



## Rooted School - Washington

### Special Meeting: FY'26 Spring Retreat and Budget Session

Published on April 16, 2026 at 9:24 AM PDT

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#### Date and Time

Saturday April 18, 2026 at 10:00 AM PDT

#### Location

<https://us06web.zoom.us/j/89245070691?pwd=Agk2yJqS2iRE09LzIYHWgcLaeedLrE.1>

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#### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>10:00 AM</b>
<b>A.</b> Call the Meeting to Order		Adrienne Mason	1 m
<b>B.</b> Record Attendance		Adrienne Mason	1 m
<b>Roll Call:</b>			
<b>Board Members:</b>			
Adrienne Mason: Board Chairperson			
Ach' (Sheila) Davis: Board Secretary			
Nikki Chen - Board Member			
Rhianna Johnson - Board Member			
Lisa White - Board Member			
Ashley Duncan - Board Member			

	Purpose	Presenter	Time
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**School Officials:**

Dr. Jamila Singleton: Executive Director - RSV

Community Members:

Abby Lovett

Emareena Danielles

**II. Communications 10:02 AM**

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|-----------|---------------------------|-----|---------------------|-----|
| <b>A.</b> | Welcome Community Members | FYI | Ach' (Sheila) Davis |     |
| <b>B.</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. REPORTS, REQUESTS, AND COMMENTS BY BOARD MEMBERS 10:03 AM**

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|-----------|--|---------|----------------|-----|
| <b>A.</b> | Reports, Requests, and Comments by Board Members | Discuss | 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.

**Welcome Board Prospects:**

- [Dr. Abby Lovett-Uddin](#)--deep CTE expertise, instructional coaching, school quality, systems accountability; Join the Academic Excellence Committee
- [Emareena Danielles](#) -- trauma-responsive education, love & justice, and operationally skilled to support board growth; Join the Governance Committee

	Purpose	Presenter	Time
<b>IV. 25-26 Academic Excellence Committee (monthly)</b>			<b>10:08 AM</b>
<b>A.</b> 26-27 Calendar 2nd Reading <a href="#">26-27 Calendar</a>	Discuss	Jamila Singleton	5 m
<b>V. 25-26 Fund/Growth/Partnerships Committee (bi-monthly)</b>			<b>10:13 AM</b>
<b>A.</b> Rooted Future: CTE Expansion	Discuss	Jamila Singleton	20 m
<p><b>Goal:</b> Board members leave with a shared understanding of the CTE trajectory, the staffing and funding milestones that make it possible, and a renewed commitment to positioning Rooted as a career-connected school where every student graduates with marketable skills and credentials.</p> <ul style="list-style-type: none"> <li>• <a href="#">CTE Addendum</a></li> <li>• <a href="#">Schedule w/ CTE expansions</a></li> </ul>			
<b>B.</b> Sustainability & Growth	Discuss	Jamila Singleton	15 m
<p>Enrollment projections and budget proposals Expanding CTE Enrollment</p> <p><b>Desired outcome:</b> Agree on the small set of health indicators the board will monitor consistently.</p> <p><b>Guiding questions:</b></p> <ul style="list-style-type: none"> <li>• Which 2-3 metrics most clearly tell us whether the school is on a sustainable path in the coming 6 months? <ul style="list-style-type: none"> <li>◦ When does <b>enrollment</b> require the most board attention?</li> <li>◦ What needs to be monitored <b>monthly</b> by the board versus managed operationally by school leadership?</li> <li>◦ How might we approach <b>CTE expansion</b> in the next 3 years? What are the indicators of progress?</li> </ul> </li> </ul>			
<b>C.</b> 26-27 Budget Proposal	FYI	Jamila Singleton	25 m

Purpose

Presenter

Time

The proposed budget for the upcoming school year is designed to support Rooted School Vancouver's academic program, student support systems, staffing stability, and long-term financial sustainability.

