



The Community Roots School Board Meeting
Tuesday, April 5, 2016 6:30 p.m.
330 N. James Street

Agenda

1. Board Training-Adolescent Program/Susan 6:30-7:00
2. Call meeting to order – Dan
3. Reading of Community Roots School Mission Statement – Kate
Rooted in our local community, we learn in an authentic Montessori environment, growing as conscientious and joyful learners, inspired to lead in the world community.
4. Consent Agenda
 - Approve March meeting minutes
 - Approve March Policy Updates
 - Approve Policy JEBA-Early Entrance
5. Audience with Visitors (Audience members may make comments to the board on any topic)
6. Administrator Report – Miranda Traeger (7:15-7:25)
7. Committee reports (SFSD Board, Fundraising, Finance) (7:25-7:35)
8. Discussion Items and Actions (7:35-8:30)
 - Elections bylaw change Jen
 - Discussion/Action (to send to voters)
 - Policy Review Packet, A/B Board Governance- Jen
 - First Reading/Discussion
 - Kindergarten budget
 - Discussion/Action
 - PACE Restated Trust Agreement
 - Discussion
 - Action

(7:00-7:15)

VISITORS: Meetings of the school board are for the members to conduct official school business. All meetings are open to the public, except executive sessions, which may be called according to Oregon law. Members of the public desiring to address the board are asked to contact the administrator at least one week in advance of the meeting. Large groups are asked to designate a primary spokesperson.

Community Roots School
March 1, 2016
DRAFT Board Meeting Minutes

Training – None

Meeting Called to Order – Dan
Present: Jessie, Jen, Jason, Dan

Consent Agenda ?? moves to approve, ?? seconds, unanimously approved

Audience with Visitors

Materials presentation Susan and Hilary

Administrator Report

- See handout
- Fire marshal visit to CRS. Had to clear some things out of the hallway.

Committee Reports

- Fundraising: Garage sale same week as the pet parade. Auction: Festhalle not available - potentially need to look for another weekend.
- Facilities: Astrid will be the volunteer coordinator. Great turnout at the parent facility meeting.

Discussion Items and Actions

Facility discussion with SFSD-Andy Bellando:

- Values the relationship between CRS and SFSD. Pleased to have two charter schools in the District. He believes CRS is thriving.
- The plan the District is implementing is not the plan they hoped for, but one that we all must make sue with. First and foremost it is important to close Eugene Field. He is appreciative of the partnership during this transition.
- The contractor for the project is 2KG. City has not issued the permits yet. A few life, fire and safety issues. Two new fire hydrants and fire connection device on Schlador. 2KG to be on campus in two weeks.
- Demo of concrete pad and some trench work. He will keep Miranda in the loop. Expecting minimal disruption to CRS at this point. Potentially some noise.
- Work on the Schlador Street building, cafeteria and rooms. Network changes, inside changes done by the end of the year. Anything in our wing would not be done during the school day. Again, communication will be made to Miranda.
- Had hoped to get uniform modulares from Woodburn but they will not be ready until next year. Treatment plant modular was not used since the District provided it to the city. Believes it to be a functional usable unit to serve the classroom purpose for years to come. That modular needs flooring (wet spots.). Andy believes there is funding to put in flooring. CRS will have some input into the flooring decision.
- District would like assistance from CRS on exterior painting and landscaping. Miranda reviewed the layout.

Community Roots School
March 1, 2016
DRAFT Board Meeting Minutes

- Expect the water treatment plant modular before the others since they do not have kids in them. Can be used for storage. Question about when it will be available. Andy will need to talk to the project manager before he will know the date.
- Andy asked "What would the ideal look like?". Answer: April. He will try to aim for that.
- Accessibility for the outside area. Andy needs a proposal on what we want. It is a multiple facility use but if it would fit in with the setting, it can be considered.
- Field will be accessible to CRS. Community will not have access to the field during the day.
- Middle school will use tennis courts, outdoor green space for lunch. Staggered use and supervisory will need to be worked out.
- Will this campus be further developed? This is up to the school board. Long range facility planning will be reconvened.
- Will there be the opportunity for CRS to be connected to city water at some point? Can't say yes, can't say no, but open to it and understand the desire.

Calendar

Modeled after school district calendar. Action needed on the school calendar, Admin calendar is just FYI. Short Christmas break. Jen moves to approve, Jason seconds, unanimously approved.

