



## Rooted School - Washington

### Rooted School Vancouver Board Meeting

Published on April 26, 2026 at 6:58 PM PDT

Amended on April 28, 2026 at 5:43 PM PDT

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#### Date and Time

Tuesday April 28, 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

	Purpose	Presenter	Time
Lisa White - Board Member			
Ashley Duncan - Board Member			
Student Representative:			
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 March 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.

<b>B.</b> Approval Of Special Meeting Minutes (April 18th)	Approve Minutes	Adrienne Mason	2 m
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**III. Communications 6:06 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.

Purpose Presenter Time

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

- A.** Reports, Requests, and Comments by Board Members 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.** Student Rep Board Report FYI Samantha & Crystal 5 m

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**

- A.** Compliance Dashboard – April Review Vote Adrienne Mason 5 m

**Purpose of Agenda Item**

To discuss dashboard and guidance from the commission.

**Recommended Board Action**

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

**VI. Consent Agenda 6:22 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.)

	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 March 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 March 2026 payroll direct deposit total is \$71,179.86.  
 Approved Amount: \$71,179.86 (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 March 2026 accounts payable total is \$150,953.30.  
 Approved Amount: \$150,953.30

- Electronic Funds Transfer – Public Checking: \$148,953.30
- Electronic Funds Transfer – Private Savings: \$2,000.00

**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 March 2026 non-accounts-payable cash disbursement total is \$7,280.51.  
 Approved Amount:

- Electronic Payments: \$7,280.51 (EFT – Public Checking)
- Manual Checks: \$0.00

**Total Disbursements for Approval (March 2026)** \$229,413.67 (Payroll \$71,179.86 + A/P \$150,953.30 + Non-A/P Electronic \$7,280.51 + Manual Checks \$0.00)

**Recommended Board Action Motion:** Move to approve the audited financial disbursements and payroll for March 2026, totaling \$229,413.67, as presented.

<b>B.</b>	Policies	Vote	Adrienne Mason	2 m
	2320- Field Trips			

	Purpose	Presenter	Time
2320P- Field Trips Procedure			
<b>C.</b> 26-27 calendar	Vote	Adrienne Mason	2 m
26-27 Calendar (2nd read)			

### Community and Student Events

The calendar preserves the family- and community-facing events that anchor each year, including:

- Family BBQ (August) and End-of-Year BBQ (May)
- Back to School Night / Conferences (September 10)
- Parent–Teacher Conferences (October 28)
- Student Exhibition (March 17) and Student-Led Conferences (June 1)
- Rooted and Beyond Nights, FAFSA Night, Career Fair, and College Day
- ACT and SAT test dates, plus SBAC ELA/Math testing for 10th graders (April 26–30)
- Junior/Senior Prom, Senior Night, and Graduation (June 11)

### Recommendation

I recommend the Board approve the 2026–27 academic calendar as proposed. Adoption at the April 28 meeting allows administration, staff, and families adequate lead time to plan for the upcoming school year and gives the operations team a green light to publish the calendar to the school website and family portal.

<b>D.</b> Staff Policy Update	Vote	Adrienne Mason	2 m
PTO Policy Revision			

## VII. BOARD INFORMATION/DISCUSSION ITEMS 6:30 PM

<b>A.</b> Financial Update (as of March 31, 2026)	Discuss	Jamila Singleton	3 m
<b>Assets:</b> \$3,064,031.12			
<b>Liabilities:</b> \$1,754,548.52			
<b>Change in Liabilities:</b> Liabilities decreased by \$39,154.62 from February 28, 2026, driven primarily by lower accounts payable (down \$33,196.13), payoff of the credit card balance (now a small credit of \$1,606.60), and a modest reduction in the construction loan payable (down \$3,907.83).			
<b>Net Assets (Equity):</b> \$1,309,482.60			
<b>Cash on Hand:</b> \$878,620.54 in total bank accounts			

