedure

Student learning & staff training: Student instruction on recognizing/avoiding abuse; staff training at onboarding and every three years thereafter.

Mandated reporting (RCW 26.44): Report any suspected abuse/neglect to CPS/DCYF or law enforcement at the first opportunity and **no later than 48 hours**; promptly submit a written report with required facts; “when in doubt, report.”

Employee misconduct reports (RCW 28A.320.160 / 28A.400.317): Administrator evaluates “reasonable cause,” reports to law enforcement, immediately notifies parents/guardians, and annually informs families of their rights under the Public Records Act regarding employee discipline records.

Scope & definitions: Clarifies abuse/neglect (with references to RCW/WAC) and emphasizes that staff need not verify allegations—investigation is by legal authorities; good-faith reporters are protected from liability.

Roles & accountability: Executive Director maintains and annually distributes reporting procedures; all staff are responsible for timely reporting.

This is the second reading of the proposed amendments to Policies 3421 and 3421P.

Action Required

- Adoption of Policies 3421 and 3421P

Proposed Motion:

“I move that the Rooted School Vancouver Board of Directors adopt the proposed amendments to Policies 3421 and 3421P, as presented, effective October 29, 2025.”

Oral comments may be accepted at the second reading meeting prior to adoption.

G.	Second Read & Adopt— Policy 4260: Use of School Facilities (NEW)	Vote	Adrienne Mason	2 m
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Background

Policy 4260 sets the expectations and authorization for community use of school facilities while protecting instructional priorities and public funds. It affirms community access, requires reimbursement of costs so education funds aren’t diverted, authorizes the Executive Director to establish procedures (including rental rates,

	Purpose	Presenter	Time
	restrictions, supervision, and security), requires users to carry accident/liability insurance, and embeds the district’s nondiscrimination and equal-access commitments (including Boy Scouts/designated youth groups and sex-nondiscrimination for community athletics).		

Summary of New Policy

- **Community use with cost recovery:** Public use is encouraged; users reimburse the district for associated costs. Executive Director sets rental schedule/procedures.
- **Insurance & risk:** Users must maintain accident and liability insurance while using facilities.
- **Nondiscrimination & equal access:** Comprehensive nondiscrimination statement (including immigration/citizenship status and neurodivergence) and equal access for Boy Scouts/designated youth groups; community athletics programs using district facilities must not discriminate based on sex.
- **Priority & neutrality:** District curricular/co-curricular events have first priority; facility use does not imply district endorsement.

User categories & rates: Defines three categories for rate setting—(1) School/child-related & other government agencies (with recruiter access parity), (2) Nonprofit groups (including fundraising safeguards), (3) Commercial enterprises (prevailing market rates). Youth sports users must attest to concussion/head injury policy compliance (RCW 28A.600).

This is the second reading of the proposed amendment to Policy 4260.

Action Required

- Adoption of Policy 4260

Proposed Motion:

“I move that the Rooted School Vancouver Board of Directors adopt the proposed amendment to Policy 4260, as presented, effective October 29, 2025.”

Oral comments may be accepted at the second reading meeting prior to adoption.

	Purpose	Presenter	Time
H. Second Read & Adopt — Policy 5011 & 5011P: Sexual Harassment of School Staff Prohibited [Amendment]	Vote	Adrienne Mason	2 m

Background:

Policy 5011 establishes expectations for a workplace free from sexual harassment and outlines responsibilities under state and federal law. The Washington State School Directors' Association (WSSDA) revised its model Policy 5011 and Procedure 5011 in 2024–2025 to (1) explicitly incorporate Title IX regulations (34 C.F.R. Part 106/§106.30), (2) clarify the scope across all school programs and activities (on and off campus), (3) require supportive measures for complainants and respondents, and (4) update complaint handling, recordkeeping, and referral processes. Updating our policy and procedure ensures alignment with RCW 28A.640, WAC 392-190, and current Title IX expectations.

Summary of Proposed Updates:

Title IX Alignment:

- Policy incorporates the federal Title IX definition of sexual harassment (34 C.F.R. §106.30).
- Procedure sets out Title IX–compliant grievance processes, including presumption of non-responsibility until determination, supportive measures, and recordkeeping.

Scope Clarification:

- Policy confirms coverage of employees and third parties in all programs, activities, transportation, and off-site events.
- Procedure clarifies jurisdiction over sexual harassment complaints against staff, students, and third parties.