Adolescent program

See handout

- Montessori NW is looking for a model adolescent program to expand their training
- Susan would love to create one for CRS and use her adolescent training
- Need a facility, farm partner and a trained teacher.
- Big work on the land, project based learning, micro economy, all subjects learned through the project
- Potential partnership with Oregon Garden
- Preparing them for adult life, not preparing them to be farmers.
- Window into what it takes to be an adult.
- Rich deep intellectual experience and practical life. Mentorship from adults so that they can become active leaders in their communities
- Will take some fundraising
- Only thing that carries up are the math materials
- Teaching style changes-Lecture style
- Rooms are emptier
- Environmental science
- Facility on site is not an option.
- Next step: parent input, resources, plan from teachers and Miranda
- Board training In April
- Critical to have a partnership with longevity

Budget

- See handout
- Able to continue at \$800 insurance by going with local insurance company
- Full time admin
- Increase office support

Community Roots School
March 1, 2016
DRAFT Board Meeting Minutes

- Jason moves to approve, Jessie seconds, unanimously approved

Facility funding

Jen moves to approve, Jason seconds, unanimously approved

Policy review

No changes to policy review packet

March changes

First reading

See handout

Election

- Reviewed dates. Missing the annual meeting. Jen will send out with an update
- All board members but Dan are up for reelection
- Need to communicate process in newsletters
- Jen will recommend process to update bylaws to only require election when there is a contest.
- Dan will lead elections process

Meeting Adjourned

The Community Roots School

Code: **JEBA**
Adopted: 5/05/15

Early Entrance

Parents may request an application and receive information for early entrance to Kindergarten and 1st grade from the school office of The Community Roots School.

For early entrance to Kindergarten, students need to be age 5 by November 1. For early entrance to 1st grade, students need to be age 6 by November 1st.

Indistrict parents shall return the completed application by May 1, or as reasonably close to that date as possible, to the school office. Parents new to the district shall submit the completed application by August 15.

A Screening Team comprised of the public charter school director, teacher and a school psychologist, shall discuss the application and determine whether to advance the application for assessment.

An assessment appointment shall be scheduled with the director. A nonrefundable fee not to exceed \$250 made payable to The Community Roots School (CRS) shall be required at this time. If this fee presents a hardship, the parents are urged to contact the CRS administration at the school office.

The primary assessment device to be used in determining the child's eligibility shall be the Silver Falls School District Kindergarten Assessment and the Wechsler Preschool and Primary Scale of Intelligence (WPPSI-III). The director shall contact the parent to review and explain the assessment results.

If the child qualifies for early entrance the ~~first grade~~ teacher shall conduct a parent conference at the end of six weeks of school to review the progress.

END OF POLICY

Legal Reference(s):

[ORS 327.006](#)

[ORS 336.095](#)

[ORS 339.115](#)

[ORS 343.395](#)



The Community Roots School April 2016 Board Meeting Administrator Report

Enrollment: Goal enrollment

79 at Schlador St. Campus & 13 in Kindergarten offsite

Intent to Re-enroll

- 87 out of 92 submitted for re-enrollment

15-16 Waitlist

- 15 students K-6 on waitlist. Openings are for 1st grade and there are 0 on the waitlist

16-17 Lottery - April 18th (a few more may come in)

- K - 18 applicants for 14 spots
- 1st - 9 applicants for 3 spots
- 2nd - 2 applicant for 2 spots
- 3rd - 6 applicants for 0 spots
- 4th - 4 applicants for 0 spots
- 5th - 1 applicants for 0 spots
- 6th - 5 applicants for 0 spots

1. District Communication

- a. Founders letter to go to district for approval

2. Enrollment

- a. Budget is set for 83 students at James St. campus and we are currently at 79. Due to enrollment numbers for the 16-17 school year, I believe that only allowing for a couple of 1st grade enrollment spots fits into the enrollment projections. This means we may need to dip into the reserves to finish out the year.

3. Educational Accountability

- a. STARS assessment training begins at the April 4th Early Release
- b. SBAC Assessment has started and testing will occur till mid or late May

4. Budget

- a. Finance committee
- b. Garage Sale occurring in May
- c. Requesting funds from The Chamber for outside groups to provide studios for our community
 - i. \$500 received for studios for the rest of the year!!
- d. Grant submitted to Lowe's for greenhouse and garden
- e. Board member has volunteered to help with grant writing

5. Community

- a. CRS website will be updated by parent volunteer
- b. Volunteer hours are now being tracked by a parent volunteer
- c. May 12th Annual All School Meeting and Potluck @ CRS

6. Facilities

- a. Construction has begun.
- b. Committee has meet to discuss material needs, volunteer needs, and timelines. The group has created drawings and is now looking to get final approval from the district for our scope of work.

7. Policy

- a. PACE is now requiring us to formally approve a Restated Trust Agreement for annual renewal

The Community Roots School
Profit & Loss
July 1, 2015 through March 30, 2016

Jul 1, '15 - Mar 30, 16

Ordinary Income/Expense

Income

2000 · Fundraising	44,837.39
2010 · School Related	7,073.00
2030 · Lunches	13,187.55
2550 · Capital Campaign	200.00
Total Income	65,297.94

Gross Profit 65,297.94

Expense

350 · Communication	99.20
380 · Professional Services	1,750.00
410 · Consumable Supplies & Materials	10,498.53
640 · Dues & Fees	4,623.44
Total Expense	16,971.17

Net Ordinary Income 48,326.77

Net Income 48,326.77

CRS Financial Overview

3/28/2016
 15-16 school year
 59% through teacher Payroll

760 - State School Support Fund - SSF	
REVENUE:	\$422,759
EXPENSES:	\$357,470
BALANCE:	\$65,289

100 - Supplemental School Operations	
REVENUE/ROLLO	\$126,117
EXPENSES:	\$16,971
BALANCE:	\$109,146

