APPROVED

rootedschool

Rooted School - Washington

Minutes

RSV Board Meeting

Date and Time
Tuesday August 25, 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 (remote), A. Mason, J. Lockhart (remote)

Directors Absent
A. Lovett-Uddin, L. White

Guests Present
J. Singleton, J. Weatherspoon

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 Aug 25, 2026 at 6:15 PM.

B. Record Attendance

II. Approval of Minutes

A. Approve Minutes from July 28, 2026 Regular Board Meeting

A. Davis made a motion to approve the minutes from Adrienne Mason Rooted School Vancouver Board Meeting on 07-28-26.
J. Lockhart seconded the motion.
The board **VOTED** to approve the motion.

B. Approve minutes of August 7, 2026 Workshop

A. Davis made a motion to approve the minutes from Adrienne Mason Board Summer FY '27 Planning Special Meeting on 08-07-26.
J. Lockhart seconded the motion.
The board **VOTED** to approve the motion.

III. REPORTS, REQUESTS, AND COMMENTS BY BOARD MEMBERS

A. Reports, Requests, and Comments by Board Members

The chair thanked Ashley Duncan and Ach' for supporting the back-to-school barbecue, Ashley for organizing Senior Sunrise, Dr. Lockhart for donating funds for the meat, and Lisa for making the supply run. The Executive Director was thanked for preparing staff and the school for the opening of the year, and the board was thanked for its sustained work over the summer on budget approvals and facility planning.

B. Empowering the Board

Ach' Davis noted the board sign up calendar and asked members to select events to attend.
Reminder of the Board/Staff Buddy program

- Board members were asked to sign up for at least three school events during the year using the shared calendar linked in the board agenda email. Dr. Lockhart confirmed he would complete his sign-up.
- Upcoming events noted: Back-to-School Night (September 10), FAFSA Night (October 2), Fall Carnival (student-led, hosted by ASB), and additional scholarship and college/career readiness events.
- **Board and Staff Buddy Program** begins this week. Staff contact information and the "All About You" staff survey will be circulated by email. Board members were encouraged to reach out to their assigned staff buddy within the next two weeks, even if the first meeting occurs later.

IV. Consent Agenda

A.

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

The following payments as audited and certified by the auditing officer, as required by RCW 42.24.080, and those expense reimbursement claims certified, as required by RCW 42.24.090, are approved for payment. In addition, payroll payments in the amount of $53,022.28 are also approved.

General Fund
Accounts Payable: Total electronic payments totaling $120,744.68 (electronic funds transfer – public checking $120,391.30; electronic funds transfer – private savings $353.38) and check numbers N/A totaling $0.00

Non-AP Cash Disbursements: Total electronic payments totaling $10,837.70 (electronic funds transfer – public checking $10,837.70; electronic funds transfer – private savings $0.00) and manual checks #N/A totaling $0.00

Payroll: Total electronic payments totaling $53,022.28 and payroll check numbers N/A totaling $0.00

B. 26-27 Staff Assignments and Hiring

Presented for approval as included in the board packet.
A. Davis made a motion to approve the consent agenda as presented.
J. Lockhart seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Executive Director and School Reports

A. ED Report & School Improvement

Start of school

- A staff, family, and student kickoff was held Friday, with Shifted Theory participating as a community partner.
- New-to-Rooted orientation was held the day of the meeting, 8:30 a.m. to 12:30 p.m., with just under 30 students. Sessions covered the school's mission — closing the generational wealth gap — along with whole-group and small-group work and a building walk-through so students could locate their classes.
- The first day of school is the following day (a half-day Wednesday).

Staffing

- Jessica Murchinson has joined as Director of CTE and Student Success.

- James Young-Lewis's last day is tomorrow; he begins a full-time role in Battle Ground.
- New teachers Mia and Paige are teaching on conditional licenses as first-year teachers; both are expected to have strong classrooms with continued coaching.

Enrollment

- Enrollment stands at 98 students, 98% of the opening-day target of 100. The ideal is roughly 25 students per grade level; 110 is the safer target given typical attrition.
- Grades 10 and 11 are likely to be capped; recruitment will continue, with emphasis on incoming freshmen. Current enrollment is consistent with budget assumptions.

Student demographics

- Approximately 45% white, 27% Black, 20% multiracial, and just under 1% Asian, Pacific Islander, and American Indian. Twenty-one of the 98 students identify as Hispanic/Latino.
- Gender is balanced across most grades; 11th grade has 20 boys and 8 girls. Some students identify as non-binary.

