



## Rooted School - Washington

### Rooted School Vancouver Board Meeting

Published on March 22, 2026 at 8:43 AM PDT

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#### Date and Time

Tuesday March 24, 2026 at 6:00 PM PDT

#### 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			
<b>Student Representative:</b>			
Samantha Sanchez			
Crystal Rauda			
<b>School Officials:</b>			
Dr. Jamila Singleton: Executive Director - RSV			

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

<b>A.</b>	Approve Minutes from February 24, 2026 Regular Board Meeting	Approve Minutes	Adrienne Mason	2 m
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**Recommendation:** The board approves the minutes of the February 24, 2026 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**

<b>A.</b>	Reports, Requests, and Comments by Board Members	FYI	Adrienne Mason	5 m
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	Purpose	Presenter	Time
<b>A.</b>	Approval of Financial Disbursements and Payroll as Audited and Certified per RCW Regulations	Vote Adrienne Mason	2 m

In accordance with **RCW 42.24.080** and **RCW 42.24.090**, the following financial disbursements and payroll for **February 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. The February 2026 payroll direct deposit total is **\$68,416.65**.

**Approved Amount: \$68,416.65** (*Payroll 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. The February 2026 accounts payable total is **\$113,315.17**.

**Approved Amount: \$113,315.17** (*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. The February 2026 non-accounts-payable cash disbursement total is **\$7,823.15**.

**Approved Amount:**

**Electronic Payments: \$7,823.15** (*EFT – Public Checking*)

**Manual Checks: \$0.00**

**Total Disbursements for Approval (February 2026)**

**\$189,554.97**

(*Payroll \$68,416.65 + A/P \$113,315.17 + Non-A/P Electronic \$7,823.15 + Manual Checks \$0.00*)

**Recommended Board Action**

Purpose Presenter Time

**Motion:** Move to approve the audited financial disbursements and payroll for **February 2026**, totaling **\$189,554.97**, as presented.

**VII. BOARD INFORMATION/DISCUSSION ITEMS**

**6:22 PM**

**A.** Financial Update (as of February 28, 2026) Discuss Jamila Singleton 10 m

**Assets: \$3,150,642.44**

**Liabilities: \$1,844,535.19**

**Change in Liabilities:**

Liabilities **decreased by \$19,248.88 from January 31, 2026**, driven primarily by lower accounts payable, payoff of the credit card balance, and a small reduction in the construction loan payable.

**Net Assets (Equity): \$1,306,107.25**

**Cash on Hand: \$924,193.21** in total bank accounts

**Days Cash on Hand: 134 days**

This remains well above the **60-day benchmark**, indicating a strong liquidity position.

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

**Total Revenue: \$1,267,918**

**(47.3% of budget; includes public revenue and grant revenue, including the remaining portion of the 24–25 Growth Grant and the \$50K ESWA grant)**

**Total Expenditures (FASB basis): \$1,168,355**

**(48.2% of budget; reflects pacing across salaries, benefits, contracted services, school operations, and facilities)**

**Net Income (FASB): \$99,563 YTD**

**Net Revenue (after depreciation): (\$16,100.34)**

**Enrollment Update**

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

**February Enrollment (snapshot): 61.4 students**

**By grade actual (budget):**

**9th: 19 (35)**

**10th: 22 (25)**

**11th: 21.6 (20)**

**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. Current reporting notes an estimated **~\$120K revenue decrease** tied to the enrollment shortfall.

### Key Financial Indicators

- **Public Revenue Received: 45% of budget** (*goal: 48%*) — below target due to enrollment miss and flagged for monitoring.
- **Private Revenue Received: 73% of budget** (*goal: 50%*) — on target/strong to date.
- **Expenditure Control (FASB, excl. depreciation): 48% of budget** (*goal: 50%*) — on target.
- **Days Cash on Hand: 134 days** (*benchmark: 60 days*) — strong stability.

### Long-Term Financial Sustainability

- The school continues to maintain strong liquidity, with **134 days cash on hand**, 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 AAFTE or higher** to better realize state and categorical revenues
- **Continued private fundraising and grant acquisition** to buffer enrollment volatility and sustain mission-aligned programming

#### B. Policies (First Read)

Discuss

Jamila Singleton

5 m

<Academic Excellence>

2320- Field Trips

2320P- Field Trips Procedure

Rooted School Vancouver's field trip policy has been updated to reflect current operational procedures and safety standards. The revised policy retains the board's existing framework governing curricular alignment, overnight and out-of-state trip approval, while adding specific procedural guidance for staff, chaperones, and off-campus activities.

<Governance>

1630-Evaluation of the Superintendent

	Purpose	Presenter	Time
<b>C.</b> Retreat/Spring Planning January 31 Action Items <see brief attached>	Discuss	Adrienne Mason	10 m
<b>D.</b> 26-27 Calendar (1st read)  The board is asked to review the proposed 2026–27 school year calendar and provide feedback prior to formal adoption. This is a first reading. No vote is required at this meeting.	Discuss	Jamila Singleton	5 m

**VIII. Board Actions**

**6:52 PM**

<b>A.</b> PTO Policy	Vote	Jamila Singleton	8 m
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RSV has updated its staff leave framework for 2025–2026 to replace role-specific accrual models with a single, unified PTO bank. This change simplifies administration, ensures equitable day-one access for all staff, and keeps RSV in full compliance with Washington State Paid Sick Leave requirements under RCW 49.46.

- One unified PTO bank replaces separate sick and personal leave categories across all roles
- All PTO is front-loaded at the start of the contract or school year — no waiting period for any employee
- Certificated and classified staff may carry over up to 5 unused PTO days (max 17-day starting balance)
- Administrative Leadership and Office Manager PTO does not roll over and is forfeited at year-end
- Unused PTO is forfeited at separation — no payout upon resignation or termination

The updated policy was developed by the Executive Director in coordination with the JGP, once approved will be shared with staff. Board adoption formalizes the policy as the governing leave framework for the school year.

[Current staff handbook](#)

**IX. Executive Session (Estimated 10 minutes)**

**7:00 PM**

<b>A.</b> A. Executive Session — Legal Counsel (Potential Litigation / Settlement Discussion)			5 m
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Purpose

Presenter

Time

**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 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

**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**

**7:10 PM**

**A.** Reminder and Important Dates

FYI

Adrienne Mason

2 m

ACTION NEEDED: F1 due Tuesday 4/15 for all board members -- the form can be found [here](#)--email to Jamila by Friday, please.

[Apr1 Governance Committee -April](#)

1:00 - 2:00 pm

[Apr132026](#)

	Purpose	Presenter	Time
	<a href="#">Bi-Monthly Fund/Partnerships/Growth Committee</a>		
	9:00 - 10:00 am		
	<b><a href="#">Apr132026</a></b>		
	<a href="#">Academic Excellence Committee (Virtual)</a>		
	3:00 - 4:00 pm		
	<b><a href="#">Apr182026</a></b>		
	<a href="#">Special Meeting: FY'26 Spring Retreat and Budget Session</a>		
	10:00 - 3:00 pm		
	<b><a href="#">Apr282026</a></b>		
	<a href="#">Rooted School Vancouver Board Meeting</a>		
<b>B.</b>	Adjourn Meeting	FYI	Adrienne Mason
	<b>Motion: The motion was made to adjourn the meeting.</b>		1 m
	The meeting was adjourned at X:XX PM PST		