<u>Reserve in SSF from 2010 -2011</u>	\$19,347
<u>Reserve in SSF from 2011 -2012</u>	\$19,633
<u>Reserve in SSF from 2012 -2013</u>	\$14,527
<u>Reserve in SSF from 2013 -2014</u>	\$20,038
<u>Reserve in SSF from 2014 -2015</u>	\$11,755
<u>Reserve in SSF from 2015 -2016</u>	\$0
Total in SSF Reserve	\$85,300

760 - State School Support Fund - SSF(ADM)			Adjusted January 2016	Activity as of 3/28/16	% of Budget
REVENUE:					
95 students -		State School Fund—General Support \$5625	\$534,660	\$326,386	61.0%
95 estimated ADMw (poverty, 1/2 K, & ELL)		Supplemental from Fundraised - Music, Spanish, Art, PE, OM, supp	\$26,058	\$0	
		PD check from SSO fundraised account	\$3,509	\$3,509	
		Supplemental from Fundraised account - Auction Birds	\$1,683	\$0	
		Supplemental from Lunch Program SSO account	\$14,000	\$1,425	
		National School Lunch Rembursement	\$6,000		
		Supplemental from School Related (supply fees etc.)	\$9,000		
		Rollover from 14-15 School Related - directly into reserves	\$6,138	\$6,138	
		Rollover from 14-15 Reserves	\$85,300	\$85,300	
		Total Revenue	\$686,348	\$422,759	61.6%
EXPENSES:					
	1111 (Elementary K-5 program)				
	111	Certified Salaries	191,073	\$108,358	56.7%
	112	Classified Salaries	73,549	\$43,474	59.1%
	117	Unused Leave by Staff	\$0	\$0	#DIV/0!
	121	Certified Substitutes	\$6,251	\$8,952	143.2%
	122	Classified Substitutes	1,800	\$1,211	67.3%
	130	Extra Duty		\$20	
	211	PERS - Employer Contribution (11.22%)	28,821	\$10,287	35.7%
	213	PERS - Employer Contribution (8%)	19,151	\$12,082	63.1%
	220	Social Security Admin - FICA/Medicare (7.65%)	19,317	\$11,828	61.2%
	231	Workers' Compensation (.5%)	350	\$185	52.9%
	232	Unemployment	1,332	\$773	58.0%
	240	Contractual Employee Benefits (\$900/mo.)	39,600	\$23,823	60.2%
	410	Consumable Supplies/Materials	\$9,555	\$12,006	125.7%
	410	Consumable Supplies/Materials		\$40	
	420	Textbooks	\$0		#DIV/0!
	430	Library Booka	\$0	\$0	#DIV/0!
	460	Non-Consumable	\$0	\$0	#DIV/0!
	470	Computer Software	\$400	\$3,802	950.6%
	480	Computer Hardware	\$0	\$0	#DIV/0!
	640	Dues and Fees	\$0	\$550	#DIV/0!
	1111 - Totals		\$391,199	\$237,391	60.7%
	1113 Elementary Extracurricular				
	130	Additional Salaries	\$2,500	\$2,078	83.1%
	220	Social Security Admin - FICA/Medicare (7.65%)	0	\$122	#DIV/0!
	231	Workers' Compensation (.5%)	0	\$1	#DIV/0!
	232	Unemployment	0	\$8	#DIV/0!
	1113 - Totals		\$2,500	\$2,208	88.3%
	1121 (Middle/Junior High Programs)				
	111	Certified Salaries	15,364	\$9,188	59.8%
	121	Certified Substitutes	\$0	\$29	#DIV/0!
	211	PERS - Employer Contribution (11.22%)	1,068	\$623	58.3%
	213	PERS - Employer Contribution (8%)	1,260	\$735	58.3%
	220	Social Security Admin - FICA/Medicare (7.65%)	1,062	\$619	58.3%
	231	Workers' Compensation (.5%)	12	\$6	51.8%
	232	Unemployment	72	\$40	56.2%
	240	Contractual Employee Benefits (\$800/mo.)	3,600	\$2,100	58.3%
	1121 - Totals		\$22,438	\$13,341	59.5%

