APPROVED

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Rooted School - Washington

Minutes

Rooted School Vancouver Board Meeting

Date and Time
Tuesday June 23, 2026 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, A. Mason, L. White (remote)

Directors Absent
A. Lovett-Uddin, R. Johnson

Guests Present
Dr. Jarrod Lockhard (prospective director, seated during meeting) (remote), J. Singleton

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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 Jun 23, 2026 at 6:05 PM.

B. Record Attendance

II. Approval of Minutes

A.

Approve Minutes (May 2026)

A. Davis made a motion to approve the minutes from Rooted School Vancouver Board Meeting on 05-26-26.
L. White seconded the motion.
The board **VOTED** to approve the motion.

III. Communications

A. Welcome Community Members

B. Initial Public Comment

The public comment procedures were read aloud, including the reminder that comments are part of the public record and must comply with FERPA. No public comments were offered.

IV. REPORTS, REQUESTS, AND COMMENTS BY BOARD MEMBERS

A. Student Rep Board Report

No student representative report was given, as students are on summer break.

B. Reports, Requests, and Comments by Board Members

Each director introduced themselves to prospective board member Dr. Jarrod Lockhart. Dr. Lockhart shared his background as Assistant Vice Provost of Education Outreach and Collaboration at Oregon Health & Science University (OHSU), where he centralizes K–16 initiatives and oversees approximately 27 internship and pathway programs. He also directs the Science Education Opportunities Office, which houses the ONTRAC program (an IRB-approved study on which he serves as Principal Investigator) with a team of roughly 12 embedded in high schools across Oregon (Jefferson, Parkrose, Woodburn, Warm Springs, Chiloquin, and Klamath Falls). He described prior roles at Morehouse School of Medicine, Meharry Medical College, Vanderbilt University, the Tennessee Department of Education, and the University of Alabama, and prior charter-school board planning experience. The Executive Director noted his value as a healthcare-industry partner as Rooted considers a new facility, fund development, and a potential healthcare pathway.

State Auditor's Office (SAO) Audit
The Chair reported that the school's SAO audit has begun with an initial meeting; nothing unexpected was raised. The auditor's launch meeting is scheduled for Monday, June 29, 2026 at 2:00 PM via Microsoft Teams, and the entire board is invited. The Chair will circulate the invitation by email; directors planning to attend should RSVP to the Executive Director

individually so that, if a quorum attends, the meeting can be properly noticed as a public meeting. The Executive Director will arrange access for Dr. Lockhart.

C. Empowering the Board

The board reviewed upcoming events and volunteer sign-ups. A request was made for tabling support at the July 11 Dandelion Market / Pride in the Park event; the Executive Director and a staff member are unavailable due to ACT testing. L. White offered a tentative yes, and the Executive Director will follow up. The next major event is the kickoff barbecue on August 21. The board agreed that larger community events (e.g., the barbecue, graduation, and similar) will be publicly noticed in advance to avoid quorum concerns, and the Executive Director will post the approved calendar and meeting invitations.

V. BOARD INFORMATION/DISCUSSION ITEMS

A. 26-27 Budget Discussion (1st Read)

J. Singleton presented a first read of the 2026–27 budget. Private revenue and foundation grants are projected at roughly $100,000. Enrollment is projected at 98 students—about 12 below the five-year plan (30, 27, 20, and 17 across grades 9–12)—with more students entering Running Start. Projected days cash on hand decline from about 77 (2026–27) to 50 (2027–28) and 38 (2028–29), driven primarily by enrollment; the school will still end 2026 with approximately 129 days cash (about $838,000).

Funding changes include the loss of the $1,500-per-student local equalization and the end of CSP startup funds, partially offset by remaining ESWA funds and higher CTE revenue. Staffing is planned at 16 (three administrators, core teachers, and a hybrid academic-dean role with Logan teaching to absorb principal duties and preserve roughly $150,000). Costs are about 63% salary and 18% contracted services.

Questions for JGP:

- **Correct the out-year enrollment assumptions.** The budget uses a conservative 98-student figure for multiple years. JGP to correct these targets so projections return to compliance.
- **Reconcile the figure discrepancy.** There's a discrepancy between the numbers in the financial presentation and the financial update (end of year cash on hand). This needs to be reconciled with the incoming JGP accountant.

- **Confirm the JGP staffing transition.** Katie Silberstein is transitioning off the account with a new accountant picking it up — confirm continuity and the handoff.
- **Clarify the days-cash-on-hand trajectory.** Explain/validate the projected decline (≈77 → 50 → 38 days across 26–27 to 28–29) and confirm how much is driven by enrollment vs. the loss of the $1,500/student equalization and CSP startup funds.

B. Financial Update (as of May 31, 2026)

J. Singleton reviewed the May financials prepared by JGP, noting a JGP staff transition (Katie Silberstein transitioning off the account, with a new accountant picking it up) and a discrepancy between the presentation and the memo figures that will be reconciled. Enrollment remains below the budget goal of 75 (at 63, or 84%, in the red category), with public revenue low due to apportionment and private revenue at target (excluding the incoming $50,000). Total expenditures are ahead of pace, primarily due to a $50,000 settlement payment, with approximately 117 days cash on hand. Because the school is projected to exceed its approved budget (roughly 102%), a new (noticed) budget must be approved before year-end.

