APPROVED

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Rooted School - Washington

Minutes

Rooted School Vancouver Board Meeting

Date and Time
Tuesday July 29, 2025 at 6:00 PM

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

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

Directors Absent
None

Guests Present
A. Lee-Kernell, A. Lundgren, E. ALLEN (remote), K. Silberstein (remote)

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 Jul 29, 2025 at 6:00 PM.

B. Record Attendance

II. Approval of Minutes

A. A. Approve Minutes from June 20, 2025 Rooted School Vancouver Regular Board Meeting

A. Mason made a motion to approve the minutes from Rooted School Vancouver Board Meeting on 06-20-25.
R. Johnson seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. A. Approve Minutes from June 21, 2025 Rooted School Vancouver Special Board Meeting - Board Retreat

A. Mason made a motion to approve the minutes from Special Board Meeting - Board Retreat on 06-21-25.
R. Johnson seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Communications

A. Welcome Community Members

Chair Adrienne Mason welcomed community members.

B. Initial Public Comment

Public Comment: Secretary Sheila Davis read the public comment protocol. No public comments were submitted.

IV. REPORTS, REQUESTS, AND COMMENTS BY BOARD MEMBERS

A. Reports, Requests, and Comments by Board Members

Board members shared updates and reflections. No formal motions were made.

V. Consent Agenda

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

R. Johnson made a motion to approve the Consent Agenda as presented, including: Approve audited financial disbursements and payroll for June 2025 as presented, confirming compliance with RCW 42.24.080 and RCW 42.24.090; Second reading and approval of policy updates on instruction, student safety, graduation, technology use, and artificial intelligence; and Approval of new staff hires for the 2025–2026 school year.
T. Foster seconded the motion.

Purpose:
To formally approve audited financial disbursements and payroll for June 2025 in compliance with **RCW 42.24.080** and **RCW 42.24.090**, ensuring legal accountability and transparency.

Board Certification Statements:
Payroll Certification (RCW 42.24.080):
"Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080. These payroll payments have been recorded on a listing which has been made available to the Board."
Approved Amount: **$55,446.00 (Direct Deposit)**

Accounts Payable Certification (RCW 42.24.090):
"Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. These payments have been recorded on a listing which has been made available to the Board."
Approved Amount: **$94,641.13 (EFT – Public Checking)**

Non-Accounts-Payable Cash Disbursements Certification (RCW 42.24.090):
"Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. These payments have been recorded on a listing which has been made available to the Board."
Approved Amount: **$7,568.94 (EFT – Public Checking)**

Total Disbursements Approved: $157,656.07

The board **VOTED** unanimously to approve the motion.

B. Second Reading and Approval – Policy Drafts on Instruction, Student Safety, Graduation, and Technology Use

R. Johnson made a motion to approve the Consent Agenda as presented, including: Approve audited financial disbursements and payroll for June 2025 as presented, confirming compliance with RCW 42.24.080 and RCW 42.24.090; Second reading and approval of policy updates on instruction, student safety, graduation, technology use, and artificial intelligence; and Approval of new staff hires for the 2025–2026 school year.
T. Foster seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approval of New Staff Hires for the 2025–2026 School Year

R. Johnson made a motion to Approve audited financial disbursements and payroll for June 2025 as presented, confirming compliance with RCW 42.24.080 and RCW

42.24.090; Second reading and approval of policy updates on instruction, student safety, graduation, technology use, and artificial intelligence; and Approval of new staff hires for the 2025–2026 school year.
T. Foster seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. BOARD INFORMATION/DISCUSSION ITEMS

A. Financial Update

Katie Silberstein presented the financial update as of June 30, 2025. Key highlights included:

Total Assets: **$3,062,398.86**
Total Liabilities: **$1,856,369.77**
Net Assets: **$1,206,029.09**
Cash on Hand: **$730,791.46** (equivalent to 104 days of operations)
Average Annual Enrollment: **53.69 FTE**, below the target of 70
Year-to-Date Net Revenue: **–$85,836.90**

The Board discussed the impacts of under-enrollment on state revenue, delays in federal reimbursements, expense management strategies, and long-term sustainability planning. No formal action was taken; this item was for discussion only.

B. Staff Reports

VII. BOARD ACTION ITEMS

A. Public Hearing and Budget Adoption – FY2025–2026

T. Foster made a motion to adopt the Fiscal Year 2025–2026 budget as presented, including appropriations for the General Fund in the amount of $2,516,099, in accordance with RCW 28A.505.060.
A. Mason seconded the motion.
A public hearing was opened, pursuant to **RCW 28A.505.060(1)**, allowing any person to appear "*for or against any part of such budget*" including proposed uses of enrichment funds. No public comments were received.

The budget was presented, showing projected revenue of **$2,680,387**, expenditures of **$2,516,099**, and ending cash of **$545,790** (82 days cash on hand).

Upon conclusion of the hearing, by resolution, the Board adopted the FY 2025–2026 budget—including expressly determining appropriations from each fund—as required under **RCW 28A.505.060(3)**, and entered the action in the official minutes.

The motion to adopt the budget was moved, seconded, and passed unanimously.
The board **VOTED** unanimously to approve the motion.

B. Pacific Northwest Fundraising Update

Presentation and discussion led by Eddie Allen. No action taken.

C. Approval of RSV Board Compliance Dashboard for 2024-2025_June

A. Mason made a motion to approve the RSV Board Complinace Dashboard (June 2025).
T. Foster seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Proposed Calendar – Regular Board Meetings

The Board reviewed the proposed calendar and **corrected** the meeting days to Tuesdays (6:00 PM at Rooted School Vancouver, 10401 NE Fourth Plain Blvd, Suite 201, Vancouver, WA 98662). The corrected dates are:

August 26, 2025
September 23, 2025
October 21, 2025
November 18, 2025
December 16, 2025
January 27, 2026
February 24, 2026
March 24, 2026
April 21, 2026
May 26, 2026
June 23, 2026
July 21, 2026
A. Duncan made a motion to adopt the 2025–2026 Board Meeting Calendar as corrected.
R. Johnson seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Executive Session

A. Evaluation of Executive Director Candidates

The Board entered Executive Session at 7:32 PM pursuant to **RCW 42.30.110(1)(g)** to evaluate qualifications of Executive Director applicants.

The session lasted 60 minutes.
No action was taken during the session.
The Board reconvened in open session at 8:32 PM.

IX. Closing Items

A. Reminder and Important Dates

Next board meeting scheduled for late August.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:35 PM.

Respectfully Submitted,
A. Mason