1291 (ESL Programs)					
111	Certified Salaries	5,000	\$616	12.3%	
130	Additional Salaries		\$210		
211	PERS - Employer Contribution (11.22%)	0	\$56	#DIV/0!	
212	PERS - Employee Contribution	0	\$13		
213	PERS - Employer Contribution (8%)	0	\$66	#DIV/0!	
220	Social Security Admin - FICA/Medicare (7.65%)	0	\$63	#DIV/0!	
231	Workers' Compensation (.5%)	0	\$2	#DIV/0!	
232	Unemployment	0	\$4	#DIV/0!	
1121 - Totals		\$5,000	\$1,029	20.6%	
1400 (Summer School Programs)					
111	Certified Salaries	3,333	\$3,333	100.0%	
211	PERS - Employer Contribution (11.22%)	226	\$226	100.0%	
213	PERS - Employer Contribution (8%)	267	\$267	99.9%	
220	Social Security Admin - FICA/Medicare (7.65%)	255	\$255	100.0%	
231	Workers' Compensation (.5%)	20	\$20	98.5%	
232	Unemployment	17	\$17	98.0%	
1400 - Totals		\$4,118	\$4,116	100.0%	
2110 - Attendance & Social Work					
350	Communication - One call now	\$100	\$71	71.3%	
380	Non-Instructional Professional/Tech support	\$100	\$0	0.0%	
2110 Totals		\$200	\$71	35.6%	
2210 - Mentorship					
130	Additional Salaries	969	\$1,394	143.8%	
211	PERS - Employer Contribution (11.22%)	66	\$94	143.2%	
213	PERS - Employer Contribution (8%)	78	\$111	142.9%	
220	Social Security Admin - FICA/Medicare (7.65%)	71	\$102	143.0%	
231	Workers' Compensation (.5%)	1	\$1	128.0%	
232	Unemployment	5	\$7	132.6%	
1121 - Totals		\$1,190	\$1,709	143.6%	
2240 - Instructional Staff Development					
130	Additional Salaries	2,500	\$1,749	69.9%	
211	PERS - Employer Contribution (11.22%)	102	\$119	116.2%	
213	PERS - Employer Contribution (8%)	121	\$140	115.6%	
220	Social Security Admin - FICA/Medicare (7.65%)	107	\$125	117.1%	
231	Workers' Compensation (.5%)	2	\$1	59.0%	
232	Unemployment	8	\$8	102.4%	
310	Instructional Professional/Tech (Staff/Curriculum Develop)	\$1,000	\$2,862	286.2%	
2240 Totals		\$3,840	\$5,004	130.3%	
2310 - Board of Education Services					
381	Audit Services & Tax filings	\$6,000	\$5,495	91.6%	
410	Consumables - Annual Reports		\$246		
640	Dues & Fees	\$0	\$363	#DIV/0!	
650	Insurance and Judgements	\$5,400	\$5,149	95.4%	
670	Taxes & Licenses	\$0	\$0	#DIV/0!	
2310 - Totals		\$11,400	\$11,252	98.7%	

2490 - Other Support SVCS - School Adm					
112	Classified Salaries	\$16,279	\$10,853	66.7%	
113	Administrative Salary	49,413	\$32,942	66.7%	
130	Additional Salary	0	\$0		
122	Classified Substitutes & unused leave	700	\$0	0.0%	
211	PERS - Employer Contribution (13.22%)	\$9,160	\$2,969	32.4%	
213	PERS - Employer Contribution (7%)	\$5,739	\$3,504	61.0%	
220	Social Security Admin - FICA/Medicare (7.65%)	\$5,488	\$3,094	56.4%	
231	Workers' Compensation whole school	\$0	\$1,897	#DIV/0!	
232	Unemployment	318	\$152	47.7%	
240	Contractual Employee Benefits	\$10,152	\$5,899	58.1%	
350	Communication	\$600	\$163	27.2%	
380	Non-Instructional Professional/Tech support	\$300	\$518	172.7%	
410	Consumable Supplies/Materials & copies	\$1,000	\$1,053	105.3%	
640	Dues & Fees	\$2,000	\$1,864	93.2%	
2490 - Totals		\$101,149	\$64,908	64.2%	
2520 - Fiscal Services					
380	Non-instructional Professional & Technical Services - Bookkeeper	\$2,000	\$1,470	73.5%	
2520 - Totals		\$2,000	\$1,470	73.5%	
2540 - Operations & Maintenance					
130	Additional Salary - Cleaning	2,000	\$255		
211	PERS - Employer Contribution (13.22%)	\$0	\$17	#DIV/0!	
213	PERS - Employer Contribution (7%)	\$0	\$20	#DIV/0!	
220	Social Security Admin - FICA/Medicare (7.65%)	\$0	\$17	#DIV/0!	
231	Workers' Compensation (.5%)	\$0	\$0	#DIV/0!	
232	Unemployment	0	\$1	#DIV/0!	
320	Property Services (Rent & Maintenance service)	\$20,000	\$0	0.0%	
380	Professional Services		\$60		
410	Consumable Supplies/Materials - keys etc.	\$500	\$32	6.3%	
2540 - Totals		\$22,500	\$403	1.8%	
2550 - Student Transportation Services					
330	Student Transportation Services	\$500	\$237	47.5%	
2550 - Totals		\$500	\$237	47.5%	
2630 - Information Services					
350	Communication - postage - marketing	\$0	\$85	#DIV/0!	
410	Consumable Supplies/Materials	\$0	\$0	#DIV/0!	
2630 - Totals		\$0	\$85	#DIV/0!	
2660 - Technology Services					
124	Temporary Classified Salaries - Computer set-up	\$0	\$0	#DIV/0!	
220	Social Security Admin - FICA/Medicare (7.65%)	\$0	\$0	#DIV/0!	
231	Workers' Compensation (.5%)	\$0	\$0	#DIV/0!	
2630 - Totals		\$0	\$0	#DIV/0!	
3100 - Food					
410	Consumable Supplies/Materials	\$0	\$154	#DIV/0!	
450	Food	\$20,000	\$13,661	68.3%	
640	Dues and Fees		\$430		
3100 - Totals		\$20,000	\$14,245	71.2%	
6000 - Contingencies					
810	Planned Reserve - Contingency	\$0	\$0		
	Reserve from previous years	\$85,300	\$0		
	14-15 Ending Fund Balance Reserve - from School Related	\$6,138	\$0		
	15-16 Ending Fund Balance Reserve	\$6,876	\$0		
6000 - Totals		\$98,314	\$0	0.0%	
EXPENSE TOTALS		\$686,348	\$357,470	52.1%	
Revenue less Expenses (negative balance = \$ from contingency at year end)		\$0	\$65,289		