**Days Cash on Hand:** 127 days This remains well above the 60-day benchmark, indicating a strong liquidity position.

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

Total Revenue: \$1,481,542 (55.3% 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): \$1,391,715 (57.5% of budget; reflects pacing across salaries, benefits, contracted services, school operations, and facilities)

Net Income (FASB): \$89,827 YTD

Net Revenue (after depreciation): (\$25,835.99)

**Enrollment Update**

Average Annual FTE: 62.9 (target: 75) — 84% of budgeted enrollment March

Enrollment (snapshot): 63.5 students

By grade actual (budget):

- 9th: 20 (35)
- 10th: 23 (25)
- 11th: 20.5 (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: 54% of budget (goal: 58%) — below target due to enrollment miss and flagged for monitoring.
- Private Revenue Received: 73% of budget (goal: 58%) — on target/strong to date.
- Expenditure Control (FASB, excl. depreciation): 57% of budget (goal: 58%) — on target.
- Days Cash on Hand: 127 days (benchmark: 60 days) — strong stability.

**Long-Term Financial Sustainability**

- The school continues to maintain strong liquidity, with 127 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

	Purpose	Presenter	Time
<ul style="list-style-type: none"> <li>Continued private fundraising and grant acquisition to buffer enrollment volatility and sustain mission-aligned programming</li> </ul>			
<b>B. Policies (Read)</b> <Governance> 1630-Evaluation of the Superintendent ( <a href="#">needs to be updated</a> )  Executive Director Evaluation <a href="#">Draft</a>  Board of Trustees Job Description <a href="#">Draft</a>	Discuss	Rhianna Johnson	10 m
<b>C. Updating Board Bylaws</b>  Discussion on potential updates to the Bylaws, including 4 year terms for Board of trustees. <a href="#">2026 Revision to Bylaws</a>	Discuss	Ach' (Sheila) Davis	10 m
<b>D. Empowering the Board</b>  Spring 26 to Spring 27 Calendar 1) Sign up for 1 each event Fall Winter/, Spring, Summer (3x a year) 2) What else do we need to know about that we should be attending as a team?	Discuss	Ach' (Sheila) Davis	20 m
<b>E. Enrollment Support</b>  JS will share the enrollment support overview	Discuss	Jamila Singleton	15 m

## VIII. Board Actions

7:28 PM

Discussion on Board Term Renewals

- Nikki Chen (expires June 2026)
- Lisa White (expires July 2026)
- Ashley Duncan (expires July 2026)
- Adrienne Mason (expires Aug 2026)

	Purpose	Presenter	Time
<b>A.</b> Board Member Renewal--Ach' Sheila Davis	Vote	Adrienne Mason	2 m

**Background:**

In accordance with Rooted School Vancouver’s bylaws and WSSDA model governance practices, the Board reviews and renews expiring board member terms to ensure continuity of leadership and governance. The Board is asked to consider reinstating Ach' Sheila Davis for an additional term of service.

**Action Requested:**

The Board will vote to approve or deny the reinstatement of **Ach' Sheila Davis** to serve a new term of 1 **year**.

**Proposed Motion:**

“I move that the Rooted School Vancouver Board of Directors approve the reinstatement of **Ach' Sheila Davis** for a new term of one year, beginning January 24, 2026 and ending January 30, 2027”

<b>B.</b> Board Member Vote --Abby Lovett-Uddin	Vote	Adrienne Mason	2 m
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**Action Requested:**

The Board will vote to approve or deny Abby Lovett-Uddin to serve a term of two years from April 18, 2026 to April 18, 2028.

**Proposed Motion:**

“I move that the Rooted School Vancouver Board of Directors approve the a new term of two years, beginning April 18, 2026 and ending April 18, 2028”

**IX. Closing Items 7:32 PM**

<b>A.</b> Reminder and Important Dates	FYI	Adrienne Mason	2 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