



Rooted School - Washington

Rooted School Vancouver Board Meeting

Published on June 21, 2026 at 8:18 AM PDT

Amended on June 23, 2026 at 4:32 PM PDT

Date and Time

Tuesday June 23, 2026 at 6:00 PM PDT

Location

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

Agenda

	Purpose	Presenter	Time
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I.	Opening Items		6:00 PM
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A.	Call the Meeting to Order	Vote	Adrienne Mason	1 m
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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

Rhianna Johnson - Board Member

Lisa White - Board Member

	Purpose	Presenter	Time
Ashley Duncan - Board Member			
Abby Lovett-Uddin - Board Member			

Student Representative:
Samantha Sanchez
Michelle Rauda

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

Guests:
Dr. Jarrod Lockhart (Prospective Board member)

II. Approval of Minutes 6:02 PM

A.	Approve Minutes (May 2026)	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

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			6:05 PM
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| A. | Student Rep Board Report | FYI | Samantha & Michelle | 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.

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| B. | 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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| C. | Empowering the Board | Discuss | Ach' (Sheila) Davis | 8 m |
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[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. BOARD INFORMATION/DISCUSSION ITEMS			6:23 PM
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| A. | 26-27 Budget Discussion (1st Read) | Discuss | Jamila Singleton | 15 m |
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Purpose

The Board is asked to review the 2026–27 draft budget and multi-year cash projection and provide feedback ahead of formal adoption at a future meeting.

Background

The draft assumes enrollment of 98 students (including 6.15 Running Start FTE) and adds 12th grade, so RSV will operate all grades (9–12). Personnel costs are ~63% of operating costs. Key revenue changes from the prior year: loss of levy equalization (~\$1,500/student) and wind-down of CSP and WA Charters Implementation/Growth Grant funding. Projected cash position: 77 days (~\$590K) end of 2026–27, falling to 51

	Purpose	Presenter	Time
<p>days (~\$389K) in 2027–28 — below the 60-day minimum — and 38 days (~\$300K) in 2028–29.</p>			

For Board Discussion

JGP projects 2026–27 expenses will exceed revenue by ~\$303K, with current cash covering the gap assuming full enrollment, proportional staffing, and projected grants. The five-year outlook shows continued negative net income, dropping below the 60-day cash minimum in 2027–28. Discussion should center on the assumptions driving sustainability — enrollment growth toward 35 students per grade (~140 total) by 2030–31 and the role of grant revenue.

[Budget Proposal Overview](#)

<p>B. Financial Update (as of May 31, 2026)</p>	<p>Discuss</p>	<p>Jamila Singleton</p>	<p>3 m</p>
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Long-Term Financial Sustainability

The school continues to maintain strong liquidity, with 117 days cash on hand, supported by disciplined cash management. However, expenditures are now running ahead of budget pace (year-end projection of 102%, driven by the planned ED FTE increase and the \$50K legal settlement), and year-to-date FASB net income has moved into a deficit. 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

<p>C. Updating Board Bylaws & Board Onboarding/Handbook</p>	<p>Discuss</p>	<p>Ach' (Sheila) Davis</p>	<p>10 m</p>
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Discussion on potential updates to the Bylaws, including 4 year terms for Board of trustees.

[2026 Draft](#) (Bylaws)

[2026 Handbook](#)

VI. BOARD ACTION ITEMS			6:51 PM
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<p>A. Compliance Dashboard</p>	<p>Vote</p>	<p>Adrienne Mason</p>	<p>2 m</p>
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Purpose of Agenda Item

	Purpose	Presenter	Time
	To discuss dashboard and guidance from the commission.		
	Link		

Recommended Board Action

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

[Celebration of 10th SBAC Preliminary scores.](#)

B.	Bank Proposal-Heritage Bank	Vote	Jamila Singleton	5 m
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Purpose

The Board is asked to approve transitioning RSV’s banking relationship to Heritage Bank and to authorize the opening of new operating and public funds accounts, the closing of existing accounts, and the updating of authorized signers.

Background

RSV has reviewed a nonprofit banking proposal from Heritage Bank, a full-service commercial community bank operating in the Pacific Northwest since 1927 with a dedicated nonprofit specialty banking team. The proposal recommends two accounts structured to RSV’s needs: a Public NOW Checking account for public funds and a Nonprofit Interest Plus Checking account for operations. Key terms include a dedicated local relationship team with local decision-making authority, waived setup fees on all treasury management services, three months of waived maintenance fees during onboarding, and a \$200 credit toward the initial check order. Treasury services covered include Heritage Direct online/mobile banking, Remote Deposit Capture, ACH and wire origination, and fraud protection (check and ACH positive pay). Heritage Bank estimates approximately 45 business days to be fully operational on all services, with electronic documentation via DocuSign and one-on-one staff training.