Student needs

- Roughly one third of students have IEPs; the figure may rise once access to IEP Online is restored through the state / ESD 112.
- A majority of students are low income. Two English language learners have been identified, with that number also likely to increase. One international exchange student from Madrid, Spain, will attend for the year. Two students are experiencing houselessness.

Financial position

- 113 days cash on hand entering the school year.
- 99% of budgeted private donation revenue was received; 87% of public revenue was received, attributable to lower enrollment. Public revenue will be monitored through the year.

Staff culture KPI

- Professional development week was structured as: Day 1 — mission and team strengths; Day 2 — relationship building and radical transparency ("above the line / below the line"); Day 3 — Tier 1 practices led by Logan, including first-day expectations and instructional consistency across classrooms; Day 4 — student supports. Session time was balanced with planning time, with a full day and a half reserved for teacher preparation.

Compliance and governance

- The updated bylaws have been submitted to the Commission.
- Governance and growth committees still need to be stood up; this will be taken up in September.
- Director-level appointments (Jessica and Sarah) were made by the ED and do not require board approval; the board was informed for awareness.
- Work continues on an agreement between RSV and RSF.
- **State audit:** no material findings. Results cover FY 24-25 under prior staff. Minor adjustments were noted regarding payroll and contract dates, documentation, and student count records. The clean result means the next state audit cycle is not until spring 2028.
- Board pipeline: with Dana Nerenberg and one additional prospective member from a finance background, the board would reach eight members.

B. Student Board Representative Reports

The ED asked the board to designate a point person to check in with student board representatives and connect them to the board's work — potentially a monthly check-in, and involvement in gathering student input on board priorities such as the facility decision.
The chair supported the concept, describing it as functioning like a committee informing the board, but indicated she does not have the capacity to serve in the role. Ach' supported establishing the structure now, while the school is small, as leadership development for students. Ashley Duncan noted it would give student representatives clearer purpose and direction in their reporting.
Action: The item will be placed on the September agenda to identify a board point person.

VI. BOARD ACTION ITEMS

A. Compliance Dashboard (July)

A. Davis made a motion to August 2026 Compliance Dashboard.
J. Lockhart seconded the motion.
The board **VOTED** to approve the motion.
Enrollment and demographic data were reviewed as presented in the ED report. On sustainability metrics: cash reserves are sufficient to carry the school through the end of the year, but with limited cushion. Total margin is negative because expenditures exceeded revenue, driven in part by public revenue shortfalls tied to enrollment. Cash flow remains positive.

B. Resolution

A. Davis made a motion to Approve the resolution as edited.

J. Lockhart seconded the motion.
The board **VOTED** to approve the motion.
The board reviewed a draft resolution reflecting the facility discussion held at the August 7 workshop. Edits were made live during the meeting. The board confirmed that the approval covers a letter of intent only, and that Green Channel would carry out the development process.

C. Board Action – Appointment of New Board Member

A. Davis made a motion to Approve the addition of Dana Nerenberg to the board.
J. Lockhart seconded the motion.
The board **VOTED** to approve the motion.

VII. BOARD INFORMATION/DISCUSSION ITEMS

A. Financial Update (as of July)

Financial update. Largely covered in the ED report. Public revenue remains below target against known expenses; days cash on hand is 113. One further budget conversation on FY 25-26 will occur once the books close in five days, after which planning shifts to FY 26-27.
CSP funds. All Charter Schools Program funds have been claimed: of $1.5 million awarded over three years, $1,498,781 was spent, leaving approximately $1,200 unclaimed.

VIII. Closing Items

A. Reminder and Important Dates

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- First day of school tomorrow; Senior Sunrise at 7:00 a.m., school begins at 8:30 a.m. Board members are welcome at both.
- The board chair will be out of the country for the September board meeting; a board member volunteered to run the meeting and will connect in advance.
- Fingerprinting is required every three years and several members are due by September. Sarah will submit a report to the Commission in November documenting trainings and compliance steps.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:06 PM.

Respectfully Submitted,
A. Mason

Documents used during the meeting

- 6b - Non-AP Cash Disbursements 26 07.pdf
- 6a - AP Register 26 07.pdf
- 4 - Payroll & AP Certification 26 07.pdf
- 2 - Balance Sheet 26 07.pdf
- 3a - Budget Status Report 26 07.pdf
- 1 - Finance Dashboard 26 07.pdf