Rooted School - Washington

Rooted School Vancouver Board Meeting

Published on July 22, 2026 at 3:06 PM PDT
Amended on July 28, 2026 at 5:51 PM PDT

Date and Time

Tuesday July 28, 2026 at 6:00 PM PDT

Location

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

Zoom Link:
https://us06web.zoom.us/j/87593051860?pwd=4NBzcl28YlaOEhQEqoobEVUJlKt4Gq.1

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:

	Purpose	Presenter	Time

Adrienne Mason: Board Chairperson
Ach' (Sheila) Davis: Board Secretary
Lisa White - Board Member
Ashley Duncan - Board Member
Dr. Abby Lovett-Uddin - Board Member
Dr. Jarrod Lockhart - Board Member

School Officials:
Dr. Jamila Singleton: Executive Director - RSV

II. Approval of Minutes — 6:02 PM

		Purpose	Presenter	Time
A.	Approve Minutes from June 23, 2026 Regular Board Meeting	Approve Minutes	Adrienne Mason	2 m

Recommendation: The board approves the minutes of the June 23rd regular board meeting.

III. Communications — 6:04 PM

		Purpose	Presenter	Time
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.

IV. REPORTS, REQUESTS, AND COMMENTS BY BOARD MEMBERS — 6:05 PM

		Purpose	Presenter	Time
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.	Empowering the Board	Discuss	Ach' (Sheila) Davis	8 m

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?

V. Consent Agenda — **6:18 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

In accordance with RCW 42.24.080 and RCW 42.24.090, the following financial disbursements and payroll for June 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 June 2026 payroll direct deposit total is $66,437.16.
Approved Amount: $66,437.16 (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 June 2026 accounts payable total is $180,139.77.

	Purpose	Presenter	Time

Approved Amount: $180,139.77
Electronic Funds Transfer – Public Checking: $178,124.77
Electronic Funds Transfer – Private Savings: $2,015.00

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 June 2026 non-accounts-payable cash disbursement total is $8,623.54.
Approved Amount:
Electronic Payments – Public Checking: $8,613.54
Electronic Payments – Private Savings: $10.00
Manual Checks: $0.00

Total Disbursements for Approval (June 2026) $255,200.47 (Payroll $66,437.16 + A/P $180,139.77 + Non-A/P $8,623.54 + Manual Checks $0.00)
Recommended Board Action Motion: Move to approve the audited financial disbursements and payroll for June 2026, totaling $255,200.47, as presented.

B.	26-27 TBIP Plan	Vote		

What Changed

Compliance. the four ESSA-required program-evaluation data elements with a Continuous Improvement Plan (WAC 392-160-028), the staffing/FTE table, the student-records section, and Title III services for American Indian/Alaska Native students.
Staffing and endorsement clarity. The plan now states that all TBIP-funded teachers hold an ELL endorsement (WA code 3336)

[DRAFT] 26-27 TBIP Plan

C.	26-27 HiCap Plan	Vote		

Plan keeps the same structure and compliance foundation (RCW 28A.185, WAC 392-170) as the prior version. The updates below improve compliance clarity, remove redundancy, and make the plan operational. No changes narrow student eligibility or reduce services.
What Changed

	Purpose	Presenter	Time

- **Staff Development consolidated.** Three overlapping professional-development sections were merged into one four-part section: referral training, OSPI HiCap Plus modules, observation & coaching, and PLCs.
- **Implementation timeline added.** A month-by-month timeline now operationalizes the plan — identification cycle, ILPs, professional development, program evaluation, and all OSPI/CEDARS reporting deadlines — aligned to RSV's adopted calendar and the Team Ownership calendar.
- **Improved referral form.** Redesigned as a structured, fillable form with a WAC 392-170-036 characteristics checklist and a supporting-evidence section.
- **Usability.** Applied RSV branding, added a clickable table of contents, and organized appendices (Communication Plan, Referral Form, MTSS Data Dive Protocol).

[DRAFT] RSV HiCap Plan Final 2026-2027

	Item	Purpose	Presenter	Time
D.	Revised 26-27 Financial Policies and Procedures Manual	Vote	Jamila Singleton	

- Removed Finance Committee and Treasurer from org chart; their duties reassigned to the full Board of Trustees.
- Policy exceptions now require Board of Trustees approval (was Finance Committee).
- Audit firm selection and auditor entrance/exit conference authority moved to Board of Trustees (was Finance Committee).
- Budget approval: ED presents directly to Board of Trustees for vote (removed Finance Committee review step).
- Financial reporting: reports go to Board of Trustees; ED or JGP presents at meetings (was Treasurer).
- Corrected budget deadlines: July 10 = public availability + F-203/F-195/F-195F to OSPI (not the Commission); Aug 31 = Board-approved budget to the WA Charter School Commission.

