



## Rooted School - Washington

### Rooted School Vancouver Board Meeting

Published on January 23, 2026 at 8:14 AM PST

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#### Date and Time

Tuesday January 27, 2026 at 6:00 PM PST

#### Location

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

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#### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:00 PM</b>
<b>A.</b> Call the Meeting to Order	Vote	Adrienne Mason	1 m
<b>B.</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

	Purpose	Presenter	Time
Ashley Duncan - Board Member			
Student Representative:			
Samantha Sanchez			
Crystal Rauda			
School Officials:			
Dr. Jamila Singleton: Executive Director - RSV			

**II. Approval of Minutes 6:02 PM**

<b>A.</b>	Approve Minutes from December 16, 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 December 16, 2025 regular board meeting.

**III. Communications 6:04 PM**

<b>A.</b>	Welcome Community Members	FYI	Adrienne Mason	
<b>B.</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 6:05 PM**

	Purpose	Presenter	Time
<b>A. Reports, Requests, and Comments by Board Members</b>	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.

<b>B. Student Rep Board Report</b>	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. BOARD ACTION ITEMS 6:15 PM**

<b>A. Acceptance of the Independent Financial Audit and Financial Statements for Fiscal Year Ended August 31, 2025</b>	Vote	Clark Nuber	10 m
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### **Action Item:**

The Rooted School Vancouver Board of Directors hereby accepts the Independent Auditor's Report and Audited Financial Statements for the fiscal year ending August 31, 2025, as presented by Clark Nuber PS.

### **Background:**

Clark Nuber PS completed its independent financial audit of Rooted School Vancouver for the fiscal year ended August 31, 2025. The audit resulted in an **unmodified opinion**, indicating that the financial statements fairly present, in all material respects, the financial position of the school in accordance with Generally Accepted Accounting Principles (GAAP) .

Key highlights from the audit and financial statements include:

- **Unmodified (Clean) Audit Opinion** with **no material weaknesses** in internal controls .
- **Audit adjustment** related to correction of lease asset and liability (\$68,784), with no impact on internal control classification .

Purpose

Presenter

Time

- **Net position** increased to **\$1.51 million** in FY2025 from \$1.40 million in FY2024, reflecting responsible financial stewardship and continued programmatic growth .
- **No going concern issues** or concerns with compliance or governance were identified.

Ongoing IT improvements and GASB compliance support were noted as management priorities .

**Recommendation:**

The Board accepts and approves the audited financial statements and audit findings for the fiscal year ending August 31, 2025, as presented.

**Motion:**

I move that the Board of Directors accept the Independent Auditor’s Report and Audited Financial Statements for Rooted School Vancouver for the fiscal year ending August 31, 2025.

<b>B.</b>	State of the School & 2025–26 Compliance Dashboard – January Review	Vote	Adrienne Mason	10 m
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**Purpose of Agenda Item**

To provide the Board with a mid-year overview of Rooted School Vancouver’s 2025–26 performance across financial, academic, enrollment/attendance, and organizational/compliance measures, and to identify **2–3 priority focus areas** for deeper Board oversight and follow-up at the next regular meeting.

**Background**

- The Compliance and Performance Dashboard summarizes progress toward:
- Charter performance framework expectations (financial, academic, organizational).
- Commission school-specific goals (e.g., Reading MAP, enrollment).
- Internal KPIs aligned to Rooted’s mission (dual credit/early college, attendance, recurrent enrollment).

This is a mid-year check-point to help the Board prioritize where to focus time and accountability with the ED in the second half of the year. Note that additional information was added to the Dashboard this month to clarify the goals in all areas.

## High-Level Summary for the Board

### 1. Financial Health – Strong in the Near Term; Enrollment is the Structural Risk

- All charter financial indicators currently **MEET or EXCEED** standards (very strong current ratio, days cash on hand, positive margin and cash flow, healthy debt-to-asset ratio).
- **Enrollment variance is NEARING** (approx. 84% of budgeted AAFTE vs a 95% goal), which represents the **primary long-term financial risk** despite a strong current-year position.

