

APPROVED



## Rooted School - Washington

### Minutes

#### Rooted School Vancouver Board Meeting

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##### **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

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##### **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

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#### **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 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