



## Rooted School - Washington

### Rooted School Vancouver Board Meeting

Published on May 21, 2026 at 2:10 PM PDT

Amended on May 26, 2026 at 4:38 PM PDT

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#### Date and Time

Tuesday May 26, 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
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<b>I. Opening Items</b>			<b>6:00 PM</b>
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<b>A.</b> Call the Meeting to Order	Vote	Adrienne Mason	1 m
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<b>B.</b> Record Attendance	Vote	Adrienne Mason	1 m
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**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			
Abby Lovett-Uddin - Board Member			

Student Representative:  
Samantha Sanchez  
Crystal Rauda

**School Officials:**  
Dr. Jamila Singleton: Executive Director - RSV  
Dr. Sarah Yee: Interim/Sub Director of Operations

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

<b>A.</b>	Approve Minutes from April 28, 2026 Regular Board Meeting	Approve Minutes	Adrienne Mason	2 m
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**Recommendation:** The board approves the minutes of the April 28 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.

Purpose Presenter Time

**IV. REPORTS, REQUESTS, AND COMMENTS BY BOARD MEMBERS 6:05 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. ED Report 6:15 PM**

- A.** ED Updates FYI Jamila Singleton 10 m

- Enrollment update
- 26–27 recruitment pipeline update
- SBAC state testing recap (testing wraps the week of April 28)
- Survey data debrief — Johns Hopkins (Excel export) and Catalyze (link)
- Revised Budget Timeline

[ED Updates \(May 2026\)](#)

**VI. BOARD ACTION ITEMS**

**VII. Consent Agenda 6:25 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 April 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 April 2026 payroll direct deposit total is \$59,951.87.

Approved Amount: \$59,951.87 (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 April 2026 accounts payable total is \$92,841.33.

Approved Amount: \$92,841.33

- Electronic Funds Transfer – Public Checking: \$87,428.05
- Electronic Funds Transfer – Private Savings: \$5,413.28

**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 April 2026 non-accounts-payable cash disbursement total is \$11,650.77.

Approved Amount:

- Electronic Payments: \$11,650.77 (EFT – Public Checking)
- Manual Checks: \$0.00

Total Disbursements for Approval (April 2026) \$164,443.97 (Payroll \$59,951.87 + A/P \$92,841.33 + Non-A/P Electronic \$11,650.77 + Manual Checks \$0.00)

**Recommended Board Action** Motion: Move to approve the audited financial disbursements and payroll for April 2026, totaling \$164,443.97, as presented.

One note: the certification documents state "As of May 26, 2026, the Board approves payments totaling..." — so these are slated for the May 26 board meeting. The figures all reconcile against the certification page and the registers.

	Purpose	Presenter	Time
Sources: April Financials folder — 4 - Payroll & AP Certification Apr 2026.pdf, 5 - Payroll Summary Apr 2026.pdf, 6a - AP Register Apr 2026.pdf, 6b - Non-AP Cash Disbursements Apr 2026.pdf			
<b>B.</b>	Action: Personnel (25-26)	Vote	Jamila Singleton
<p><b>Purpose:</b> To approve a staff appointment for the open Humanities position. The candidate has been recommended by the Executive Director and meets applicable Washington State requirements for employment.</p> <p><b>Background:</b> Paige Pearson is recommended for appointment to World Language teacher, as of January 2026 through June 2026, under classification <b>C270700 – Emergency Substitute Teacher</b>, due to the unavailability of a regularly certificated candidate. This move occurred when Ana Gonzalez-Pulido took on the Humanities/History position.</p> <p><b>Recommended Motion:</b> "I move that the Board approve the appointment of Paige Pearson to the open Humanities position under classification C270700 (Emergency Substitute Teacher), contingent upon successful background checks and compliance with certification requirements, as recommended by the Executive Director."</p>			
<b>C.</b>	Board Job Description	Discuss	Adrienne Mason
<a href="#">Policy Copy</a> for final approval			
<b>D.</b>	Compliance Dashboard	Vote	Adrienne Mason
<p><b>Purpose of Agenda Item</b> To discuss dashboard and guidance from the commission. <a href="#">Link</a></p> <p><b>Recommended Board Action</b></p> <p><i>"I move that the Board receive and accept the May 2026 Compliance Dashboard.</i></p>			
<b>E.</b>	CTE 4 Year Strategic Plan	Vote	Adrienne Mason
<p><b>Year 1 underway.</b> <b>Strategic Plan ready <a href="#">HERE</a> for Board approval.</b></p>			

**VIII. BOARD INFORMATION/DISCUSSION ITEMS**

**6:27 PM**

**A.** Financial Update (as of April 30, 2026) Discuss Jamila Singleton 3 m

**Assets:** \$3,101,554.43

**Liabilities:** \$1,827,440.84

**Change in Liabilities:** Liabilities increased by \$66,850.14 from March 31, 2026, driven primarily by a temporary spike in accounts payable (up \$80,098.68 to \$100,710.23 at month-end). This was partially offset by full payoff of the credit card balance (now \$0.00, down \$4,435.58), continued paydown of the construction loan payable (down \$5,554.90 to \$1,056,392.24), and a modest reduction in other current liabilities (down \$3,258.06, mainly retirement and use tax payable).