### 2. Academic Performance – Strong Growth, Uneven Outcomes (Math as a Priority)

- **ELA:** Below but approaching state/district proficiency levels (**NEARING**).
- **Math:** Significantly below state/district proficiency (**OFF TRACK**).
- **MAP Growth:** Reading and Math growth indicators generally **MEET or EXCEED** internal goals; Reading growth is particularly strong and suggests the Commission Reading MAP goal is on or ahead of trajectory.
- **Dual Credit:** Participation is at or near **100%**, well above typical state rates and aligned with the school's early-college mission.

### 3. Attendance & Engagement – Improving but Below District Benchmarks

- Regular attendance ( $\geq 90\%$  of days) has improved year-over-year but **remains below** both comparison districts.
- Relative to district rates, attendance is **NEARING GOAL/STANDARD**, but still a drag on achievement and recurrent enrollment.

### 4. Organizational & Compliance – Systems Are Stable and Meeting Expectations

- All organizational/compliance indicators (education program, SPED/ELL rights, governance, HR, health & safety, facilities, financial reporting) are currently rated "**Meets**".
- This provides a solid platform to focus Board attention on academics and enrollment rather than urgent compliance remediation.

## Key Questions for Board Discussion and Future Board Priorities (Narrow for Board Retreat)

### A. Math Achievement and Academic Strategy

- What are the **root causes** of the gap between strong MAP growth and low SBAC Math proficiency (e.g., curriculum, pacing, time on task, staffing, student readiness, attendance)?
- Which **specific strategies** (instructional moves, intervention structures, tutoring, use of data) will be implemented before Spring 2026 to reduce the proportion of students in Level 1?
- Where do we see **subgroup strengths** in Math, and how can those practices be scaled?

### B. Enrollment, Recurrent Enrollment, and Attendance

- What is our **realistic enrollment forecast** for SY25–26 and SY26–27, and how will different enrollment scenarios (e.g., 70 / 75 / 80 AAFTE) impact staffing, programming, and cash over the next three years?
- What do we know about **why students miss school or leave RSV**, and how are we adjusting our attendance and retention strategies (family engagement, advisory structures, tiered supports) in response?
- What is our plan to support and retain **newly enrolled students** so they attend regularly and persist?

### C. Converting Growth into Long-Term Outcomes (Commission & WSIF)

- How will we monitor progress between now and Spring 2026 to ensure we stay on track for Commission goals and forthcoming WSIF accountability measures?

### D. Organizational/Compliance Risk Looking Ahead

- As enrollment and grade levels grow, where do school leaders see **the highest operational and compliance risk** (e.g., SPED, EL services, HR/credentials, facilities/health & safety)?
- Are there any anticipated **changes in law, Commission expectations, or WSSDA model policies** that may require Board policy updates in the next 12 months?

Purpose

Presenter

Time

### Recommended Board Action

*"I move that the Board receive and accept the January 2026 State of the School & Compliance Dashboard, and direct the Executive Director to: (1) present a targeted Math Improvement Plan; (2) provide an integrated Enrollment and Attendance Strategy with 3-year projections to the next Board Retreat.*

## VI. Consent Agenda

6:35 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

### **Board Certification Statements**

In accordance with RCW 42.24.080 and RCW 42.24.090, the following financial disbursements and payroll for **December 2025** have been audited, certified by the Auditing Officer, and are presented for formal Board approval to ensure legal accountability, transparency, and fiscal integrity.

### **Payroll Certification – RCW 42.24.080**

The Auditing Officer has reviewed and certified payroll disbursements as required. These payments have been recorded on a payroll listing made available to the Board.

**Approved Amount:** \$63,868.52 (Direct Deposit)

### **Accounts Payable Certification – RCW 42.24.090**

The Auditing Officer has audited and certified the following accounts payable disbursements. Claims for expense reimbursements have also been certified as required. These payments have been recorded on a listing made available to the Board.