100 - Supplemental School Operations - Fundraised		Adjust January 2016	Activity as of 2/18/16
REVENUE:			
Rollover from 14-15 Fundraising		\$11,163	\$11,163
Rollover - School related check to be cut to SSF		\$6,138	\$6,138
Rollover from 14-15 Board		\$2,648	\$2,648
Rollover from 14 - 15 Playground		\$2,850	\$2,850
Rollover from 14 - 15 Committed to Capital Campaign		\$38,020	\$38,020
Capital Campaign - Committed		\$0	\$200
Fundraising Revenue		\$40,000	\$38,554
Paddle Up		\$4,600	\$4,600
Birds		\$1,683	\$1,683
Lunch Revenue		\$14,000	\$13,188
School Related Revenue		\$10,000	\$7,073
Total Revenue		\$131,102	\$126,117
EXPENSES:			
1000			
1111- K-3 Instruction			
111	Classified Salaries - specials, summer school, etc. check to SSF	\$21,085	\$0
350	Communication	\$0	\$0
380	Professional Services - janitorial, yoga,	\$2,000	\$750
410	School related check to be cut to SSF	\$6,138	\$6,138
410	Consumable Supplies/Materials - birds, school related, etc.	\$14,183	\$892
460	Equipment	\$0	\$0
640	Dues & Fees	\$500	\$474
1111 - Totals		\$43,906	\$8,254
2000			
2310 - Board of Education Services			
310	Instructional Professional/Tech -Board Training	\$0	\$0
380	Professional	\$0	\$0
640	Dues & Fees - OSBA Policies	\$0	\$0
2310 - Totals		\$0	\$0
2520 - Fiscal Services - Fundraising Expenses			
350	Communication - ad in paper	\$99	\$99
380	Professional services	\$1,000	\$1,000
410	Consumables - Fundraising Expenses	\$3,433	\$3,433
640	Dues & Fees - Facility rental, licenses, and credit card fees	\$2,092	\$2,688
2520 - Totals		\$6,624	\$7,220
3100 - Food			
410	Consumables	\$0	\$36
450	Food	\$14,000	\$1,461
3100 - Totals		\$14,000	\$1,497
6000			
6000 - Contingencies			
810	Planned Reserve - roll over - Fundraising group	\$18,454	\$0
810	Planned Reserve - Playground	\$2,850	\$0
810	Planned Reserve - Greenhouse/Garden	\$4,600	\$0
810	Planned Reserve - board	\$2,648	\$0
810	Capital Campaign - Building Fund Reserve	\$38,020	\$0
6000 - Totals		\$66,572	\$0
EXPENSE TOTALS		\$131,102	\$16,971
Revenue less Expenses		\$0	\$109,146

The Community Roots School
Balance Sheet
As of March 30, 2016

Mar 30, 16

ASSETS

Current Assets

Checking/Savings

100 · Current Assets

101 · Citizens Bank 109,273.97

Total 100 · Current Assets 109,273.97

103 · Petty Cash 200.00

Total Checking/Savings 109,473.97

Total Current Assets 109,473.97

TOTAL ASSETS 109,473.97

LIABILITIES & EQUITY

Equity

32000 · Unrestricted Net Assets 61,147.20

Net Income 48,326.77

Total Equity 109,473.97

TOTAL LIABILITIES & EQUITY 109,473.97

Board Meeting: April 6, 2016

Presenter(s): Jennifer de Jong

Type of Board Topic: Action

Topic: Election Bylaws

Background: The bylaws of the Community Roots School were drafted in 2009. They require that the school hold a nomination and election process each year. Any amendments to the bylaws must be approved by the voting members (quorum).

Policy Questions or Concerns: The ballot has never had more nominees than positions, therefore it has never been "necessary" except that it is required by the bylaws. It is time consuming to run an election that is not contested. Change to the bylaws would require an election only in years when there are more nominees than positions (maximum is currently 11).

No need for an attorney in this process. Must send amendment to Oregon Department of Justice if approved.

Need to review amendment language in bylaws.

Consider format of amendment

Recommendation: Approve language to be sent to voters for a vote.

changed by the Board of Directors.

The Board may create new positions on the Board of Directors by passing a resolution increasing the size of the Board, and then may appoint new directors at that same meeting or at a later time to fill the newly created positions.

