APPROVED

rootedschool

Rooted School - Washington

Minutes

Rooted School Vancouver Board Meeting

Date and Time
Tuesday August 26, 2025 at 6:00 PM

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

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

Directors Absent
N. Chen

Guests Present
A. Lee-Kernell, A. Lundgren, S. Carney, S. Sanchez (remote)

I. Opening Items

A. **Call the Meeting to Order**

B. **Record Attendance**

II. Approval of Minutes

A. **A. Approve Minutes from July 29, 2025 Rooted School Vancouver Regular Board Meeting**

R. Johnson made a motion to approve the minutes from Rooted School Vancouver Board Meeting on 07-29-25.
A. Davis seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Communications

A. Welcome Community Members

– Chair welcomed attendees.

B. Initial Public Comment

Board Secretary read the public comment statement per FERPA and OPMA compliance. No public comments were offered.

IV. REPORTS, REQUESTS, AND COMMENTS BY BOARD MEMBERS

A. Reports, Requests, and Comments by Board Members

Board members reflected on the recent **Back-to-School Block Party/Open House**, noting high attendance (~100–120 attendees) and strong community engagement. Positive community relationships, including a developing connection with Senator Cortez, were highlighted.

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.
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 $39,123.76 are also approved. General Fund Accounts Payable Total electronic payments totaling $126,540.51 and Check numbers N/A totaling $0 Non-AP Cash Disbursements

Total electronic payments totaling $8,448.68 and Manual checks N/A totaling $0 Payroll Total electronic payments totaling $39,123.76 and Payroll check numbers N/A totaling $
The board **VOTED** unanimously to approve the motion.

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

R. Johnson made a motion to approve the consent agenda.

A. Davis seconded the motion.
Approval of New Staff Hires:
Chelsie Pierce – Humanities Advisor & Equity Champion (conditional certification)
James Young-Lewis – PE Teacher (conditional certification)
Paulette Patterson – Paraeducator
The board **VOTED** unanimously to approve the motion.

C. Approval of Out-of-Endorsement Teaching Assignments & Support Plans (2025–2026 School Year)

R. Johnson made a motion to approve the consent agenda.
A. Davis seconded the motion.
Approval of Out-of-Endorsement Teaching Assignments & Support Plans (WAC 181-82-110): Jenessa Ocon, Chelsie Pierce, James Young-Lewis
The board **VOTED** unanimously to approve the motion.

VI. BOARD INFORMATION/DISCUSSION ITEMS

A. Financial Update (as of July 31, 2025)

resented by Steven Carney in absence of Katie Silberstein
Public Revenue: 80% of budget received (below 90% benchmark).
Private Revenue: 73% of budget (delays in grants/donations).
Expenditures: 72% of budget (below 92% benchmark).
Cash on Hand: 114 days (exceeding 60-day benchmark).
Enrollment: 51 students in June (goal 70). Enrollment shortfalls created ~$81k state revenue loss.

B. Staff Reports

C. Enrollment and Staffing Updates

D. Committee Reports

Staff & Operations Reports – *Angie Lundgren & Adrienne Lee-Kernell*
Staffing: 4 new hires; monitoring SPED caseload (~35–40%).
Facilities: Security cameras installation in progress; building prepared for first day.
Curriculum: New classes include Art, Spanish, Humanities, CPREP, and Tech.
Enrollment: 70 students (27 juniors, 26 sophomores, 17 freshmen). Goal: 75 (budgeted), aspirational goal: 105.
Events: Back-to-School Night scheduled for **September 11, 2025**.

Committee Reports
Finance Committee (Rhianna Johnson): Closing fiscal year; preparing for fundraising campaign.

Governance Committee (Rhianna Johnson): Reviewing board self-assessment results; setting goals around board composition, governance structure, and evaluation processes.
Academic Excellence Committee (Lisa White): Analyzing MAP & SBAC data; math identified as a priority area. Draft academic goals under review by staff, to be finalized in September.
Growth Committee (Ach' Davis & Nikki Chen): Planning upcoming meeting; support from RSF offered for governance framework.
Fund Development Committee: See Board Action Items.

VII. BOARD ACTION ITEMS

A. Pacific Northwest Fundraising Update

Give More 24! Campaign: Launching September 9 (early giving) and September 25 (main event).
Confirmed Matching Gift: $5,000 – Firstenburg Foundation; $500 – PNWF.
Board Engagement: Board members asked to contribute directly via campaign site and promote via social media, email, and networks.
Back-to-School Night (Sept. 11): Opportunity for campaign visibility; potential staff t-shirts with campaign branding and QR codes.

B. Review and Approval of Financial Policies & Procedures Manual Updates

T. Foster made a motion to approve the Financial Policies and Procedures Manual Updates.
L. White seconded the motion.
Change 1: Capitalization threshold increased from $5,000 → $10,000 (aligned with federal UGG).
Change 2: Procurement threshold codified at $75,000 (state limit, stricter than federal).
The board **VOTED** unanimously to approve the motion.

VIII. Executive Session

A. Evaluation of Executive Director Candidates

Entered at 6:43 PM pursuant to RCW 42.30.110(1)(g) to evaluate Executive Director candidates.
Extended once for 20 minutes.
Returned to open session at 7:33 PM.
No action was taken.

IX. Closing Items

A. Reminder and Important Dates

First Day of School: **August 27, 2025**
Back-to-School Night: **September 11, 2025**

Next Board Meeting: **September 23, 2025** (to be chaired by Rhianna Johnson; Adrienne Mason out of country)

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:35 PM.

Respectfully Submitted,
A. Mason