**Approved Amount:** \$122,404.98 (EFT – Public Checking)

### **Non-Accounts-Payable Cash Disbursements Certification – RCW 42.24.090**

Purpose

Presenter

Time

The Auditing Officer has reviewed and certified all non-accounts-payable electronic and manual check disbursements. These payments have been recorded on a listing made available to the Board.

**Approved Amount:**

Electronic Payments: \$9,018.54

Manual Checks: \$0.00

**Total Disbursements for Approval:**

**\$195,292.04**

**Recommended Board Action:**

**Motion:** *Move to approve the audited financial disbursements and payroll for December 2025, totaling \$195,292.04, as presented, confirming compliance with RCW 42.24.080 and RCW 42.24.090.*

**VII. BOARD INFORMATION/DISCUSSION ITEMS**

**6:37 PM**

**A. Financial Update (as of December 31, 2025)**

Discuss

Jamila Singleton

5 m

**Financial Position Overview – December 2025**

Assets: **\$3,197,974.54**

Liabilities: **\$1,811,400.56**

(a decrease of **\$34,344** from November, driven primarily by reductions in accounts payable and the payoff of the credit card balance)

Net Assets (Equity): **\$1,386,573.98**

Cash on Hand: **\$911,869.00** (equivalent to **132 days** — more than double the 60-day benchmark and indicative of a strong liquidity position)

**Revenue & Expenditures (FY25 Year-to-Date, through December 2025)**

Total Revenue: **\$852,218.50**

(**31.8% of budget**; reflects general apportionment receipts, levy equalization, and early private grant disbursements, including ESWA)

Total Expenditures (FASB basis): **\$730,020.59**

(**30.1% of budget**; reflects conservative early-year spending in personnel, benefits, and contracted services)

Net Income (FASB): **\$122,197.91**

(a favorable variance of **\$136,008** against budget; **47.3%** YTD operating margin)

Net Revenue (after depreciation): **\$64,366.39**

### Enrollment Update

Average Annual FTE: **62.8** (target: **75**) – **84% of budgeted enrollment**.

December Enrollment: **60.4 students** (monthly snapshot).

January Enrollment (early snapshot): **61.4 students**, with:

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

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

**11th Grade:** 20.4 (budget: 20)

Enrollment continues to fall below target, limiting access to state apportionment and special-purpose revenues (e.g., SPED FTE **21** vs. budgeted **27**), and remains the primary structural risk to long-term sustainability.

### Key Financial Indicators

Public Revenue Received: **31%** of budget (on target; supported by levy equalization, which helps offset the enrollment shortfall).

Private Revenue Received: **46%** of budget (exceeding the **33%** goal; includes a major private grant such as the \$50K ESWA award).

Expenditure Control (FASB basis): **30%** of budget (below the 33% guideline by design, reflecting disciplined pacing of staffing and services).

Days Cash on Hand: **132 days** (well above the 60-day benchmark; strong operational and financial stability).

### Long-Term Financial Sustainability

Staffing realignments for SY25–26 continue to support disciplined spending and a stable cash position, positioning the school to maintain financial health into FY27.

However, the organization remains structurally imbalanced over the long term without:

**Increased Enrollment** (aiming toward **75–80 AAFTE** to fully realize state apportionment and categorical revenues), and

**Ongoing Private Fundraising and Grant Acquisition** to supplement public funding and buffer against enrollment volatility.

	Purpose	Presenter	Time	
<b>B.</b>	ED Update and Entry Plan	FYI	Jamila Singleton	10 m

Continued focus on student recruitment, retention, and multi-year philanthropy strategies will be essential to sustain programming, maintain strong days-cash, and protect Rooted School Vancouver’s mission-aligned investments in students and staff.

As we turned the corner into a new calendar year, December and January have been rich with momentum — a season of building, aligning, and envisioning what’s possible for Rooted School Vancouver.