Section 4. Terms of Directors. Directors will serve two-year terms, which will be staggered so that one-half of the directors are elected in even years and one-half of the directors are elected in odd years. One half of the initial Board shall serve until the election in the spring of 2010, and one half of the Board shall serve until the election in the spring of 2011, to start the process of having staggered elections. However, unless they formally resign or are removed from office, directors will remain in office until their successors are properly elected, designated, or appointed. There is no limit to the number of terms, successive or otherwise, a director may serve.

Section 5. Selection of Directors.

A) Nominations. The initial members of the Board of Directors shall be appointed by the Incorporator. Subsequent directors shall be elected by the then-current voting members at an annual meeting of the voting members held for that purpose. Nominations for new Board members may be made by the Board of Directors, by individual Board members, by voting members, or by nonvoting members.

B) Election Process. Each voting member will have the right to vote only for as many persons as there are director positions open on the Board of Directors at the time of the election. An election for directors will be required if there are more nominees than positions (Article IV, Section 3). The vote must be by a secret ballot if any person so requests.

C) Election Policy and Procedures. The Board may prepare and adopt by resolution, a formal written policy regarding the details of the Board election process, including requirements for the announcement of elections and the solicitations of nominations, the role of a nominating committee, and the schedule and procedures that must be used to hold elections.

D) Annual Meeting. The election of directors will take place at the annual meeting of the voting members, which will be held during the May or June at an exact time and place set by the Board of Directors, unless the Board or the voting members decide by resolution to set it at a different time of the year. The first election of Board members will take place in 2010.

Section 6. Removal of Directors. Directors may be removed with or without cause by resolution of the voting members. Proper notice must be given in advance, as required for an annual membership meeting, or for a regular meeting of the voting members, or as required for a special meeting of the voting members, whichever is appropriate, stating that the removal of a director is to be considered (See Article III, Sections 12 and 13). Voting members must be present at the meeting.

Section 7. Resignation of Directors. A director may resign at any time. The resignation of a director must be in writing and be delivered to the Board, its presiding

The rest of the Board must analyze the transaction and sufficient information to ensure that all transactions involving a conflict of interest are fair to the corporation and that no special benefits are being given to any person. The information relied upon by the Board, and its source, must be recorded in the minutes. 4) All conflict-of-interest transactions must be approved by the affirmative vote of a majority of all of the members of the Board of Directors who do not have a conflict of interest involved in that issue, as long as no less than two disinterested directors vote to approve the transaction.

All Directors and Officers must sign a disclosure of all conflicts of interest, and update it if that disclosure needs to be changed.

Section 3. Tax Year. The tax year of the corporation is August 1 to July 31.

Section 4. No Discrimination. In the delivery of its services to the public, The Community Roots School does not discriminate for or against any person on the basis of ethnicity, nationality, place of origin, religion, gender, sexual orientation, marital status, familial status, economic status, age, or mental or physical disability.

Section 5. Annual Financial Review. The Board must require the performance of an annual financial review which must involve the services of a trusted person with bookkeeping or accounting skills and knowledge, and which does not rely upon the services of the person who does the financial bookkeeping for the organization, or the person(s) who sign the checks for the organization. This financial review need not be formal, but must at least review and reconcile the checkbook entries, bank statements, deposit slips, receipts and expense documentation. The Board of Directors may authorize a full formal audit as necessary.

ARTICLE VIII. AMENDMENTS

Section 1. Articles of Incorporation and By laws. The affirmative vote of at least two thirds of all of the members of the Board of Directors, at a properly called meeting, at which a quorum is present, is necessary and sufficient, to make, alter, amend or repeal the Articles of Incorporation or the Bylaws. However, The affirmative vote of at least two thirds of the Voting Members present or participating at a properly called meeting, at which a quorum of twenty percent (20%) is present is required for any amendment that alters the powers, rights or obligations of the Voting Members, or that alters the process for the selection or removal of Voting Members or directors. Proper written notice must be given in advance, including either a written copy or written summary of the proposed amendments.

§

CERTIFICATE OF SECRETARY

Board Meeting: April 5, 2016

Presenter(s): Miranda Traeger

Type of Board Topic: Full day or Half Day Kindergarten

Topic: *Budget approval for full or half day Kindergarten*

Background: CRS established our 1st Kindergarten program in the 15-16 school year. It has been very successful. We currently have 18 enrollment forms for 14 Kindergarten slots for the 16-17 school year. We will be looking for a new location to house our Kindergarten program.

I toured space in the Assembly of God modular buildings across the street. There is a nice sized room with an attached restroom that is available to lease at \$500 per month. It will be offered on a yearly basis. All utilities are included and will not be used for any other function. There is another space as an option, but is not close to the school location.

I polled the CRS families for input on full or half day and got mixed reviews. I believe we can offer a full day program and be creative for families that need to leave early for the first few weeks or beyond if necessary.

I have attached budgets to show options for full and part-time Kindergarten options. The budget support both full and part time Kindergarten. It is a much more viable and long-term option to offer full time employment over half-day.

