APPROVED

rootedschool

# Rooted School - Washington

# Minutes

## Rooted School Vancouver Board Meeting

**Date and Time**
Tuesday November 18, 2025 at 4:00 PM

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

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

**Directors Absent**
A. Duncan

**Guests Present**
J. Singleton, K. Silberstein (remote), M. Rauda

### I. Board Workshop

#### A. Board Workshop

##### 1. Welcome & Check-In

Themes discussed:
Advocacy and leadership that balances truth with care.
Importance of intentional communication and inclusion.
Authentic relationship-building over time.

Student representative Crystal shared how board participation increased her confidence and sense of belonging.

**2. Committee Review & Board Capacity**

**Committees Discussed:**
Governance
Academic Excellence
Finance and Fund Development
**Board Capacity Survey Results:**

Financial Giving: Majority can give up to $500 annually.
Digital Reach: Collectively ~6,000–7,000 followers across social platforms.
Time Capacity: Range from leading regularly to occasional skill contributions.
**Discussion Highlights:**
Need to align board strengths with appropriate committees.
Financial giving is limited; focus on leveraging time, talents, and networks.
Recruitment goal: add members with fundraising access or capacity.

**3. Marketing & Enrollment Growth**
Current marketing noted as too traditional and not engaging youth effectively.
Suggestions:
Use student-led social media (TikTok, videos, trends).
Highlight student pathways and culture in content.
Potential for art class, advisory, or student council to lead branding projects.
Consider rebranding for stronger youth and community engagement.

**4. Fundraising & Community Engagement**
Strategies for increasing community and donor investment:
Define donor ROI (e.g., $100 = 1 student credential).
Create sponsorship tiers for visibility (e.g., website, events).
Leverage graduation and senior transition programs for fundraising stories.
Tap into local business relationships (e.g., banks, car washes, local shops).
Use student and parent competitions (e.g., classroom pizza prizes) to boost engagement.

**5. Calendar Planning & Board Presence**
Importance of calendaring key events in advance to increase board participation.
Opportunities discussed:

Assemblies featuring board members.

“Meet the Board” or Career Panels.
First day of school participation.
Clear coordination to maintain OPMA compliance (avoid quorum).
Suggestion: Add student engagement to new board member onboarding.

## II. 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 Nov 18, 2025 at 6:00 PM.

### B. Record Attendance

## III. Approval of Minutes

### A. Approve Minutes from October 28, 2025 Rooted School Vancouver Special Board Meeting

R. Johnson made a motion to Approve the minutes from Rooted School Vancouver Board Meeting on 10-28-25.
A. Davis seconded the motion.
The board **VOTED** to approve the motion.

### B. Approval of Special Board Meeting Minutes October 31st, 2025

A. Davis made a motion to approve the minutes from Special Board Meeting on 10-31-25.
L. White seconded the motion.
The board **VOTED** to approve the motion.

## IV. Communications

### A. Welcome Community Members

### B. Initial Public Comment

No community member comments.

## V. REPORTS, REQUESTS, AND COMMENTS BY BOARD MEMBERS

### A. Reports, Requests, and Comments by Board Members

Board members shared reflections on the earlier board workshop.
Adrienne Mason, Board Chair, and Ach' Sheila Davis specifically expressed appreciation for Jamila’s leadership and support for students, highlighting her impact on the school community.

### B. Student Rep Board Report

Crystal shared that students are increasingly engaging with staff and building stronger connections.
Highlighted a noticeable culture shift—students feel more supported and heard.
Recognized the leadership team for fostering student growth and accountability.
Expressed personal appreciation for the opportunity to contribute to board discussions

## VI. Consent Agenda

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

N. Chen made a motion to Approve the consent agenda.
L. White 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 $69,950.87 are also approved.