In December, much of my focus centered on our long-term financial health. Together with our partners at JGP and PNWF, we built and refined a financial model that allows us to consider enrollment, staffing, and fundraising with greater confidence. We will address this model during the Board Retreat. I am currently energized with our philanthropic partners who affirm a commitment to sustainability. we received a \$50,000 donor gift and will invite this donor to visit Rooted in March. Hope some of you can join us. We also submitted an application to ESWA to support sustained growth strategy.

Equally important was deepening our enrollment work. We clarified our 2025–26 student recruitment goals, updated our messaging, and mapped out the months ahead with an intentional recruitment calendar and partner activation plan. We are updating our website and adding new vides (thank you Ashley!!). I have attached a Community Parter presented from a January Community partner breakfast and a referral toolkit for anyone that wants to support recruitment. I also led a presentation with James Young our Student Success coach at EPS to share more about our program with all middle and high school counselors. From refining brochures to aligning with our marketing efforts, every step was about presenting Rooted in a way that is both authentic and aspirational. We also began tracking key enrollment metrics — giving us real-time insight into the health of our pipeline.

Engagement with our community remained central. In early December, we hosted a small gathering that brought together partners, staff, and board members. The conversations were heartfelt and inspiring — a reminder that our mission resonates across sectors. We hosted two state Reps in early January, Monica Stonier and John Ley. We also published that Annual Performance Framework as public-facing update to increase transparency and invite others into our journey. Efforts are underway to build stronger bridges with families, including re-engaging those affected by chronic absenteeism through personal calls and outreach.

	Purpose	Presenter	Time	
	<p>Internally, I've continued advancing our governance and policy infrastructure. We're moving steadily toward a complete and current Board Policy Index, and I've begun organizing committee work plans that better align with our strategic goals. These behind-the-scenes systems, while often invisible, are foundational to sustaining excellence as we grow.</p> <p>As we launch into semester II, we continue to deepen its commitment to academic growth and equitable learning through targeted instructional strategies. The Math Growth Block was launched to provide dedicated time for skill recovery and acceleration, ensuring every student can access grade-level content with confidence. In parallel, we are expanding our MTSS (Multi-Tiered System of Supports) framework to provide more responsive, data-informed interventions — academically, behaviorally, and socio-emotionally.</p> <p>As part of our long-term academic vision, we have begun the process of hiring a new school principal. This leader will play a vital role in cultivating strong instructional systems, advancing our equity-centered goals, and building the kind of school culture where both students and educators thrive. See the draft description below. We will discuss more in our retreat.</p> <p>Finally, I've made it a priority to listen. Whether through conversations with staff, partner meetings, or reviewing our early academic indicators, I remain grounded in the belief that Rooted's strength lies in the people who make it real — our students, families, educators, and supporters. Their hopes, questions, and feedback have shaped every decision I've made these past two months.</p> <p>As we head into February, I'm proud of what we've accomplished and even more energized by the road ahead. We are planting seeds for a stronger, more sustainable future — and it's happening because of the shared vision and collective effort of this community.</p> <p>With gratitude and resolve, Executive Director, Rooted School Vancouver</p>			
<b>C.</b>	<b>Committee Reports</b>	Discuss	Committee Chairs	15 m
	<p><b>Purpose:</b></p> <p>To provide the Board with updates from standing committees on their current work, progress toward goals, and any upcoming actions requiring board attention.</p>			

Purpose	Presenter	Time
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**Committees Scheduled to Report:**

- **(Rhianna) Governance Committee** – Board Retreat Agenda & Location
- **(Lisa) Academic Excellence Committee** – MAP Assessment & School Leader Hiring
- **(Adrienne) Finance, Fund Development & Growth Committee** – Fundraising Training at Retreat

**Board Action:**

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

**VIII. Closing Items**

**7:07 PM**

- |           |                              |     |                |     |
|-----------|------------------------------|-----|----------------|-----|
| <b>A.</b> | Reminder and Important Dates | FYI | Adrienne Mason | 1 m |
| <b>B.</b> | Adjourn Meeting              | FYI | Adrienne Mason | 1 m |

**Motion: The motion was made to adjourn the meeting.**

The meeting was adjourned at X:XX PM PST