Policy Questions or Concerns: Budget implications

Recommendation: Approval of full or half day Kindergarten

	2016-2017		2017-2018		2018-2019		2019-2020		2020-2021	
Revenue										
ADM/Enrollment -Total	<u>103.5</u>	<u>103</u>	<u>103.5</u>	<u>103</u>	<u>103.5</u>	<u>103</u>	<u>103.5</u>	<u>103</u>	<u>103.5</u>	<u>103</u>
Rollover - SSF		\$0		\$5,000		\$5,000		\$5,000		\$5,000
Misc. fundraising/school related		\$10,000		\$10,000		\$10,000		\$10,000		\$10,000
Supply Fees - \$50		\$4,500		\$4,500		\$4,500		\$4,500		\$4,500
ADM (\$5730 in 2016-2017)		\$593,262		\$597,713		\$602,888		\$608,063		\$613,238
Total Revenue		\$607,865		\$617,316		\$622,491		\$627,666		\$632,841
Expenses										
Personnel										
Teachers	4 & .5 K		4 & .5 K		4 & .5 K		4 & .5 K		4 & .5 K	
Salaries - 1% COLA		220,000		222,200		224,422		226,666		228,933
Assistants - not FTE	4 @ 6.75 hrs/day		4		4		4		4	
Wages (192 days) 1% COLA		64,722		65,369		66,023		66,683		67,350
Total Wages		\$284,722		\$287,569		\$290,445		\$293,350		\$296,283
Various other supports		\$2,000		\$2,000		\$2,000		\$2,000		\$2,000
Benefits (\$800/mo.)		38,400		38,400		38,400		38,400		38,400
FICA/Medicare (7.65%)		21,781		21,999		22,219		22,441		22,666
Workers' Comp/Unemployment (.55%)		1,566		1,582		1,597		1,613		1,630
PERS - Employer (11.22%) 211		31,946		32,265		32,588		32,914		33,243
PERS - Employer (8%) 213		22,778		23,006		23,236		23,468		23,703
Substitutes - Teacher		\$4,000		\$4,000		\$4,000		\$4,000		\$4,000
Substitutes - Assistants		\$2,000		\$2,000		\$2,000		\$2,000		\$2,000
Total Teachers Expenses		409,193		412,821		416,485		420,186		423,924
Administrator	1		1		1		1		1	
Wages (205 days)		64,718		65,365		66,019		66,679		67,346
Benefits (\$800/mo.)		9,600		9,600		9,600		9,600		9,600
Office Manager / Bookkeeper	0.88 33.75hrs/ wk		0.88 35 hrs/ wk		0.88 35 hrs/ wk		0.88 35 hrs/ wk		0.88 35 hrs/ wk	
Wages (205 days)	\$13.78	\$19,887	\$14.19	\$20,984	\$14.62	\$21,613	\$15.06	\$22,261	\$15.51	\$22,929
FICA/Medicare (7.65%)		\$6,472		\$6,606		\$6,704		\$6,804		\$6,906
Workers' Comp/Unemployment (.55%)		465		475		482		489		497
PERS - Employer (13.22%) 211		11,185		11,415		11,585		11,758		11,934
PERS - Employer (8%) 213		6,768		6,908		7,011		7,115		7,222
Bookkeeper		\$3,000		\$3,000		\$3,000		\$3,000		\$3,000
Substitutes		700		700		700		700		700
Total Office Personnel Expenses		\$122,796		\$125,052		\$126,713		\$128,407		\$130,134
Subtotal Personnel		531,989		537,873		543,198		548,593		554,058

Staff Development						
Summer PD	\$3,000	\$1,500	\$1,000	\$500	\$500	
Mentorship	\$1,000	\$500	\$500	\$500	\$500	
Staff/Curriculum Development	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	
Subtotal Staff Development	\$7,000	\$5,000	\$4,500	\$4,000	\$4,000	
Operation & Maintenance						
Rent	\$26,000	\$26,000	\$26,000	\$26,000	\$26,000	
Custodial	\$0	\$0	\$0	\$0	\$0	
Maintenance/Repair	\$500	\$500	\$500	\$500	\$500	
Subtotal Operation & Maintenance	\$26,500	\$26,500	\$26,500	\$26,500	\$26,500	
Classroom Supplies & Equipment						
Teacher Supplies	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	
Intervention Programs/assessment	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	
Computer & Software	\$0	\$0	\$0	\$0	\$0	
Furniture & new classroom	\$0	\$0	\$0	\$0	\$0	
Subtotal Supplies & Equipment	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	
Administration Costs						
Postage/background checks/one call	\$600	\$600	\$600	\$600	\$600	
Printing/Copies	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	
General School Supplies	\$800	\$800	\$800	\$800	\$800	
Transportation	\$500	\$500	\$500	\$500	\$500	
Marketing/Recruitment	\$300	\$300	\$300	\$300	\$300	
Dues/Membership -assessment	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	
Subtotal Administration Costs	\$7,700	\$7,700	\$7,700	\$7,700	\$7,700	
Board of Education Services						
Audit	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	
Policy	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
Worker's Compensations	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	
Insurance	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	
Subtotal Board of Education	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	
Cont Fund 1.25%	\$7,598	\$7,716	\$7,781	\$7,846	\$7,911	
Reserve Fund 1.25%	\$7,598	\$7,716	\$7,781	\$7,846	\$7,911	
Total Expenses	\$608,886	\$613,006	\$617,961	\$622,984	\$628,579	
Revenue less Expenses	-\$1,021	\$4,309	\$4,530	\$4,681	\$4,262	