Public Depository Compliance. As a public charter school, RSV’s funds are public funds under chapter 39.58 RCW and must be held in a financial institution designated by the Washington Public Deposit Protection Commission (PDPC) as a qualified public depository. Heritage Bank is on the PDPC’s current list of banks authorized to accept public deposits [REDACTED] (verified June 19, 2026). Qualified public depositories are required to pledge and segregate eligible collateral with the Commission to protect public deposits that exceed federal (FDIC) insurance limits, providing an added layer of

	Purpose	Presenter	Time
protection for RSV's funds. The proposal's recommended Public NOW Checking account is structured specifically as a public funds account, consistent with these requirements.			

Recommended Motion

Move to approve transitioning RSV's banking relationship to Heritage Bank; to authorize the Executive Director to open a Public NOW Checking account and a Nonprofit Interest Plus Checking account, execute the associated account and treasury management agreements, and close RSV's existing accounts upon completion of the transition; and to update authorized signers accordingly.

Heritage Bank Overview

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| C. Board Member Vote --Dr. Jarrod Lockhart | Vote | Adrienne Mason | 2 m |
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Action Requested:

The Board will vote to approve or deny Dr. Jarrod Lockhart to serve a term of two years from June 23, 2026 to June 23, 2028.

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| D. Authorization of Additional Contractor Hours — Wellness Room Construction | Vote | Jamila Singleton | 5 m |
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Authorize up to 20 additional one-time hours for Freddie Sanchez through Sept. 1, 2026 at \$75/hr (NTE \$1,500) to complete the wellness room.
Related member recused; disinterested-majority vote.

[Background](#)

VII. Consent Agenda

7:05 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	
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 May 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 May 2026 payroll direct deposit total is \$64,572.53.

Approved Amount: \$64,572.53 (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 May 2026 accounts payable total is \$165,733.92.

Approved Amount: \$165,733.92

Electronic Funds Transfer – Public Checking: \$163,463.92

Electronic Funds Transfer – Private Savings: \$2,270.00

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 May 2026 non-accounts-payable cash disbursement total is \$13,876.70.

Approved Amount:

Electronic Payments – Public Checking: \$13,793.71

Electronic Payments – Private Savings: \$82.99

Manual Checks: \$0.00

Total Disbursements for Approval (May 2026) \$244,183.15 (Payroll \$64,572.53 + A/P \$165,733.92 + Non-A/P \$13,876.70 + Manual Checks \$0.00)

Recommended Board Action Motion: Move to approve the audited financial disbursements and payroll for May 2026, totaling \$244,183.15, as presented.

	Purpose	Presenter	Time
B. Policies (2nd Read) And Approval	Vote	Adrienne Mason	2 m
<ul style="list-style-type: none"> 1. 2005 School Improvement Plans Policy 2. 2414 Community Service Policy and Procedure [Context: Overview of the new 26-27 CTE Course-Worksite Learning] 3. 2145 Suicide Prevention Policy and Procedure 4. 5252 Maintaining Professional/Student Boundaries Policy and Procedure 			
C. Approval of 26-27 Board Calendar	Vote	Adrienne Mason	5 m
The board reviewed the Board Calendar December 2025.			
D. Approval of Amended Minutes (October-April)	Vote	Adrienne Mason	5 m
Added required approvals language into each of the following minutes with determinants and disbursements to as required by RCW 42.24.080.			
October 28, 2025			
November 18, 2025			
December 16, 2025			
January 27, 2026			
February 24, 2026			
March 24, 2026			
April 28, 2026			
E. Authorization of Apple Education Technology Purchase (Quote 2214557087)			5 m
RSV has proposed a purchase of student and instructional technology from Apple Inc. (Education) — not-to-exceed total of \$59,466.22, payable from federal grant funds and included in the Board-approved budget.			
Because the amount exceeds the Executive Director's \$40,000 signing limit (FPPM p.29), it requires Board authorization.			

	Purpose	Presenter	Time
<p>Recommended motion: Move to authorize the Executive Director to execute the Apple education technology purchase under Quote 2214557087 in an amount not to exceed \$60000 from federal grant funds as a documented sole-source procurement.</p> <p>Apple Authorization memo</p>			
F.	Sole Source Approvals	Vote	Jamila Singleton

- [Rice and Jones Sole Source](#)
- [School Ops Sole Source](#)
- [Cultivate Ed Sole Source](#)
- [Retired Google Executive](#)

VIII. Executive Session **7:24 PM**

A.	Executive Session — Review of Employee Performance	Discuss	Adrienne Mason	10 m
<p>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.</p>				

IX. Closing Items **7:34 PM**

A.	Board Disclosures (25-26)	FYI	Jamila Singleton	2 m
<p>FYI: Each Board member needs to complete and return to syee@rootedschoolvancouver.org by Monday June 22nd</p> <p>Make a copy https://docs.google.com/document/d/1BtoVBT1aMqei5Ze6QW86sPJyTJklrq9p/edit#heading=h.gjdgxs</p>				
B.	Reminder and Important Dates	FYI	Adrienne Mason	2 m
C.	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

Purpose

Presenter

Time