[DRAFT] RSV Financial Policies and Procedures Manual (UD 2026 06)

	Item	Purpose	Presenter	Time
E.	Staff Handbook Update	Vote	Jamila Singleton	

- Restructured to mirror the Student & Family Handbook format (9 parts, family/staff/procedure style)

	Purpose	Presenter	Time

- Added compliance & safety sections: Special Ed/504, Title IX, HIB, McKinney-Vento, restraint/isolation, threat assessment, student records/FERPA, expanded suicide prevention & discipline, complaint ladder
- Aligned employment policies with the FPPM (credit cards, mileage, personnel files, Extended Day/Year pay, political activity, tech policy, emergency appointments, time & effort)
- Published real 2026–27 salary schedule; replaced old leave system with the April 2026 Board-approved PTO Policy
- Added teacher/paraeducator/admin/ED evaluation frameworks
- New resource hub; safety contacts now named by role; leadership contacts updated
- Still open: grading scale & grading procedure (will address in August/September PD)

[DRAFT] 26-27 Handbook Link

		Purpose	Presenter	Time
F.	Student and Family Handbook	Vote	Adrienne Mason	

[Draft] 26-27 Student & Family Handbook

		Purpose	Presenter	Time
G.	ASB Budget Approval	Vote	Adrienne Mason	

Annual budget. The Student Government Finance Committee, with the ASB Advisor, prepares an annual ASB budget and submits it to the Executive Director (or designee) for consolidation. The Executive Director then presents the ASB budget to the Board of Trustees for its review, revision, and approval, consistent with WAC 392-138-110

ASB Budget 26-27

		Purpose	Presenter	Time
H.	RSV Self-Certification of Micropurchase Threshold	Vote	Adrienne Mason	1 m

Adoption of Micro-Purchase Self-Certification Threshold (Federal Funds)
The Board will review the Executive Director's FY26 Micro-Purchase Threshold Risk Assessment and consider adopting a self-certified $50,000 micro-purchase threshold for federally funded procurements, as permitted under 2 CFR §200.320(a)(1)(iv) and RSV's Financial Policies & Procedures Manual (FPPM pp. 21–22).

Board Memo MicroPurchase Self-Certification Overview

	Purpose	Presenter	Time

RSV Micro Purchase Risk Assessment

Motion & Vote Record

XX made a motion to adopt the Micro-Purchase Self-Certification Threshold Risk Assessment and authorize the $50,000 self-certified threshold for federally funded procurements, as stated above.

VI. BOARD ACTION ITEMS — 6:21 PM

	Purpose	Presenter	Time
A. 26-27 Teacher Certifications	Vote	Adrienne Mason	5 m

RESOLVED, that the Board of Directors of Rooted School Vancouver approves the following 2026-27 certification actions, each effective prior to the individual's first day of instruction:

Board Memo (26-27 Certifications)

FYI: 26-27 Personnel Report

	Purpose	Presenter	Time
B. Compliance Dashboard (July)	Vote	Adrienne Mason	3 m

Purpose of Agenda Item

To discuss dashboard and guidance from the commission.

Link

Recommended Board Action

> *“I move that the Board receive and accept the July 2026 Compliance Dashboard.*

	Purpose	Presenter	Time
C. Budget Extension	Vote	Adrienne Mason	5 m

Recommended Motion

	Purpose	Presenter	Time

Move to adopt Resolution **# 25/26-01** authorizing a 2025–26 budget extension in the amount of $100,000 in additional total expenditure, and to direct the Executive Director to submit the revised F-200 to OSPI via EDS.

		Purpose	Presenter	Time
D.	Revised Bylaws 2022>>>2026	Vote	Adrienne Mason	8 m

Changes have been made and cross-referenced with the Financial Policies & Procedures Manual, in addition to the Commission Compliance expectations.

