



Rooted School - Washington

Rooted School Vancouver Board Meeting

Published on February 21, 2026 at 2:39 PM PST

Date and Time

Tuesday February 24, 2026 at 6:00 PM PST

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
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

- | | | | | |
|-----------|---|-----------------|----------------|-----|
| A. | Approve Minutes from January 27, 2026 Regular Board Meeting | Approve Minutes | Adrienne Mason | 2 m |
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Recommendation: The board approves the minutes of the January 27, 2026 regular board meeting.

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| B. | Approve Minutes from January 31 Special Board Meeting | Approve Minutes | Adrienne Mason | 2 m |
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Recommendation: The board approves the minutes of the January 31 2026 special board meeting.

III. Communications 6:06 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
<p>about a private matter, please contact the board via email, or speak to the board chair privately.</p>			

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

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| B. | Student Rep Board Report | FYI | Samantha & Crystal | 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			6:17 PM
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|-----------|--|------|----------------|-----|
| A. | Compliance Dashboard – February Review | Vote | Adrienne Mason | 5 m |
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Purpose of Agenda Item

To discuss dashboard and guidance from the commission. Name changes to current enrollment.

The **Academic Performance Framework** data (with the exception of the school-specific goals) reflects the **2024–25** school year.

If the **Organizational Performance Framework** is based on the most recently published report on the Commission’s website, that data is from **2023–24**. (We typically need to wait for the **State Auditor’s Office (SAO)** audits to be published before the OPF for the prior school year is finalized.)

Financial Performance Framework data is the easiest to keep current—ideally updated **quarterly** (or even monthly, depending on how often you receive updates from JGP). We encourage school leaders to share financial updates with their boards

Purpose

Presenter

Time

multiple times during the school year so there are no surprises when official reporting is released.

We have our mid-year QSR on March 17th.

Recommended Board Action

"I move that the Board receive and accept the February 2026 Compliance Dashboard.

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| B. Related-Party Vendor Disclosure, Ratification, and Control Adoption — #ISupportIt! The Brand | Vote | Adrienne Mason | 5 m |
|--|------|----------------|-----|

Purpose:

To address a disclosed related-party vendor relationship by documenting the disclosure, ratifying prior expenditures, and approving internal controls to prevent conflicts in future transactions.

Background:

A related-party vendor relationship was disclosed (household relationship with the vendor).

Prior purchases totaling **\$3,010.37** were made and paid using **non-restricted funds**. Staff propose controls to ensure independent review and approval for any future purchases with this vendor.

Proposed Controls:

Executive Director will **recuse** from vendor selection/approval, coding, and payment authorization for this vendor.

A **non-conflicted approver** (Angie Lundgren) will provide pre-approval and review documentation.

Transactions will follow documented procedures and be retained in an audit-ready file.

ED Purchase Authority and Key Thresholds (Board Approved RSV Financial Policies Manual)

- **General purchasing authority:** Once the Board adopts the operating budget, the ED is generally authorized to expend amounts **within the approved budget**.

Procurement thresholds (quotes/bids required):

Federal funds:

- Micro-purchases **≤ \$40,000**: no quotes required (must be reasonable; distribute equitably when practical)
- Small purchases **\$40,000–\$250,000**: quotes from a reasonable number (≥3) qualified sources
- **\$250,000+**: formal competitive proposals
- Threshold applies to the **total order**, not per item.

Private funds:

≤ \$74,999: 1 quote

≥ \$75,000: 3 quotes

- **Payment approval control:** ED may approve payments up to **\$30,000**. Payments **over \$30,000** require a **second approval** from the **Board Treasurer or Board Chair** before payment.
- **Capital expenditures:** A **capital purchase over \$40,000** that is **not in the original budget** requires **Board approval** (plus any co-approval requirements in the manual).

Recommend Board Action:

Motion 1 — Acknowledge Disclosure

Move that the Board **acknowledges** the Executive Director's disclosure that **#ISupportIt! The Brand** is a **related-party vendor** due to a domestic partner relationship, and that the disclosed conflict will be managed through recusal and independent approval controls.

Motion 2 — Ratify Expenses to Date

Move that the Board **ratifies** the vendor expenses already paid to **#ISupportIt! The Brand** totaling **\$3,010.37** (Invoices **#01053, #01054, #01060, #01061**), with the understanding that the costs will be recorded to **non-restricted funds only** and that future transactions will follow the Board-adopted controls below.