Supportive Measures:

- New procedure requires **non-punitive supportive measures** for complainants and respondents (e.g., safety plans, schedule modifications, no-contact directives).

Complaint Routing:

Student-initiated complaints against staff proceed under Policy/Procedure 3205. Staff complaints are addressed under Policy/Procedure 5011.

Coordinator Referrals:

	Purpose	Presenter	Time
	Complaints are directed to the Title IX Coordinator, Civil Rights Compliance Coordinator (for other protected classes), or Section 504 Coordinator (disability).		
Notice & Training:			
	- Strengthened requirements for conspicuous posting, handbook inclusion, and orientation. - Annual staff and volunteer orientation must include recognition and prevention of sexual harassment. - Procedure now requires 7-year retention of Title IX sexual harassment investigation records, supportive measures, and determinations.		
Appeals & Mediation:			
	- Procedure clarifies appeal rights to the Board, the Office of Superintendent of Public Instruction (OSPI), and administrative hearing options. - Voluntary mediation may be offered under WAC 392-190.		
Cross-References & Legal Citations:			
	Policy adds cross-reference to 3211 – Gender-Inclusive Schools and incorporates 34 C.F.R. Part 106.		
	Retains RCW 28A.640, RCW 49.60, and WAC 392-190 citations.		
Localization:			
	Retains “Executive Director” in place of “Superintendent” to reflect charter governance structure.		
This is the second reading of the proposed amendments to Policy 5011 and 5011P.			
Action Required			
	Adoption of Policies 5011 and 5011P		
Proposed Motion:			
	“I move that the Rooted School Vancouver Board of Directors adopt the proposed amendments to Policies 5011 and 5011P, as presented, effective October 29, 2025.”		

	Purpose	Presenter	Time
Oral comments may be accepted at the second reading meeting prior to adoption.			
I.	Second Read and Adopt — Policy 5260 and 5260P: Personnel Records	Vote	Adrienne Mason 2 m

Background:

Personnel records policies govern the organization, retention, and access rights for employee files. Washington law (RCW 49.12.240–260; RCW 28A.405.250; RCW 42.56.230) grants employees the right to inspect and request correction of their personnel files. In 2023, the Legislature passed SHB 1308, clarifying timelines for employee access and copies.

WSSDA issued updated Policy 5260 and new accompanying Procedure 5260P to reflect these requirements. To align with state law and best practice, Rooted School Vancouver recommends adoption of both the policy and procedure.

Summary of Proposed Policy (5260):

Requires the district to maintain secure personnel files for each employee.

- Establishes employee rights to review files during business hours.
- Provides employees the right to request removal of irrelevant or erroneous information and to add rebuttals.
- Allows files to be kept in hard copy or electronic format.

Summary of Proposed Procedure (5260P):

- Defines the scope of personnel records (applications, evaluations, payroll, leave, contracts, disciplinary records, etc.).
- Clarifies rights of current and former employees (up to 3 years after separation) to access and request copies of files.
- Establishes process for adding material, notice to employees of adverse records, and timelines.
- Outlines who may access records (authorized staff, court order, or employee designees).
- Provides appeal and grievance process for disputed records.

This is the second reading of the policy 5260 and 5260P.

Action Required:

- Adoption of Policies 5260 and 5260P

Proposed Motion:

	Purpose	Presenter	Time
"I move that the Rooted School Vancouver Board of Directors adopt the proposed amendments to Policies 5260 and 5260P, as presented, effective October 29, 2025." Oral comments may be accepted at the second reading meeting prior to adoption.			

J.	Employee and Staffing Report Updates	FYI	Adrienne Lee-Kernell	2 m
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Purpose:

To approve instructional and support staff appointments for the open Humanites position. The candidate has been recommended by the Executive Director and meets applicable state requirements for employment.

Ana Gonzalez-Pulido -Humanities

- 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)**).

Legal Compliance:

RCW 28A.150.203(7): Conditional certification authority for charter schools.

RCW 28A.410.010 & 28A.410.025: Conditional certification provisions when certificated staff are unavailable.

RCW 28A.400.303: Background check requirements for certificated and classified staff.