- Adjusted the Board terms of Office
- Removed Vice Chair and Treasurer as officers; Treasurer's duties moved to Chair.
- CEO = Executive Director (same role, now stated explicitly).
- Salary approval clarified: Board sets CEO/CAO pay; CEO sets other staff pay within approved budget.
- Contract signing (Art. XII) realigned to match FPPM: CEO/DOO sign routine contracts; >$40,000 needs prior Board approval; only major transactions (asset sales, mergers, dissolution) need Chair/Secretary signature.
- New Art. XIV (OPMA): training expanded from OPMA-only to 4 required topics.
- New Art. XV (Conflict of Interest): added RCW 42.23, contract-interest rule, annual F-1 disclosure filing, Commission approval required for policy changes.
- New Art. XVI: budget date fixed — public/OSPI-ready July 10, Board adoption by Aug 31.
- New Art. XVII: bylaws changes must be reported to Commission within 5 days.
- Fixed numbering errors and a leftover Treasurer reference.

RSV_bylaws (to be approved July 2026)

		Purpose	Presenter	Time
E.	Authorization to Deposit Public Funds and Transfer Private Funds — Heritage Bank Accounts	Vote	Adrienne Mason	2 m

Purpose of Agenda Item

To authorize depositing RSV's public funds into the new Heritage Bank public NOW checking account and transferring RSV's private funds into the new Heritage Bank nonprofit interest-plus checking account, completing the banking transition the Board approved on June 23, 2026.

Recommended Board Action

	Purpose	Presenter	Time

"I move that the Board authorize the Executive Director to deposit RSV's public funds into the Heritage Bank public NOW checking account and transfer RSV's private funds into the Heritage Bank nonprofit interest-plus checking account, as presented."

RSV_Board_Action_Bank_Funds_Deposit_Transfer

		Purpose	Presenter	Time
F.	26-27 Budget Adoption	Vote	Jamila Singleton	10 m

Pursuant to RCW 28A.505.050, the Board of Trustees will hold a public hearing on the proposed FY2026-27 operating budget. Any person may appear and be heard for or against any part of the budget, the four-year budget plan, or any proposed changes to the use of enrichment funding. Following the hearing, the Board will consider adoption of the budget.

Chair's script to open/close the hearing:
"The Board will now open the public hearing on the proposed FY2026-27 budget, noticed pursuant to RCW 28A.505.050. [Take public comment.] Hearing no further comment, the public hearing is closed."

Resolution (attached below)
APPROPRIATION LEVEL-- General Fund $ 2,846,264

Motion language for the minutes:
[NAME] made a motion to adopt the FY2026-27 operating budget as presented [or: as amended to reflect _______], effective July 1, 2026, pursuant to RCW 28A.505.050. [NAME] seconded the motion.

2026-27 Budget Packet Overview
26-27 Budget Adoption Resolution

VII. BOARD INFORMATION/DISCUSSION ITEMS — 6:54 PM

		Purpose	Presenter	Time
A.	Financial Update (as of June)	Discuss	Jamila Singleton	5 m

Long-Term Financial Sustainability
The school continues to maintain adequate liquidity, with 95 days cash on hand, though this has declined from 140 days in April. Expenditures are now running ahead of pace (94% of budget at month 10 of 12), with the dashboard projecting a 102%

	Purpose	Presenter	Time

year-end overage driven by the legal settlement and Executive Management staffing increase. 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
- Monitoring of the projected year-end expenditure overage to avoid drawing down cash reserves further

Financial Update Overview

	Purpose	Presenter	Time
B. ED Report & School Improvement (preview for August 7th)	Discuss	Jamila Singleton	10 m

1. Celebrations and Key Results
2. School Improvement Plan (Draft/per policy 2005)

- Student and Family Summer Survey

1. School Specific Goals (Commission) (draft due to commission Aug. 3--final approval in September)

- Stretch Option
- Realistic Option

VIII. Executive Session — 7:09 PM

	Purpose	Presenter	Time
A. Executive Session	FYI	Adrienne Mason	10 m

Pursuant to RCW 42.30.110(1)(g), the Board will recess into executive session to review the performance of a public employee.

Anticipated duration: 10 minutes. No final action will be taken in executive session.

IX. Closing Items — 7:19 PM

	Purpose	Presenter	Time
A. Reminder and Important Dates	FYI	Adrienne Mason	2 m
B. Adjourn Meeting	FYI	Adrienne Mason	1 m

Motion: The motion was made to adjourn the meeting.

	Purpose	Presenter	Time

The meeting was adjourned at X:XX PM PST