



Rooted School - Washington

Special Meeting: FY'26 Winter Retreat and Planning Session

Published on January 29, 2026 at 1:03 PM PST

Date and Time

Saturday January 31, 2026 at 10:00 AM PST

Location

<https://us06web.zoom.us/j/82593733418?pwd=tXMNVm0pU6VdaRGpFjOsySdbdgZLWv.1>

Location

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

Agenda

| | Purpose | Presenter | Time |
|--------------------------------------|---------|----------------|-----------------|
| I. Opening Items | | | 10:00 AM |
| A. Call the Meeting to Order | | Adrienne Mason | |
| B. Record Attendance | | | |
| Board Member Roll Call: | | | |
| Adrienne Mason: Board Chairperson | | | |
| Ach' (Sheila) Davis: Board Secretary | | | |
| Nikki Chen - Board Member | | | |

| | Purpose | Presenter | Time |
|--------------------------------|---------|-----------|------|
| Rhianna Johnson - Board Member | | | |
| Lisa White - Board Member | | | |
| Ashley Duncan - Board Member | | | |

Rooted School Foundation/School Officials:

Dr. Jamila Singleton: Executive Director & School Leader - RSV

II. Communications 10:00 AM

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|-----------|---------------------------|-----|---------------------|-----|
| A. | Welcome Community Members | | Adrienne Mason | 1 m |
| B. | Initial Public Comment | FYI | Ach' (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.

III. BOARD INFORMATION/DISCUSSION ITEMS Part I 10:02 AM

| | | | | |
|-----------|-----------------|---------|----------------|-----|
| A. | Welcome & Norms | Discuss | Adrienne Mason | 5 m |
|-----------|-----------------|---------|----------------|-----|

Current Committee Goals (FY'26)

Academic Excellence Committee

- **Goal 1: Family Partnership**
- Ensure family communication about student progress happens at least **3x/year** in accessible formats.
- **Goal 2: Student Community Traditions**
- Co-develop and support at least **one inclusive school-wide tradition or community event.**

Purpose

Presenter

Time

- **Goal 3: Student Progress Monitoring** Review student data **2x** and recommend **2 programs or interventions** to school leadership.

Fundraising Committee

- **Goal 1: Campaign Execution**
- By **December 2025**, successfully execute **two major fundraising campaigns**—Give More 24! (September) and End-of-Year Giving (Nov–Dec)—to raise at least **\$15,000** in non-grant funds and establish at least **5 new recurring donors**.
- **Goal 2: Strategic Partnerships**
- By **June 2026**, establish **three new community or corporate partnerships** that directly support student opportunities (e.g., internships, scholarships) or facilities development, formalized through **MOUs or active collaboration**.
- **Goal 3: Board Engagement in Fundraising** By **March 2026**, ensure **100% board participation in giving**, and coordinate an **annual fundraising training** for trustees and key staff, with a short evaluation to improve future sessions.

Governance Committee

- **Objective 1: Board Capacity Assessment**
- Complete a comprehensive assessment of current board capacity to identify **strengths, growth areas, and training needs**.
- **Objective 2: Board Member Role Clarity**
- Review and update the **Board Member Job Description** to clarify expectations and strengthen engagement.
- **Objective 3: Recruitment Planning**
- Identify specific needs for additional board members to strengthen **expertise, diversity, and representation** aligned with strategic priorities.
- **Objective 4: Annual Governance Calendar**
- Establish an **annual Board Calendar** that integrates key milestones, committee meetings, compliance deadlines, and strategic discussions.
- **Objective 5: Annual Board Retreat** Plan and facilitate a **board retreat** that strengthens board relationships, governance practices, and strategic alignment.

B. School Report: Where we are

Discuss

Jamila Singleton

20 m

Top 3 takeaways + immediate risks/asks

| | Purpose | Presenter | Time |
|--|---------|------------------|-----------------|
| IV. BOARD ACTION ITEMS | | | 10:27 AM |
| A. Academic Excellence Priority: State of the School Follow Up Draft 3–5 Board Priorities for ED measures of success | Vote | Adrienne Mason | 35 m |
| B. Governance Priority: New Board Member Onboarding Binder Binder outline finalized + owners per section + due date Role Description + Recruitment Responsibilities | Vote | Rhianna Johnson | 40 m |
| C. Governance Priority: Policy Updates & Policy Access Priority 1: Policy Index • Plan + owner + Board vote date | Vote | Rhianna Johnson | 15 m |
| V. BREAK/LUNCH/RECESS | | | 11:57 AM |
| A. Break-Lunch | | | 10 m |
| VI. Board Committees | | | 12:07 PM |
| Committee worktime: goals + first 90 days actions 90 Day Tasks & calendaring | | | |
| A. Governance, Academic Excellence, Fund Development | Discuss | | 25 m |
| VII. BOARD INFORMATION/DISCUSSION ITEMS Part II | | | 12:32 PM |
| A. Charter Renewal Process Board Items for future discussion reviewed Role of each Committee | Discuss | Jamila Singleton | 15 m |
| B. School Leader Hiring Job Descriptions Discussion Timeline Board Role(s) | Discuss | Jamila Singleton | 25 m |

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| C. Fiscal Year and Future Budget Outlook | Discuss | Jamila Singleton | 35 m |
| D. Fund Development Cycle: Board Training | Discuss | Adrienne Mason | 25 m |

VIII. Executive Session

2:12 PM

The Board will convene into Executive Session pursuant to RCW 42.30.110 to discuss matters exempt from public disclosure. The purpose of this session is to address issues that require confidentiality as permitted by law. These matters may include, but are not limited to, discussions about the performance of a public employee, legal counsel on potential litigation, or consideration of the acquisition or sale of real estate. The Executive Session is expected to last approximately 60 min, and no final actions will be taken during the session. The Board will reconvene into the public session at the conclusion of the Executive Session.

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| A. Executive Session – Personnel Matter | Discuss | Adrienne Mason | 15 m |
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The board will recess into executive session pursuant to **RCW 42.30.110(1)(f)** to discuss a complaint or brought against a public officer or employee. The executive session is expected to last approximately [X] minutes. **No action will be taken** during the executive session. The board will return to open session following the conclusion of the executive session.

IX. Closing Items

2:27 PM

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|---------------------------|-----|--|--|
| A. Adjourn Meeting | FYI | | |
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