VI.	BOARD INFORMATION/DISCUSSION ITEMS	6:35 PM
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A.	Financial Update (as of September 30, 2025)	Discuss	Jamila Singleton	5 m
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A. Financial Update (as of September 30, 2025)

Financial Position:

- Assets: **\$3,246,964.26**
- Liabilities: **\$1,861,310.28** (*decrease of \$105,938 from August due to reductions in accounts payable and credit card balances*)
- Net Assets: **\$1,385,653.98**
- Cash on Hand: **\$852,226.75** (*124 days, exceeding 60-day benchmark*)

Revenue & Expenditures (FY25 Year-to-Date through September 2025):

Total Revenue: **\$217,946** (8.1% of budget; 98% of forecast—delays in state and federal reimbursements and enrollment-based funding impact)

Total Expenditures (FASB basis): **\$161,726** (6.7% of budget; underspending across personnel, contracted services, and operations)

- Net Income (FASB): **\$56,220** (positive variance of \$201,986 against budget; 21.8% YTD margin)
- Net Revenue (after depreciation): **\$63,446**

Enrollment: Average Annual FTE: **66.5** (target: 75)

September Enrollment: **66.5 students**

- 9th: 19 (budget 35)
- 10th: 24 (budget 25)
- 11th: 23.5 (budget 20)

Enrollment remains below target, resulting in reduced state apportionment revenue and lower access to special purpose funding, including SPED (18 actual vs. 27 budgeted).

Key Financial Indicators:

- Public Revenue Received: **8% of budget** (slightly below 9% goal; special-purpose revenue pending)
- Private Revenue Received: **14% of budget** (ahead of 8% goal; final FY24–25 Growth Grant received)
- Expenditure Control: **7% of budget** (on target; continued cost discipline in early-year spending)
- Days Cash on Hand: **124 days** (exceeding 60-day goal; strong liquidity position)

Long-Term Sustainability:

Staffing realignments for SY25–26 support continued cost control and financial stability through FY27. However, the five-year financial plan remains **structurally unsustainable** without significant enrollment growth (target 75–80 FTE) and

	Purpose	Presenter	Time
increased grant/private revenue. A midyear budget revision will be presented in November 2025 to address updated enrollment and funding assumptions.			
B. Operations Report	FYI	Angie Lundgren	5 m
C. ED Update and Entry Plan	FYI	Jamila Singleton	2 m
D. Committee Reports	Discuss	Committee Chairs	15 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.

Proposed Committee Structure:

- **Board Representatives:** 2–3 members to provide oversight and ensure alignment with governance and strategic goals.
- **Staff Representatives:** Include a teacher and operations team member for insights into daily school functions.
- **Leadership Representatives:** Executive Director or their designee to connect growth plans to executive priorities.
- **Parent/Community Representation (optional):** To provide community insights and build broader stakeholder support.

Committees Scheduled to Report:

- **(Rhianna) Governance Committee** – Board recruitment & onboarding, charter renewal preparation and compliance monitoring.
- **(Lisa) Academic Excellence Committee** – Student performance data, instructional priorities, and policy alignment.
- **(Adrienne) Finance, Fund Development & Growth Committee** – Fundraising campaigns, donor engagement, and partnership development; Expansion strategy, facilities planning, and long-term enrollment growth initiatives.

Board Action:

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

E. First Reading-Policy 3510 & 3510P Associated Student Bodies	FYI	2 m
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Policy 3510 and **Procedure 3510P** establish clear guidelines for the operation and fiscal oversight of **Associated Student Bodies (ASB)** at Rooted School Vancouver. These documents align with **RCW 28A.325** and **WAC 392-138**, ensuring student

	Purpose	Presenter	Time
organizations are managed responsibly, transparently, and in accordance with state law.			

Summary of Proposed Policy and Procedure:

Policy 3510 (Associated Student Bodies):

- Defines the purpose and authority of ASBs in supporting student activities.
- Ensures equitable access and participation for all students.
- Requires administrative oversight and adherence to state regulations.

Procedure 3510P (Associated Student Bodies):

- Outlines formation, elections, and governance of ASB organizations.
- Establishes financial management procedures for ASB funds.
- Details fundraising approvals, expenditure controls, and reporting requirements.

Cross-References & Legal Citations:

RCW 28A.325 – Associated Student Bodies
WAC 392-138 – ASB Programs and Operations
WSSDA Policy 3510/3510P

Next Steps

The **Policy 3510 and Procedure 3510** will return for **second reading and proposed adoption** at the next regular Board meeting on November 18, **2025**.

Board members and community stakeholders are invited to submit written feedback to the Executive Director at jsingleton@rootedschoolvancouver.org prior to the second reading.