General Fund
Accounts Payable
Total electronic payments totaling $128,977.59 and
Check numbers N/A totaling $0

Non-AP Cash Disbursements
Total electronic payments totaling $3,199.22 and
Manual checks N/A totaling $0

Payroll
Total electronic payments totaling $69,950.87 and
Payroll check numbers N/A totaling $

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

### B. Second Read & Adopt – Procedure 3510 & 3510P Associated Student Bodies (NEW)

N. Chen made a motion to approve the consent agenda.
L. White seconded the motion.
The board **VOTED** to approve the motion.

## VII. BOARD INFORMATION/DISCUSSION ITEMS

### A. Financial Update (as of October 31, 2025)

The board reviewed financial statements covering year-to-date revenues and expenses.
No discrepancies or major concerns were noted during the discussion.
It was confirmed that the financials were in line with projections for the fiscal year.
The team affirmed continued monitoring and adherence to RCW regulations and compliance standards

### B. ED Update and Entry Plan

The **Executive Director (ED), Dr. Singleton, Update and Entry Plan** included the following key points:

The new Executive Director (ED) provided a brief overview of their **entry plan**, which is structured in phases to ensure intentional relationship-building, observation, and alignment with Rooted School Vancouver's mission.

- **Phase 1** focused on listening, learning, and establishing trust with students, staff, and the broader school community.
- The ED emphasized the importance of **transparency, communication, and equity-centered leadership** as foundational principles.
- Upcoming phases of the plan will include:
    - Detailed **stakeholder engagement.**
    - **Strategic planning** aligned with student outcomes and community expectations.
    - Prioritization of **school culture, instructional leadership, and systems alignment**.
- The ED also reflected on recent school visits, community introductions, and ongoing leadership team collaboration

### C. Committee Reports

(Also shared in Board Workshop)

- **Governance Committee:** Discussed onboarding strategies for new board members, including integrating them into committees aligned with their strengths. There was also discussion about ensuring compliance with Open Public Meetings Act (OPMA) guidelines.
- **Academic Excellence Committee:** Provided updates on instructional goals and student performance tracking. The team emphasized ongoing collaboration with school leaders to align support systems with student needs.

- **Finance and Fund Development Committee:** Shared insights into upcoming fundraising efforts and budget planning. They reviewed donor engagement strategies and acknowledged the board's collective capacity for outreach and advocacy .

## VIII. BOARD ACTION ITEMS

### A. Change of Authorized Signers on Bank Account

A. Davis made a motion to A motion to approve the change of authorized signers on the Rooted School Vancouver bank accounts 1) Checking- 7183 and 2) Private Funds-8212 . REMOVE Steven Carney and Toby Martin. ADD Jamila Singleton and Adrienne Mason.
L. White seconded the motion.
The board reviewed a resolution to update the authorized signers on the school's official TWO BANK accounts at Columbia Bank. This change was proposed to reflect current administrative leadership and ensure compliance with internal financial controls and banking regulations.

The update includes the removal of any former signers no longer associated with Rooted School Vancouver and the addition of current signatories with fiscal responsibility and oversight.

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

**Roll Call**

| | |
|---|---|
| A. Davis | Aye |
| R. Johnson | Aye |
| A. Duncan | Absent |
| N. Chen | Aye |
| A. Mason | Abstain |
| L. White | Aye |

### B. Operations Report

A. Davis made a motion to I make a motion to move the November compliance dashboard.
L. White seconded the motion.
The **Operations Report** presented during the board meeting included the following key points:

Updates on **school safety**, facilities, and transportation were shared, with emphasis on proactive measures to support a safe learning environment.

The operations team reported **stable staffing** levels and reviewed protocols for maintaining efficiency across non-instructional areas.
**Student attendance and meal service data** were briefly mentioned as positive indicators.
There was discussion around refining **systems and procedures** to better support both students and staff, particularly in alignment with the ED's entry plan.

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

## IX. Closing Items

### A. Reminder and Important Dates

### B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:56 PM.

Respectfully Submitted,
A. Mason