APPROVED

rootedschool

# Rooted School - Washington

# Minutes

## Special Meeting: FY'26 Spring Retreat and Budget Session

**Date and Time**
Saturday April 18, 2026 at 10:00 AM

**Location**
https://us06web.zoom.us/j/89245070691?pwd=Agk2yJqS2iRE09LzIYHWgcLaeedLrE.1

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

**Directors Absent**
*None*

**Directors who arrived after the meeting opened**
N. Chen

**Guests Present**
E. Danielles (remote), J. Singleton

### 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 Saturday Apr 18, 2026 at 10:00 AM.

#### B. Record Attendance

N. Chen arrived at 10:43 AM.

## II. Communications

### A. Welcome Community Members

E. Danielles, a prospective board candidate, was welcomed and introduced herself, sharing her background in adult education, CTE, and reentry work.

### B. Initial Public Comment

The public comment procedures were read aloud. No public comments were offered.

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

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

A. Mason led an opening reflection on the difference between hearing and listening, inviting each director to share a time they felt truly listened to and one behavior that signals they are not. Themes included empathy without judgment, acting on what was shared, and consistent follow-up over time.

## IV. 25-26 Academic Excellence Committee (monthly)

### A. 26-27 Calendar

(2nd Read)
Jamila walked the board through the second read of the 26-27 academic calendar, including student-facing events and required staff evening events. The board confirmed the calendar is in line with neighboring districts and consistent with the current year. Final approval is targeted for the April 28, 2026 regular meeting so offer letters can be issued.

## V. 25-26 Fund/Growth/Partnerships Committee (bi-monthly)

### A. Rooted Future: CTE Expansion

Jamila presented the CTE addendum and schedule developed with consultants Josh Jones and Margaret Rice. Frameworks for the green-highlighted courses were submitted to OSPI by the April 15 deadline. Current CTE apportionment of approximately $79,000 (at 11% of the school day, 7.42 FTE) could grow to once additional courses are approved and teachers are CTE-certified. The board discussed certification requirements, dual-credit and Running Start pathways, and integrating career-readiness competencies across non-CTE classes.

A. Duncan expressed the importance of keeping college in the high school on the strategic plan as well.

Confirmation of approved frameworks expected in late May.

### B. Sustainability & Growth

Skipped due to time.

### C. 26-27 Budget Proposal

Jamila reviewed the draft 26-27 budget memorandum. Total revenue is projected to decrease due to the loss of levy equalization funding (~$1,500/student) and the expiring startup grant, partially offset by increased state apportionment (which does not yet reflect anticipated CTE revenue). Salaries increase to add a humanities teacher and a math teacher; contracted services and facility costs hold roughly steady.
Staffing model: Administration moves from 4 to 3 FTE; Instructional from 7.5 to 9 FTE; Paraeducators from 3 to 4. The school leader role will be absorbed by the Executive Director, Director of School Operations, Office Manager, and Academic Coach (Logan, in a hybrid coaching/teaching role with a compensation adjustment). Sarah Yee has been hired as a contracted Director of Operations and Communities. A dedicated CTE Director hire is planned for 27-28 if CTE revenue materializes.
Fiscal health: projected days cash on hand of 128, 100, 74, and 61 over the next four years - above the 60-day compliance dashboard target and the 30-day charter requirement. Public comment on the budget will occur in May/June, with approval targeted for July.
N. Chen raised concerns about the ED's span of supervision and asked about conflict-of-interest and evaluation processes. Jamila described the leadership team's role in delegated supervision and the ongoing relationship with Rooted School Foundation to support school functions and growth.

## VI. 25-26 Governance Committee (bi-monthly)

### A. Executive Director Evaluation

R. Johnson presented the draft ED Evaluation Policy and Procedure developed by the Governance Committee with A. Duncan and the ED. Proposed cycle: July 1 - June 30; full board completes the evaluation in BoardOnTrack; governance committee facilitates; board chair coordinates; ED contributes self-assessment and evidence; mid-year check-in included. The board agreed to run the existing BoardOnTrack instrument this year as a baseline (acknowledging some criteria cannot be fully answered) and to launch the formal cycle in July. Staff/family climate survey instruments will be reviewed by the Governance Committee.

Target adoption: May meeting.

### B. Board of Trustees Job Description

R. Johnson presented the updated Board of Trustees job description, organized around mission stewardship, board member responsibilities and accountability, ED oversight, strategic planning, resource development, financial oversight, oversight of programs and outcomes, ambassadorship, legal/ethical/policies, and board development.

The board agreed to add a new section on cultural leadership, to be drafted by N. Chen with input from E. Danielles.

Target adoption: May meeting.

### C. New Board Member Onboarding Materials

The board held an extended discussion about board culture, capacity, and meeting cadence. Themes: directors want clearer expectations and a shared annual calendar of board responsibilities (meetings, school events, ambassadorship); some periods of the year warrant additional working sessions while others may not require monthly meetings; committee-driven work is producing strong deliverables and should continue. A. Mason and J. Singleton will partner on a draft annual board calendar (with bi-weekly check-ins) for review. Long-term, Jamila will propose moving to four-year director terms in a future bylaws/charter revision.
N. Chen shared that she anticipates stepping away at the end of her current two-year term and is committed to helping recruit and onboard her replacement before transitioning.

## VII. Other Business

### A. Enrollment Spring Push

Jamila reviewed the enrollment memorandum: 64 students currently enrolled, with 43 returning families confirmed via survey and ~19 outstanding. Enrollment goal for 26-27 is 45 new students. Each director will be asked to make 2-3 outreach calls to incoming and current families using prepared scripts; details will be shared at the April 28 meeting.

## VIII. Board Action

### A. Board Member Vote --Abby Lovett-Uddin

No formal motions were made and no votes were taken at this Special Meeting.

The following items were tabled to the April 28, 2026 regular board meeting for action: confirmation new Board members, with additional confirmation of returning board members.

**B. Board Member Vote-Emareena**

**C. Board Member Renewal--Ach' Sheila Davis**

## IX. Closing Items

**A. Adjourn Meeting**

Next meeting: Regular Board Meeting, Tuesday April 28, 2026. The April 28 agenda will include final approval of the 26-27 calendar, the PTO policy, the field trip / outdoor education policy, and board member confirmations carried forward from this retreat.

**Closing Acknowledgments**

Jamila distributed personalized board mugs and thank-you notes, and asked directors to identify community partners they would like to personally thank on behalf of Rooted.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:30 PM.

Respectfully Submitted,
A. Mason

**B. On April 28th--**