C. Updating Board Bylaws & Board Onboarding/Handbook

The board discussed proposed bylaws revisions, focusing on moving from the current rolling two/three/four-year structure to a defined term (with discussion of offering members a choice of a two- or four-year term) and on whether to adopt term limits. The board discussed the value of continuity—particularly through executive-director transitions—alongside the benefit of periodic turnover, and generally favored allowing terms to continue without a hard limit at this stage. A. Mason, S. Davis, and J. Singleton will hold a working lunch in July to revise the bylaws and bring an updated draft to the next meeting. A board handbook (covering mission and vision, OPMA training, disclosures, role clarity, and technology/cybersecurity expectations) will follow once the bylaws are finalized, with a focus on onboarding the two new directors. The August 7 board work session/retreat (10:00 AM – 12:30 PM) will be used for this work.

VI. BOARD ACTION ITEMS

A. Compliance Dashboard

A. Davis made a motion to that the board receive and accept the June 2026 Compliance Dashboard.

A. Duncan seconded the motion.

J. Singleton reviewed the June 2026 compliance dashboard, noting 11 completed applications plus additional tenth- and eleventh-grade applicants, and the Commission's financial goal standards (e.g., 60 days unrestricted cash on hand, no debt defaults, a positive multi-year margin). Two indicators appear in the red because the budget currently projects below 60 days cash on hand in the next two years, driven by conservative 98-

student enrollment assumptions in the out-years. JGP will be asked to correct the out-year enrollment targets, after which the projections are expected to return to compliance.

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

B. Bank Proposal-Heritage Bank

A. Davis made a motion to transitioning RSV's banking relationship to Heritage Bank, authorizing the Executive Director to open credit card, a public NOW checking account for public operating funds and a nonprofit interest-plus checking account [private savings-escrow funds]. The authorized signers on the account shall be the Executive Director, the the Board Chair, each with authority consistent with the FPPM. The Board VOTED Dr. Jamila Singleton (Executive Director) and Adrienne Mason (Board Chair) as authorized signers on the account.
L. White seconded the motion.
J. Singleton presented a proposal. The current bank provides only a limited credit limit, which has created cash-flow challenges and required staff and parents to pay out of pocket (e.g., for car rentals on field trips) and seek reimbursement—an arrangement that is not ideal for audit purposes. Heritage Bank offers a higher credit limit and a more relational banking relationship. The recommendation is to approve opening the new accounts now and to close the Columbia Bank accounts later, once apportionment funds clear.
The board **VOTED** to approve the motion.

C. Board Member Vote --Dr. Jarrod Lockhart

A. Davis made a motion to approve Dr. Jarrod Lockhart to serve a two-year term from June 23, 2026 to June 23, 2028.
A. Duncan seconded the motion.
The board **VOTED** to approve the motion.

D. Authorization of Additional Contractor Hours — Wellness Room Construction

A. Davis made a motion to approve and authorize up to 20 additional one-time hours for Freddie Sanchez through September 1, 2026 at $75 per hour to complete the wellness room.
L. White seconded the motion.
The board considered a request to authorize additional contracted hours for handyman Freddie Sanchez, who works under an agreement through September 1, 2026 capped at approximately $1,500 per month. The arrangement was previously documented as a conflict of interest (Mr. Sanchez is married to a board member) with appropriate guardrails. The additional hours are needed to complete the wellness room (including floor-tile installation) before the first day of school.
The board VOTED to approve the motion. A. Duncan abstained.

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

VII. Consent Agenda

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

A. Davis made a motion to S. Davis made a motion to approve the consent agenda as listed.
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 $64,572.53 are also approved.
General Fund
Accounts Payable
Total electronic payments totaling $165,733.92 and
Check numbers N/A totaling $0
Non-AP Cash Disbursements
Total electronic payments totaling $13,876.70 and
Manual checks #N/A totaling $0.00
Payroll
Total electronic payments totaling $64,572.53 and
Payroll check numbers N/A totaling $0
The board **VOTED** to approve the motion.

B. Policies (2nd Read) And Approval

A. Davis made a motion to to approve the consent agenda as listed.
L. White seconded the motion.

1. 2005 School Improvement Plans Policy
2. 2414 Community Service Policy and Procedure
3. 2145 Suicide Prevention Policy and Procedure
4. 5252 Maintaining Professional/Student Boundaries Policy and Procedure

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

C. Approval of 26-27 Board Calendar

A. Davis made a motion to to approve the consent agenda as listed.
L. White seconded the motion.
The board **VOTED** to approve the motion.

D. Approval of Amended Minutes (October-April)

A. Davis made a motion to to approve the consent agenda as listed.

L. White seconded the motion.

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

E. Authorization of Apple Education Technology Purchase (Quote 2214557087)

A. Davis made a motion to to approve the consent agenda as listed.

L. White seconded the motion.

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

F. Sole Source Approvals

A. Davis made a motion to to approve the consent agenda as listed.

L. White seconded the motion.

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

VIII. Executive Session

A. Executive Session — Review of Employee Performance

Pursuant to RCW 42.30.110(1)(g), the board recessed into executive session at approximately 7:20 PM to review the performance of a public employee. The session was extended, and the board reconvened in open session at 7:45 PM. No action was taken in executive session.

IX. Closing Items

A. Board Disclosures (25-26)

Directors were asked to complete the four-page Charter School Board Member Disclosure Form linked in the board packet, attach a current resume, and return both to Dr. Yee as soon as possible (ideally by the end of the week). Dr. Lockhart will also complete the assigned public-meeting (OPMA) training videos as part of onboarding and the audit process.

B. Reminder and Important Dates

The Executive Director and operations director will be on PTO from July 1 through approximately July 13. ACT testing is scheduled for July 11. The next regular board meeting is July 28, 2026; a board work session/retreat is scheduled for Friday, August 7, 2026 (10:00 AM – 12:30 PM), with optional social time afterward; and an additional meeting is set for August 25, 2026.

C. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:50 PM.

Respectfully Submitted,
A. Mason