Motion 3 — Adopt SOP for Future Transactions

Move that the Board **adopts** the SOP titled “**Credit Card Purchases From #ISupportIt! The Brand (Related-Party Vendor Controls)**”, effective **Feb 27, 2026**, including:

- ED **recusal** from all approvals/coding/payment authorization,
- **Credit card only** transactions,
- **Non-restricted funds only**, and
- Designation of **Angie Lundgren** as the **non-conflicted approver** responsible for pre-approval, receipt review, and coding approval, with record retention in a vendor compliance file. During her absence/leave, the Board chair can submit approvals.

VI. Consent Agenda

6:27 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.)

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| A. Approval of Financial Disbursements and Payroll as Audited and Certified per RCW Regulations | Vote | Adrienne Mason | 2 m |
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Board Certification Statements (January 2026)

In accordance with **RCW 42.24.080** and **RCW 42.24.090**, the following financial disbursements and payroll for **January 2026** 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: \$64,957.73 (Payroll Direct Deposit)

Accounts Payable Certification – RCW 42.24.090

Purpose

Presenter

Time

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: \$92,100.89 (Electronic Funds Transfer – Public Checking)

Non-Accounts-Payable Cash Disbursements Certification – RCW 42.24.090

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: \$5,914.37 (EFT – Public Checking)

Manual Checks: \$0.00

Total Disbursements for Approval (January 2026)

\$162,972.99

(Payroll \$64,957.73 + A/P \$92,100.89 + Non-A/P Electronic \$5,914.37 + Manual Checks \$0.00)

Recommended Board Action

Motion: Move to approve the audited financial disbursements and payroll for **January 2026**, totaling **\$162,972.99**, as presented.

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| B. | Specialized Transportation Service - Rooted School Vancouver - 26037-355 | Vote | Adrienne Mason | 2 m |
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Item: Approve Interlocal Agreement for Renewing Services (FY 2025–26) – **ESD 112 Specialized Transportation Services Cooperative** (Agreement No. **26037-355**).

Purpose: Participate in ESD 112’s regional cooperative to provide **specialized transportation services** for high-cost, low-incidence student transportation needs (shared ridership model).

Purpose

Presenter

Time

Term: February 1, 2026 – August 31, 2026 (with automatic annual renewal unless notice of nonrenewal is provided by **May 1, 2026**).

Financial Terms:

One-time Cooperative Assessment: \$15,000, paid over four annual payments of **\$3,750** (due Feb 2026; Sept 2026; Sept 2027; Sept 2028).

Annual Membership Fee: \$3,000 (for districts under 2,000 enrollment), invoiced annually.

Additional assessments may apply if program costs exceed revenue (pro-rata).

Mileage rate for certain supplemental services: **\$5.14 per mile**.

Recommended Board Action (Consent):

Motion: Move to approve and authorize the Executive Director (or designee) to execute the **ESD 112 Specialized Transportation Services Cooperative Interlocal Agreement (No. 26037-355)** for FY 2025–26, including associated fees and assessments as described in the agreement.

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| C. | ASB Governance & Fundraising Approvals
(Student Council Documentation Packet) | Vote | Adrienne Mason | 2 m |
|-----------|--|------|----------------|-----|

Purpose: Accept for the record and approve the ASB documentation package to ensure compliance, audit readiness, and centralized recordkeeping.

Attachments (included in board packet):

Approved **Student Council meeting minutes** documenting votes

ABB Constitution

ASB Bylaws

ASB Budget (approved by Student Council)

Recommended Board Action (Consent):

Motion: Move to approve the ASB Governance & Fundraising Documentation Packet as presented, including acceptance of Student Council vote minutes, adoption/acknowledgement of the Constitution/Bylaws summary, approval of the ASB budget.

Purpose Presenter Time

VII. BOARD INFORMATION/DISCUSSION ITEMS

6:33 PM

A. Financial Update (as of January 31, 2026) Discuss Katie Silberstein 10 m

Financial Position (as of January 31, 2026)

Assets: \$3,209,632.16

Liabilities: \$1,832,543.74

(a decrease of \$21,192.36 from December 31, driven primarily by reductions in accounts payable and credit card balance, and a small decrease in the construction loan payable)

Net Assets (Equity): \$1,377,088.42

Cash on Hand: \$945,235.49 in total bank accounts

(137 days cash on hand — well above the **60-day** benchmark, indicating a strong liquidity position)

Revenue & Expenditures (SY25–26 Year-to-Date, through January 2026)

- **Total Revenue: \$1,051,171**
- **(39.2% of budget;** includes state general/special purpose revenue and private grant revenue, including the remaining portion of the 24–25 Growth Grant and the \$50K ESWA grant)
- **Total Expenditures (FASB basis): \$938,459**
- **(38.7% of budget;** reflects pacing across salaries, benefits, contracted services, and operations)
- **Net Income (FASB): \$112,712 YTD**
- **Net Revenue (after depreciation): \$54,880.83**

Enrollment Update

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

January Enrollment (snapshot): 61.4 students

By grade actual (budget):

9th: 19 (35)

10th: 22 (25)

11th: 20.4 (20)

Purpose

Presenter

Time

SPED: Actual 21 vs budget 27

Enrollment remains below target and continues to be the primary structural risk because it directly reduces apportionment and categorical revenue (dashboard notes an estimated ~\$120K revenue decrease tied to the enrollment miss).

