APPROVED

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Rooted School - Washington

Minutes

Rooted School Vancouver Board Meeting

Date and Time
Tuesday October 28, 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

Directors Absent
None

Guests Present
A. Lee-Kernell, A. Lundgren, J. Singleton, M. Rauda, 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 Oct 28, 2025 at 6:00 PM.

B. Record Attendance

II. Approval of Minutes

A. Approve Minutes from September 23, 2025 Rooted School Vancouver Special Board Meeting

R. Johnson made a motion to Approve the September 23rd Minutes.
L. White seconded the motion.
The board **VOTED** to approve the motion.
R. Johnson made a motion to approve the minutes from Rooted School Vancouver Board Meeting on 09-23-25.
L. White seconded the motion.
The board **VOTED** to approve the motion.

III. Communications

A. Welcome Community Members

Chair Mason welcomed attendees.

B. Initial Public Comment

Secretary Davis read the public comment guidelines. No public comments were recorded.

IV. REPORTS, REQUESTS, AND COMMENTS BY BOARD MEMBERS

A. Reports, Requests, and Comments by Board Members

Board members provided brief updates. The Board Capacity Survey was shared: RSV Board Survey

B. Student Rep Board Report

Crystal Rauda shared student concerns, highlighted school events, and advocated for additional student voice in school improvement initiatives.

V. Consent Agenda

A. Approval of Financial Disbursements and Payroll; Second Read & Adopt – Procedure 2161, Policy 2420 & 2420P, Policy 1310 , Policy 3210, 3421 & 3421P, Policy 4260, Policy 5011 & 5011P, 5260 and 5260P; Employee and Staffing Report Updates.

A. Duncan 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 $62,234.49 are also approved.

General Fund
Accounts Payable
Total electronic payments totaling $169,777.70 and
Check numbers N/A totaling $0
Non-AP Cash Disbursements
Total electronic payments totaling $4,838.96 and
Manual checks N/A totaling $0
Payroll
Total electronic payments totaling $62,234.49 and
Payroll check numbers N/A totaling $0

The board **VOTED** to approve the motion.
Ana Gonzalez-Pulido
Endorsements/Qualifications: Conditional certification candidate
OTF Assignment: Humanities & CPREP

Support Plan Includes: 1:1 Humanities Peer Coaching, participation in PLC sessions, professional development courses, IPG coaching, and co-planning time.

Legal Compliance:
WAC 181-82-110(1)(a): Requires board approval of written support plans for teachers assigned out of their endorsement areas.
RCW 28A.410.010 & RCW 28A.410.025: Provide for conditional and out-of-endorsement placements under approved plans.
RCW 28A.400.303: Requires background checks for certificated staff.

VI. BOARD ACTION ITEMS

A. Approval of the 2025-2026 School Specific Goals

A. Mason made a motion to Approval of the 2025–2026 School-Specific Goals.
A. Davis seconded the motion.
The board **VOTED** to approve the motion.

B. Approval of the 2025-26 Transitional Bilingual Instruction Program (TBIP)

R. Johnson made a motion to Approval of the 2025–26 Transitional Bilingual Instruction Program (TBIP).
L. White seconded the motion.
The board **VOTED** to approve the motion.

C. Approval of the 25-26 Highly Capable (HiCap) Plan

A. Duncan made a motion to Approval of the 2025–26 Highly Capable Plan.
N. Chen seconded the motion.
The board **VOTED** to approve the motion.

D. Cell Phone Reimbursement Policy

Purpose:
To formally establish reimbursement procedures for staff who use personal mobile devices for work-related communication.

Key Elements:

Aligns with WA state administrative and accounting standards
Meets charter contract and OSPI requirements

Clarifies:

- Eligibility for reimbursement
- Monthly limits
- Submission/documentation procedures
- Reporting requirements for financial transparency

E. Review and Retroactive Consideration of Conflict of Interest in Facilities Engagement (Handyman)

Discussion held regarding undisclosed engagement of board member's domestic partner.

- Board acknowledged the oversight.
- Impact and perception of conflict of interest discussed.
- Affected board member recused.

VII. Executive Session

A. Executive Session

Board entered Executive Session at 7:29 PM to discuss personnel matters per RCW 42.30.110. No action taken.

Board reconvened at 7:59 PM.

VIII. Return to Open Session & Board Action

A. Discussion from Executive Session

L. White made a motion to To approve the ED role from a .5 FTE to a 1.0 FTE.
N. Chen seconded the motion.
The motion did not carry.

IX. Closing Items

A. Reminder and Important Dates

Next meeting: November 18, 2025 (4–8 PM Board Workshop & Meeting)

Annual Board Training Deadline: November 10, 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 8:02 PM.

Respectfully Submitted,
A. Mason