APPROVED

rootedschool

Rooted School - Washington

Minutes

Rooted School Vancouver Board Meeting

Date and Time
Tuesday March 25, 2025 at 6:00 PM

Location
In Person Location:
10401 NE Fourth Plain Blvd, Suite 201,
Vancouver, WA 98662

Remote Option:
Join Zoom Meeting
https://us06web.zoom.us/j/88295264427?pwd=aHlZREJDTTR3ejNjNXd4WTV6bGVNQT09
Meeting ID: 882 9526 4427

One tap mobile
+12532158782,,88295264427#,,,,*591944# US (Tacoma)
+12532050468,,88295264427#,,,,*591944# US Dial by your location
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+1 301 715 8592 US (Washington DC) +1 305 224 1968 US +1 309 205 3325 US
• +1 312 626 6799 US (Chicago)

Directors Present
A. Davis, A. Duncan, A. Mason, L. White, N. Chen, R. Johnson, T. Foster

Directors Absent

None

Guests Present
A. Lee-Kernell, S. Carney

I. Opening Items

A. Call the Meeting to Order

A. Mason called a meeting of the board of directors of Rooted School - Washington to order on Tuesday Mar 25, 2025 at 6:02 PM.

B. Record Attendance

C. Board Member Appointment – Klarissa Hightower

N. Chen made a motion to Appoint Klarissa Hightower to the Board of Directors.
A. Davis seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Executive Session

A. Evaluation of a Public Employee

At 6:06 PM PDT, the Board entered Executive Session pursuant to RCW 42.30.110(1)(g) to evaluate the performance of a public employee.
The Executive Session was announced to last approximately 60 minutes.
No final action was taken during the Executive Session.
The Board reconvened into public session at 7:06 PM PDT.

III. Approval of Minutes

A. A. Approve Minutes from February 25, 2025 Rooted School Vancouver Regular Board Meeting

R. Johnson made a motion to approve the minutes from Rooted School Vancouver Board Meeting on 02-25-25.
N. Chen seconded the motion.
Reminder given to verify financial certification language in all minutes for audit compliance.
The board **VOTED** unanimously to approve the motion.

IV. Communications

A. Welcome Community Members

B.

Initial Public Comment

No public comments were made.
The public comment guidelines were read aloud by Board Secretary Sheila Davis, in compliance with FERPA and OPMA standards.

V. REPORTS, REQUESTS, AND COMMENTS BY BOARD MEMBERS

A. Reports, Requests, and Comments by Board Members

No additional reports or comments were made by board members.

VI. Consent Agenda

A. Approval of Financial Disbursements and Payroll as Audited and Certified per RCW Regulations

A. Duncan made a motion to approved the consent agenda - Approval of February 2025 financial disbursements and payroll as certified.
A. Davis seconded the motion.
The following payments as audited and certified by the auditing officer, as required by RCW 42.24.080, and those expense reimbursements claims certified, as required by RCW 42.24.090, are approved for payment.

In addition, payroll payments in the amount of $54,973.48 are also approved.

General Fund Accounts Payable Total electronic payments totaling $86,364.36 and Check numbers N/A totaling $0

Non-AP Cash Disbursements Total electronic payments totaling $3,939.92 and Manual checks N/A totaling $0

Payroll Total electronic payments totaling $54,973.48 and Payroll check numbers N/A totaling $0
The board **VOTED** unanimously to approve the motion.

B. Hiring of James Young-Lewis for Student Success Coordinator Position 2025/2026 School Year

A. Duncan made a motion to approve the consent agenda - Hiring of James Young-Lewis as Student Success Coordinator for 2025–2026.
A. Davis seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Hiring of Chelsie Pierce for Humanities Teacher Position

A. Duncan made a motion to approve the consent agenda - Hiring of Chelsie Pierce as Humanities Teacher for 2025–2026.
A. Davis seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. BOARD INFORMATION/DISCUSSION ITEMS

A. Financial Update

Steven Carney presented an update indicating overall strong financial health, noting an enrollment shortfall affecting revenue.

B. Reports to the Board

Student life updates (Spirit Week, donation drives).
Operations updates (building maintenance, enrollment marketing).
Executive Director's updates (student achievements, events, and community engagement).

C. Quality School Review (QSR) Update

Progress noted in academic performance (9th grade on track, dual credit enrollment).
Attendance remains a growth area; strategies under development.

VIII. Committee Reports to the Board

A. Finance / Fund Development Committee Report

Update on successful fundraising campaigns and marketing strategies.
Plans to build a donor database via board connections.

IX. BOARD ACTION ITEMS

A. Approval of RSV Board Compliance Dashboard for 2024-2025_February

A. Mason made a motion to approve the Board Compliance Dashboard for February 2025.
T. Foster seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Amendment to Board Meeting Minutes – February 27, 2024

A. Mason made a motion to approve the amendment of February 27, 2024 Minutes.
T. Foster seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Amendment to April 30, 2024 Minutes

T. Foster made a motion to approve the amendment of April 30, 2024 Minutes.

A. Davis seconded the motion.
The board **VOTED** unanimously to approve the motion.

X. Closing Items

A. Reminder and Important Dates

F-1 Financial Disclosure forms are due by April 15, 2025 for all board members.
Next Board Meeting: April 29, 2025.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:52 PM.

Respectfully Submitted,
A. Mason

Documents used during the meeting

- 3a - AP Register Feb 2025 (1).pdf
- 2 - Payroll Summary Feb 2025 (1).pdf
- 3b - Non-AP Cash Disbursements Feb 2025 (1).pdf
- 1 - Payroll & AP Certification 25 02 (1).pdf
- 4 - Balance Sheet Feb 2025.pdf
- 5b - Detailed BvA Feb 2025 (1).pdf
- 5a - Budget Status Report Feb 2025 (1).pdf
- 6 - Finance Dashboard 25 02 (1).pdf
- RSV Operations Updates 03.25.2025.docx.pdf
- Executive Director Report 3.25.25.pdf
- Rooted School Vancouver QSR Data 2024-25.pdf
- GM 24 Benefits for RSV.pdf
- RSV Progress Report 03_11_25 (1).pdf
- RSV Give More 24 Matching Gift.pdf
- Rooted School Vancouver (RSV) April 2025 Social Media & Eblast Engagement Calendar.pdf
- RSV_Board_Compliance_Dashboard_2024_2025.xlsx - February (1).pdf
- 2024_02_27_board_meeting_minutes.pdf
- 2024_04_30_board_meeting_minutes.pdf