Key Financial Indicators

Public Revenue Received: 37% of budget (goal 40%) — below target due to enrollment miss and flagged for monitoring

Private Revenue Received: 72% of budget (goal 42%) — on target/strong to date

Expenditure Control (FASB, excl. depreciation): 38% of budget (goal 42%) — on target

Days Cash on Hand: 137 days (benchmark 60 days) — strong stability

Long-Term Financial Sustainability

The school continues to maintain strong liquidity (137 days cash), supported by disciplined expenditure pacing and strong private revenue progress year-to-date. However, long-term sustainability remains structurally constrained without:

Increased enrollment (moving toward 75–80 AAFTE to fully realize state and categorical revenues), and

Continued **private fundraising/grant acquisition** to buffer enrollment volatility and support mission-aligned programming.

B. 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.

Committees Scheduled to Report:

- **(Rhianna) Governance Committee** – New Board Member Onboarding & ED Evaluation

Purpose

Presenter

Time

• **(Lisa) Academic Excellence Committee** – Calendaring & New Policies

- **2320 & 2320P Field Trips**
- **Calendaring for 26-27 (by April)**
 - Career Fair -February 19
 - ACT Administration (June 13)
 - Rooted and Beyond Nights...
 - FAFSA Night (January 2027)
 - College Night College Tour Planning –College Bound Scholars
 - Internship & Scholarship Opportunities
 - College Day (Spring 2026)
 - Winter Formal & (Junior/Senior) Prom
 - Graduation & Awards
 - Grad Night

(Adrienne) Finance, Fund Development & Growth Committee – TBD

VIII. 26-27 Enrollment Update

Enrollment status vs target: current snapshot by grade and overall AAFTE compared to budget/goal.

- Currently enrollment is 65 students
- Need 45 students to reach budget goal of 110 (ideally we enrollment 50 new students by fall)

Recruitment funnel: how many inquiries, tours, applications, and confirmed enrollments (recent + YTD), plus main referral sources.

- 60 Leads
- 25 applications have been submitted
 - 16 for 26-27
 - 9 for 25-26

Outreach completed: tours/info sessions, community events, partner outreach, and any digital/marketing efforts.

- Open House on Feb 10th
- Ach' attended!! Thank you for the support

Purpose

Presenter

Time

- May 30th Sprinkle Community Market (Beloved Community Market)

Next 30–60 day plan: Targeted outreach (schools/community orgs), and follow-up cadence.

- Social media pressence
- 3 Student (paid) RSV interns will be creating content and partnering weekly a coach Daphney Rose Bitanga ([link](#))

Retention as recruitment: re-enrollment steps and family engagement/attendance supports to stabilize enrollment.

- Weekly Attendance team meetings

Barriers/risks: what's limiting enrollment (awareness, timing, transportation, competition, program fit, etc.).

- Facility planning with Steven (discussing with Clark College via Dr. Edwards support)

School Ops will be providign support in interim beginning mid-March

- Lead follow up
- Recruitment event support
- Monitoring applications etc.

IX. Executive Session (Estimated 10 minutes)

6:58 PM

- A. A. Executive Session — Legal Counsel
(Potential Litigation / Settlement Discussion)

5 m

Authority: RCW 42.30.110(1)(i) (*legal counsel / potential litigation*)

Purpose: Receive legal advice and discuss response strategy regarding a confidential pre-filing settlement offer (do **not** name the student/family publicly).

Expected duration: 10 minutes

Note: No final action will be taken in executive session.

Recommended Language ""The Board will now convene into executive session pursuant to RCW 42.30.110(1)(i) to discuss potential litigation and receive legal advice. The executive session is expected to last approximately 10 minutes. No final

	Purpose	Presenter	Time
action will be taken in executive session. The Board will reconvene in open session at its conclusion.”			

B. Return to Open Session (Action if needed)			5 m
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A. Possible Board Action — Direction to Counsel / Settlement Authority

Action: Board may authorize the Board Chair (and/or ED) to work with counsel to respond, negotiate, or pursue mediation parameters re: Confidential legal matter (potential litigation).

Recommended Action (if needed): “Move to authorize the Board Chair, in consultation with legal counsel, to respond to the confidential pre-filing settlement offer and to negotiate within parameters discussed in executive session.”

X. Closing Items			7:08 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