- projected enrollment
- expected revenue sources
- staffing assumptions
- grant funding or one-time funds
- known cost increases such as salaries, benefits, facilities, transportation, or contracted services
- [Board Memo -budget overview 26-27](#)

#### Recommendations for the Budget Amendment Process

1. Intro (April Retreat)
2. Public Comment/ Discussion (April)
3. First Read (May)
4. Approval (June)

#### VI. 25-26 Governance Committee (bi-monthly)

11:13 AM

##### 25-26 Goals

- **Assess Board Capacity**

Evaluate the board's current strengths, gaps, and training needs through a self-assessment, then identify key development priorities and share recommendations with the full board.

- **Clarify Roles and Strengthen Engagement**

Update the Board Member Job Description so expectations are clear and trustees are better aligned around committee participation, commitments, and engagement standards.

- **Strengthen Board Recruitment and Composition**

Use the capacity assessment to identify what expertise, backgrounds, and representation are needed, then develop a recruitment profile and bring forward potential candidates.

#### A. Executive Director Evaluation

Discuss

Rhianna Johnson

10 m

[Draft](#)

	Purpose	Presenter	Time
<b>B.</b> Board of Trustees Job Description <a href="#">Draft</a>	Discuss	Rhianna Johnson	10 m
<b>C.</b> New Board Member Onboarding Materials	Discuss	Ach' (Sheila) Davis	20 m

### **New Board Member Onboarding Binder**

The goal is to create a clear, repeatable onboarding "system" to quickly onboard new trustees.

Work prompts for in-session discussion include:

#### [Running List of Items](#)

- What must a new trustee know in
  - **30 days?**
  - **90 days?**
- What should be "read only" vs "reference" vs "action required"?
- Where will the binder live (Google Drive/Board portal) and who maintains it?
  
- Adrienne Mason: Outreach materials, finance, fundraising, norms, checklist
- Sheila Davis: Trustee quotes/snapshot
- Rhianna Johnson: Welcome, governance basics
- Jamila Singleton: Policies, calendar, school model, dashboards, templates

## **VII. Other Business**

**11:53 AM**

<b>A.</b> Enrollment Spring Push	Discuss	Jamila Singleton	10 m
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#### [Enrollment Strategy this spring](#)

### **OPENING FRAME --**

- We have 23 families who said yes — and then went quiet. Our job right now is not to recruit. It's to convert.
- The budget is built for 110 students. We are at 8 confirmed (+ 43 returning confirmations). That gap is not a recruitment problem — it's a follow-through problem, and Board engagement can be a key lever.

**THE ASK —**

- Commit by April 14. Family briefs land in your inbox by April 16.
- Make your calls in your assigned window. Log outcomes in the shared sheet — one line per call.
- Show up to the Beloved Community Market. If you see an RSV family, sit with them for five minutes.
- The rest of the Board will get access on April 18th.

**ACCOUNTABILITY --**

- We will report conversion numbers at the May Board meeting.
- If a family needs hands-on registration help, route them to the Director of Operations — don't let it die in your inbox.

**VIII. Board Action**

**12:03 PM**

<b>A.</b> Board Member Vote --Abby Lovett-Uddin	Vote	Adrienne Mason	3 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”

<b>B.</b> Board Member Vote-Emareena	Vote	Adrienne Mason	3 m
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**Action Requested:**

The Board will vote to approve or deny Emareena 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”

<b>C.</b> Board Member Renewal--Ach' Sheila Davis	Vote	Adrienne Mason	3 m
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**Background:**

Purpose                      Presenter                      Time

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"

**IX. Closing Items** **12:12 PM**

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|-----------|-----------------|------|---|
| <b>A.</b> | Adjourn Meeting | Vote |   |
| <b>B.</b> | On April 28th-- | FYI  | Adrienne Mason                      1 m |

**We will want to extend the terms for 1 or 2 year terms:**

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