APPROVED

rootedschool

Rooted School - Washington

Minutes

Rooted School Vancouver Board Meeting

Date and Time
Tuesday September 23, 2025 at 6:00 PM

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

Directors Present
A. Duncan, L. White, N. Chen, R. Johnson

Directors Absent
A. Davis, A. Mason

Guests Present
J. Singleton, S. Carney

I. Opening Items

A. Call the Meeting to Order

R. Johnson called a meeting of the board of directors of Rooted School - Washington to order on Tuesday Sep 23, 2025 at 6:07 PM.

B. Record Attendance

II. Approval of Minutes

A.

Approve Minutes from August 25, 2025 Rooted School Vancouver Special Board Meeting

L. White made a motion to approve the minutes from Special Board Meeting on 08-25-25.
N. Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve Minutes from August 26, 2025 Rooted School Vancouver Regular Board Meeting

L. White made a motion to approve the minutes from Rooted School Vancouver Board Meeting on 08-26-25.
N. Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approve Minutes from September 2, 2025 Rooted School Vancouver Special Board Meeting

L. White made a motion to approve the minutes from Special Board Meeting on 09-02-25.
N. Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Communications

A. Welcome Community Members

-R. Johnson welcome attendees.

B. Initial Public Comment

-R. Johnson 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

-A board member expressed appreciation for Steven’s service and his ongoing support during the transition to the new Executive Director, noting that his assistance has been very helpful for the new executive director.

V. Consent Agenda

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

L. White made a motion to approve the consent agenda.
N. Chen 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 $51,575.92 are also approved. General Fund Accounts Payable Total electronic payments totaling $79,660.34 and Check numbers N/A totaling $0
Non-AP Cash Disbursements Total electronic payments totaling $314.77 and Manual checks N/A totaling $0 Payroll

Total electronic payments totaling $122,551.03.

The board VOTED unanimously to approve the motion.

B. Board Member Term Renewal--Adrienne Mason

L. White made a motion to approve the consent agenda.
N. Chen seconded the motion.

The board VOTED unanimously to approve the motion.

C. Board Member Renewal--Ach' Sheila Davis

L. White made a motion to approve the consent agenda.
N. Chen seconded the motion.

The board VOTED unanimously to approve the motion.

VI. BOARD INFORMATION/DISCUSSION ITEMS

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

Presented by Dr. Jamila Singleton in absence of Katie Silberstein

Public Revenue: 90% of budget received (CSP under budget).
Private Revenue: 76% of budget (ESWA/Gates Pending).
Expenditures: 89% of budget (below 92% benchmark).
Cash on Hand: 124 days (exceeding 60-day benchmark).
Enrollment: 51 students in June (goal 70).
Enrollment shortfalls created ~$81k state revenue loss

B. Staff Reports

Presented by Dr. Jamila Singleton in absence of Angie Lundgren.

-Working with Mariposa and Pacific Northwest Fundraising for advertising, marketing.

-2 students in running start
-Finalizing security installation
-Community Engagement with Latino Leadership Northwest in early October

C. Enrollment and Staffing Updates

D. ED Update and Entry Plan

Presented by Dr. Jamila Singleton.

- Collaboration with Director of Operations and charter compliance contacts to ensure all state and charter reporting deadlines are met at end of month.
- **Entry Plan & Priorities:** Six-month entry plan established, focusing on board governance, staff engagement, assessment & goal setting processes, fundraising, and long-term resource planning. Regular updates to board suggested via weekly summaries.
- **Fundraising:** Discussed Give More 24 campaign. Emphasis on small donations and board participation; exploring effective use of Pacific Northwest Fundraising support while evaluating ROI and adjustments. in the partnership
- **Board Engagement:** Seeking board input on committee work, recruiting new members, and ways to support fundraising and resource development.

E. Committee Reports

Governance Committee:
Focus: board growth, member job descriptions, term lengths, onboarding.
Action: rebuild membership; finalize onboarding process.

Academic Excellence Committee:
Focus: student performance, school goals.
Meetings: bi-monthly (next Oct 13, Dec 8).
Action: maintain momentum, consider monthly cadence.

Finance & Fund Development Committee:
Focus: financial oversight, fundraising.
Meetings: monthly.
Action: recruit members; may split into two committees later.

Growth Committee:
Focus: organizational growth, board recruitment.
Meetings: quarterly.
Action: transition to Renewal Committee in future.

Family & Student Engagement Committee:

Recommended but lower priority due to small board size.

Moving Forward Meeting Cadence:
Monthly: Finance & Fund Development, Academic Excellence
Quarterly: Governance, Growth
Schedule to be finalized by Friday October 3rd, through June.

Committee Process:
Chairs set agendas with ED; committees develop plans for board approval.

Board-ED Partnership:
Emphasis on collaboration, transparency, and supporting student success.

F. Fundraising & ED Follow Up

G. First Reading – Policy Drafts

1) Proposed Amendment to Policy 1310: Policy Review, Adoption, Manuals, and Administrative Procedures
2) Proposed Amendment to Procedure 2161: Special Education and Related
3) Policy 3210 (Nondiscrimination) Amendment
4) Policy 5260 and Procedure 5260P: Personnel Records
5) Policy 5011 & Procedure 5011: Sexual Harassment of School Staff Prohibited [Amendment]
6) Policy 2420 & Procedure 2420P: Grading and Progress Reports [New]
7) Policy 3421 & Procedure 3421P: Child Abuse & Neglect (NEW)
8) Policy 4260: Use of School Facilities (NEW)

VII. BOARD ACTION ITEMS

A. Fundraising, Committees, 1:1 with ED

A. 1) Each board member is asked to personally donate and/or recruit donors before the Monday deadline. Use the provided outreach script and action item sheet to guide your asks. Goal: Reach or exceed $5,000 in total donations to unlock the full match.

2) Follow-Up Item – Individual Board Conversations/Executive Director will meet with each board member to discuss individual aspirations for Rooted and ideas for board development over the next year.

3) Committee chairs schedule meetings in Board On Track
-- Monthly: Finance & Fund Development, Academic Excellence
--Quarterly: Governance, Growth

>>>Schedule to be finalized by Friday October 3rd, through June.meetings

VIII. Closing Items

A. Reminder and Important Dates

Give More 24 match deadline this Thursday at 11:59PM.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:13 PM.

Respectfully Submitted,
R. Johnson