Oral comments may be accepted at the second reading meeting prior to adoption.

VII. BOARD ACTION ITEMS			7:04 PM
A.	Approval of the 2025-2026 School Specific Goals	Vote	Adrienne Mason
	Purpose:		4 m
	To review and approve Rooted School Vancouver’s 2025–2026 School-Specific Goals, which document the school’s individualized academic and organizational		

	Purpose	Presenter	Time
	objectives as part of the Washington State Charter School Commission’s Academic and Organizational Performance Frameworks. This form is intended to capture measures representative of Rooted School Vancouver’s unique educational program and to align performance monitoring with the Commission’s evaluation lens, as required under WAC 108-30-030. Background: Each year, Rooted School Vancouver develops measurable school-specific goals in collaboration with staff and WA Charters to ensure accountability and continuous improvement in academic achievement, student well-being, and organizational health. These goals are aligned with Rooted’s charter agreement and reflect the school’s commitment to equity, innovation, and excellence in student outcomes. Key Components: • Academic School Specific Goal • Organizational School Specific Goal Action Requested: Board approval of the 2025–2026 School-Specific Goals for submission to WA Charters in accordance with annual charter reporting requirements.		
B.	Approval of the 2025-26 Transitional Bilingual Instruction Program (TBIP)	Vote	Adrienne Mason
	Purpose: To review and approve the proposed 2025-2026 TBIP Plan, which outlines Rooted School Vancouver's strategy for supporting English Language Learners (ELLs) through culturally responsive and research-based instruction, aligned with WIDA standards and state guidelines. • Key Highlights of the Plan: ◦ Comprehensive process for identifying and supporting ELLs, including the Home Language Survey and WIDA assessments. ◦ Implementation of a Supportive Mainstream Alternative Instructional Program model integrating designated and integrated ELD strategies. ◦ Ongoing professional development for staff to enhance instructional practices for ELLs. ◦ Strategies for parent engagement and family collaboration in program development.		
			4 m

	Purpose	Presenter	Time
	◦ Annual evaluation framework to ensure effectiveness and continuous improvement.		
	• Action Requested: Board approval of the TBIP Plan for submission to the Office of Superintendent of Public Instruction (OSPI).		

C.	Approval of the 25-26 Highly Capable (HiCap) Plan	Vote	Adrienne Mason	4 m
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Purpose:

To review and approve the proposed 2025–2026 Highly Capable (HiCap) Plan, which outlines Rooted School Vancouver’s approach to identifying and supporting students with exceptional academic and creative abilities. The plan ensures equitable access to advanced learning opportunities through culturally responsive identification and service models aligned with state law (RCW 28A.185) and OSPI guidelines.

Key Components:

- **Equitable Identification:** Use of multiple, non-biased criteria—including universal screening and teacher/family nominations—to identify students from all backgrounds and demographics.
- **Comprehensive Services Model:** A continuum of services including differentiated instruction, project-based learning, and acceleration opportunities within the general education setting.
- **Professional Learning:** Ongoing professional development for educators focused on identifying and supporting highly capable learners through inclusive and culturally responsive teaching practices.
- **Family and Community Engagement:** Meaningful collaboration with families to inform program design and ensure transparency in identification and placement processes.
- **Program Evaluation:** Annual review of program outcomes and demographic data to monitor equity, access, and effectiveness, ensuring continuous improvement.

Action Requested:

Board approval of the 2025–2026 Highly Capable (HiCap) Plan for submission to the Office of Superintendent of Public Instruction (OSPI).

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D.	Cell Phone Reimbursement Policy	Vote	Adrienne Mason
			5 m

The proposed Cell Phone Reimbursement Policy provides formal guidance for staff use of personal mobile devices for school business and reimbursement procedures.

The policy aligns with:

- Current Washington State administrative and accounting standards
- Charter Contract requirements for financial oversight
- OSPI and Washington Charter Commission expectations for fiscal transparency

The policy clarifies eligibility, reimbursement limits, submission procedures, and reporting requirements, ensuring compliance with state law and internal financial controls.

This is the first reading of the proposed Cell Phone Reimbursement Policy.

Action Required

- Approval of the policy for first reading

Proposed Motion:

“I move that the Rooted School Vancouver Board of Directors approve the first reading of the proposed Cell Phone Reimbursement Policy, as presented.”

Oral comments may be accepted at the first reading meeting.

