



Rooted School - Washington

Rooted School Vancouver Board Meeting

Published on November 16, 2025 at 7:21 PM PST
Amended on November 20, 2025 at 11:08 AM PST

Date and Time

Tuesday November 18, 2025 at 4:00 PM PST

Location

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

Agenda

	Purpose	Presenter	Time
I. Board Workshop			4:00 PM
A. Board Workshop	Discuss	Adrienne Mason	120 m
Purpose: To provide the Board with detailed background and facilitate discussion on key strategic and operational topics. This workshop is open to the public and held in accordance with RCW 42.30.080. No formal action will be taken during this session.			
Discussion Topics May Include:			
<ul style="list-style-type: none">• Governance planning and calendaring• Strategic updates and progress monitoring			

	Purpose	Presenter	Time
• Financial projections and sustainability planning			
• Board governance training or policy review			

[Draft Agenda](#)

II. 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
 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

III. Approval of Minutes 6:02 PM

A.	Approve Minutes from October 28, 2025 Rooted School Vancouver Regular Board Meeting	Approve Minutes	Adrienne Mason	2 m
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	Purpose	Presenter	Time
Recommendation: The board approves the minutes of the October 28, 2025 regular board meeting.			
B. Approval of Special Board Meeting Minutes October 31st, 2025	Approve Minutes	Adrienne Mason	2 m

Recommendation: The board approves the minutes of the October 21st Special board meeting.

IV. Communications 6:06 PM

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 about a private matter, please contact the board via email, or speak to the board chair privately.

V. REPORTS, REQUESTS, AND COMMENTS BY BOARD MEMBERS 6:07 PM

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.

B. Student Rep Board Report	FYI	Crystal Rauda	5 m
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	Purpose	Presenter	Time
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.			

VI.

Consent Agenda

6:17 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

Adrienne Mason

2 m

Purpose:

To formally approve audited financial disbursements and payroll for **October 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.

Approved Amount: \$69,950.87 (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.

Purpose

Presenter

Time

Approved Amount: \$128,977.59 (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: \$3,199.22 (EFT – Public Checking)

Total Disbursements Approved:

\$202,127.68

Recommended Board Action:

Move to approve the audited financial disbursements and payroll for October 2025, totaling \$202,127.68, as presented, confirming compliance with RCW 42.24.080 and RCW 42.24.090.

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| B. | Second Read & Adopt – Procedure 3510 & 3510P Associated Student Bodies (NEW) | Vote | Adrienne Mason | 2 m |
|-----------|--|------|----------------|-----|

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 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.

Action Required:

- Adoption of Policy 3510 and Procedure 3510P

Proposed Motion:

“I move that the Rooted School Vancouver Board of Directors adopt the proposed Policy 3510 and 3510P, as presented, effective November 19, 2025.”

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

VII. BOARD INFORMATION/DISCUSSION ITEMS

6:21 PM

A.	Financial Update (as of September 30, 2025)	Discuss	Katie Silberstein	5 m
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A. Financial Update (as of September 30, 2025)

Financial Position:

- Assets: \$3,299,608.71
- Liabilities: **\$\$1,839,600.13 (decrease of \$21,710 from September due to lower accounts payable and credit card balances)**
- Net Assets: **\$1,460,008.58**
- Cash on Hand: **\$976,063.09 (142 days, well above 60-day benchmark)**

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

Total Revenue: \$500,145.37 (18.7% of budget; reflects receipt of initial levy and ESWA grant)

Total Expenditures (FASB basis): \$362,344.38 *(15% of budget; driven by conservative early-year spending in personnel and services)*

Net Income (FASB): \$137,800.99 *(positive variance of \$120,405 against budget; 27.6% YTD margin)*

Net Revenue (after depreciation): \$137,800.99

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

October Enrollment: 64.5 students

9th Grade: 19 *(budget: 35)*

10th Grade: 22 *(budget: 25)*

11th Grade: 23.5 *(budget: 20)*

Enrollment remains below target, limiting state apportionment and special-purpose revenues (e.g., SPED: 23 actual vs. 27 budgeted).

Key Financial Indicators:

- **Public Revenue Received:** 17% of budget *(on target with levy disbursement booked)*
- **Private Revenue Received:** 40% of budget *(ahead of 17% goal; \$50K ESWA grant received)*
- **Expenditure Control:** 15% of budget *(on target; continued disciplined approach to hiring and contracted services)*
- **Days Cash on Hand:** 142 days *(strong liquidity; far exceeds 60-day benchmark)*

Long-Term Sustainability:

Staffing realignments for SY25–26 continue to support cost discipline and financial stability into FY27. However, the five-year financial outlook remains structurally imbalanced without increases in:

	Purpose	Presenter	Time	
<ul style="list-style-type: none">• Enrollment (<i>target: 75–80 AAFTE</i>)• Sustained private fundraising and grants				
B.	ED Update and Entry Plan	FYI	Jamila Singleton	15 m
C.	Committee Reports	Discuss	Committee Chairs	10 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:

- **(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.

VIII. BOARD ACTION ITEMS

6:51 PM

A.	Change of Authorized Signers on Bank Account	Vote	Adrienne Mason	2 m
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Purpose:

To update the list of authorized signers on Rooted School Vancouver's bank account(s) in accordance with current leadership and operational roles.

Background:

Due to recent leadership transitions, it is necessary to remove former authorized signers Steven Carney and Toby Martin, and to add Jamila Singleton (Executive Director) and Adrienne Mason (Board Chair) as new authorized signers on behalf of Rooted School Vancouver.

Recommendation:

	Purpose	Presenter	Time
That the Board approve the following changes to the authorized signers on all Rooted School Vancouver bank accounts:			

Remove: Steven Carney and Toby Martin

Add: Jamila Singleton (Executive Director) and Adrienne Mason (Director of Operations)

This change will ensure continued operational access to organizational funds in alignment with our internal controls and financial policies.

Proposed Motion:

“I move that the Board approve the removal of Steven Carney and Toby Martin, and the addition of Jamila Singleton and Adrienne Mason as authorized signers on Rooted School Vancouver’s two bank accounts, effective immediately.”

B.	Operations Report	Vote	Jamila Singleton	5 m
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IX.	Closing Items			6:58 PM
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A.	Reminder and Important Dates	FYI	Adrienne Mason	1 m
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B.	Adjourn Meeting	FYI	Adrienne Mason	1 m
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Motion: The motion was made to adjourn the meeting.

The meeting was adjourned at X:XX PM PST