**Net Assets (Equity):** \$1,274,113.59

**Cash on Hand:** \$970,381.98 in total bank accounts

**Days Cash on Hand:** 140 days — This remains well above the 60-day benchmark, indicating a strong liquidity position.

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

Total Revenue: \$1,710,698 (63.8% 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): \$1,656,240 (68.4% of budget; reflects pacing across salaries, benefits, contracted services, school operations, and facilities)

Net Income (FASB): \$54,458 YTD

Net Revenue (after depreciation): (\$61,205.00)

**Enrollment Update**

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

Enrollment (snapshot): 63.5 students

By grade actual (budget):

- 9th: 21 (35)
- 10th: 22 (25)
- 11th: 20.5 (20)

SPED: Actual 21 vs. budget 27

Enrollment remains below target. Current reporting notes an estimated ~\$122K revenue decrease tied to the enrollment shortfall.

**Key Financial Indicators**

- Public Revenue Received: 63% of budget (goal: 67%)

	Purpose	Presenter	Time
<ul style="list-style-type: none"> <li>• Private Revenue Received: 73% of budget (goal: 67%)</li> <li>• Expenditure Control (FASB, excl. depreciation): 67% of budget (goal: 67%) — on target; year-end projection is 100% of budget.</li> <li>• Days Cash on Hand: 140 days (benchmark: 60 days) — strong stability.</li> </ul>			
<b>Long-Term Financial Sustainability</b>			
<ul style="list-style-type: none"> <li>• The school continues to maintain strong liquidity, with 140 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: <ul style="list-style-type: none"> <li>◦ Increased enrollment, moving toward 75 AAFTE or higher to better realize state and categorical revenues</li> <li>◦ Continued private fundraising and grant acquisition to buffer enrollment volatility and sustain mission-aligned programming</li> </ul> </li> </ul>			
<b>B. Policies (1st Read) [Academic Excellence Committee]</b>	Discuss	Lisa White	15 m
<ol style="list-style-type: none"> <li>1. 2005 School Improvement Plans <a href="#">Policy</a></li> <li>2. 2414 Community Service <a href="#">Policy</a> and <a href="#">Procedure</a> [Context: Overview of the new 26-27 CTE Course-<a href="#">Worksite Learning</a>]</li> <li>3. 2145 Suicide Prevention <a href="#">Policy</a> and <a href="#">Procedure</a></li> <li>4. 5252 Maintaining Professional/Student Boundaries <a href="#">Policy</a> and <a href="#">Procedure</a></li> </ol>			
<b>C. Updating Board Bylaws &amp; Board Onboarding/Handbook</b>	Discuss	Ach' (Sheila) Davis	10 m
Discussion on potential updates to the Bylaws, including 4 year terms for Board of trustees.			
<a href="#">2026 Draft</a> (Bylaws)			
<a href="#">2026 Handbook</a>			
<b>D. Empowering the Board</b>	Discuss	Ach' (Sheila) Davis	8 m
<a href="#">Spring 26 to Spring 27 Calendar</a>			
<ol style="list-style-type: none"> <li>1) Sign up for 1 each event Fall Winter/, Spring, Summer (<b>3x a year</b>)</li> <li>2) What else do we need to know about that we should be attending as a team?</li> </ol>			
<b>E. Enrollment Support</b>	Discuss	Sarah Yee	10 m

Purpose Presenter Time

JS will share the enrollment support overview with Dr. Yee.

**IX. Executive Session 7:13 PM**

**A. Executive Session — Review of Employee Performance 5 m**

Pursuant to RCW 42.30.110(1)(g), the Board will recess into executive session to review the performance of a public employee. The executive session is expected to last approximately 10 minutes. No action will be taken in executive session; the Board will return to open session before adjournment.

**X. Board Actions 7:18 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)

**A. Board Member Extensions--Lisa White, Adrienne Mason, Ashley Duncan, Nikki Chen Vote Adrienne Mason 8 m**

**Background:**

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 renewing an additional term of service.

**Action Requested:**

1. The Board will vote to approve or deny the renewal of Lisa White to serve a new term of 2 years.
2. The Board will vote to approve or deny the renewal of Adrienne Mason to serve a new term of 2 years.
3. The Board will vote to approve or deny the renewal of Ashley Duncan to serve a new term of 2 years.

	Purpose	Presenter	Time
4. The Board will vote to approve or deny the renewal of Nikki Chen to serve through January 2027.			

**XI. Closing Items**

**7:26 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