E.	Review and Retroactive Consideration of Conflict of Interest in Facilities Engagement (Handyman)	Vote	Adrienne Mason	8 m
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Background:

During the summer, Rooted School Vancouver required handyman services. Freddy Sanchez, whose spouse serves on the school board, provided these services. This engagement was not brought before the board for prior disclosure or approval.

Policy Compliance Issue:

This action did not comply with RCW 42.23.040 and Rooted School Vancouver Policy 1600 on Conflicts of Interest and Prohibited Acts. The policy requires disclosure of any direct or indirect financial interest and mandates that such conflicts be documented in

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the meeting minutes before any related board vote or engagement. Board members are prohibited from participating in decisions or votes where there is even a “remote” financial interest.

Action Requested:

The Board is asked to:

Acknowledge the procedural oversight;

Discuss whether this situation presents a real or perceived conflict of interest;

Determine whether to ratify the prior engagement retroactively;

Confirm that all future potential conflicts—real or perceived—must be disclosed before services are rendered and follow board approval procedures;

Document the conflict and recusal, if applicable, in board minutes to comply with Policy 1600 and RCW 42.23.040.

Supporting Policy References:

RCW 42.23.040 – Remote Interests: Allows exceptions only if the interest is disclosed and noted in official minutes, and the board member does not vote on the matter.

Rooted School Vancouver Policy 1600 – Conflicts of Interest and Prohibited

Acts: Emphasizes a high-trust environment and avoidance of even perceived favoritism or nepotism. Requires recusal and board review of all potential conflicts.

WSSDA Model Policy Guidance: On financial interests and ethical conduct in contracting.

Recommendation:

That the Board formally acknowledge the oversight, discuss the matter openly, and vote on whether to retroactively approve or decline the engagement. Any board member with a potential conflict (e.g., the board member married to Mr. Sanchez) must recuse themselves from discussion and vote, and this must be documented in the official minutes.

VIII. Executive Session	7:29 PM
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A.	Executive Session	Discuss	Adrienne Mason	30 m
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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.

Purpose	Presenter	Time
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The Executive Session is expected to last approximately 30 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.

All final decisions will be taken in open session in compliance with the Open Public Meetings Act.

IX.	Return to Open Session & Board Action	7:59 PM
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A.	Discussion from Executive Session	Vote	Adrienne Mason	2 m
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Following deliberations held in Executive Session pursuant to RCW 42.30.110(1)(g), the Board will return to open session to discuss and take possible action . This item aligns with OPMA requirements that all final decisions be made in public session.

X.	Closing Items	8:01 PM
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A.	Reminder and Important Dates	FYI	Adrienne Mason	1 m
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- Next Board Meeting & Board Workshop on November 18th (4-8pm)
- Board Calendaring & Board Retreat
- 2025-26 Board Training: Rooted School Vancouver Board and Administrative Staff are required to complete several trainings each year related to the Open Public Meetings Act, Public Records Act, Properly Credentialed Staff, and Permitted Use of Public Funds. Please see RCW information below as well as links to the training.

"The school shall comply with RCW 42.30 and 42.56, as well as the [2023 updates to RCW 28A.710.030](#)". All administrative staff and board members shall complete required training.

Schools must collect evidence of all Board Members and Administrative Staff completing **annual** training to support the effective operation & oversight of the charter school.

- Open Public Meetings Act - [Office of the Attorney General - Open Government Training](#)
- Public Records Act - [Office of the Attorney General - Open Government Training](#)
- Compliance with requirements governing employment of properly credentialed instructional staff ([VIDEO](#) and [Completion Survey](#)) **(PLEASE COMPLETE**

	Purpose	Presenter	Time
	BOTH AND SEND COMPLETION SURVEY RESPONSE TO YOUR EMAIL. EMAIL AND FORWARD TO SANDRA (angie@rootedschoolvancouver.org) • Permitted use of public funds (VIDEO, Presentation Slides, Completion Survey)		
	Upon completion, please send Angie: 1. The month and year you started as a board/staff member for RSV 2. Date of OPMA Training Completion 3. Date of PRA Training Completion 4. Date of employment of properly credentialed instructional staff Training Completion 5. Date of Permitted uses of Public Funding Training Completion Please complete these training sessions as soon as you are able, but no later than November 10th, 2025.		
B.	Adjourn Meeting	FYI	Adrienne Mason
	Motion: The motion was made to adjourn the meeting. The meeting was adjourned at X:XX PM PST		