Benefits paid for 1FTE (8hr) employees

	2016-2017		2017-2018		2018-2019		2019-2020		2020-2021	
Revenue										
ADM/Enrollment -Total	<u>110.75</u>	<u>104</u>	<u>110.75</u>	<u>104</u>	<u>110.75</u>	<u>104</u>	<u>110.75</u>	<u>104</u>	<u>110.75</u>	<u>104</u>
Rollover - SSF		\$0		\$5,000		\$5,000		\$5,000		\$5,000
Misc. fundraising/school related		\$10,000		\$10,000		\$10,000		\$10,000		\$10,000
Supply Fees - \$50		\$4,500		\$4,500		\$4,500		\$4,500		\$4,500
ADM (\$5700 in 2016-2017)		\$631,275		\$636,813		\$642,350		\$647,888		\$653,425
Total Revenue		\$645,879		\$656,417		\$661,954		\$667,492		\$673,029
Expenses										
Personnel										
Teachers	5		5		5		5		5	
Salaries - 1% COLA		240,000		242,400		244,824		247,272		249,745
Assistants - not FTE	4 @ 6.75 hrs/day		4		4		4		4	
Wages (192 days) 1% COLA		64,722		65,369		66,023		66,683		67,350
Total Wages		\$304,722		\$307,769		\$310,847		\$313,956		\$317,095
Various other supports		\$2,000		\$2,000		\$2,000		\$2,000		\$2,000
Benefits (\$800/mo.)		48,000		48,000		48,000		48,000		48,000
FICA/Medicare (7.65%)		23,311		23,544		23,780		24,018		24,258
Workers' Comp/Unemployment (.55%)		1,676		1,693		1,710		1,727		1,744
PERS - Employer (11.22%) 211		34,190		34,532		34,877		35,226		35,578
PERS - Employer (8%) 213		24,378		24,622		24,868		25,116		25,368
Substitutes - Teacher		\$4,000		\$4,000		\$4,000		\$4,000		\$4,000
Substitutes - Assistants		\$2,000		\$2,000		\$2,000		\$2,000		\$2,000
Total Teachers Expenses		444,277		448,160		452,081		456,042		460,043
Administrator	1		1		1		1		1	
Wages (205 days)		64,718		65,365		66,019		66,679		67,346
Benefits (\$800/mo.)		9,600		9,600		9,600		9,600		9,600
Office Manager / Bookkeeper	0.88 33.75hrs/ wk		0.88 35 hrs/ wk		0.88 35 hrs/ wk		0.88 35 hrs/ wk		0.88 35 hrs/ wk	
Wages (205 days)	\$13.78	\$19,887	\$14.19	\$20,984	\$14.62	\$21,613	\$15.06	\$22,261	\$15.51	\$22,929
FICA/Medicare (7.65%)		\$6,472		\$6,606		\$6,704		\$6,804		\$6,906
Workers' Comp/Unemployment (.55%)		465		475		482		489		497
PERS - Employer (13.22%) 211		11,185		11,415		11,585		11,758		11,934
PERS - Employer (8%) 213		6,768		6,908		7,011		7,115		7,222
Bookkeeper		\$3,000		\$3,000		\$3,000		\$3,000		\$3,000
Substitutes		700		700		700		700		700
Total Office Personnel Expenses		\$122,796		\$125,052		\$126,713		\$128,407		\$130,134
Subtotal Personnel		567,073		573,212		578,795		584,449		590,177

Staff Development						
Summer PD	\$3,000	\$1,500	\$1,000	\$500	\$500	
Mentorship	\$1,000	\$500	\$500	\$500	\$500	
Staff/Curriculum Development	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	
Subtotal Staff Development	\$7,000	\$5,000	\$4,500	\$4,000	\$4,000	
Operation & Maintenance						
Rent	\$26,000	\$26,000	\$26,000	\$26,000	\$26,000	
Custodial	\$0	\$0	\$0	\$0	\$0	
Maintenance/Repair	\$500	\$500	\$500	\$500	\$500	
Subtotal Operation & Maintenance	\$26,500	\$26,500	\$26,500	\$26,500	\$26,500	
Classroom Supplies & Equipment						
Teacher Supplies	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	
Intervention Programs/assessment	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	
Computer & Software	\$0	\$0	\$0	\$0	\$0	
Furniture & new classroom	\$0	\$0	\$0	\$0	\$0	
Subtotal Supplies & Equipment	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	
Administration Costs						
Postage/background checks/one call	\$600	\$600	\$600	\$600	\$600	
Printing/Copies	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	
General School Supplies	\$800	\$800	\$800	\$800	\$800	
Transportation	\$500	\$500	\$500	\$500	\$500	
Marketing/Recruitment	\$300	\$300	\$300	\$300	\$300	
Dues/Membership -assessment	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	
Subtotal Administration Costs	\$7,700	\$7,700	\$7,700	\$7,700	\$7,700	
Board of Education Services						
Audit	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	
Policy	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
Worker's Compensations	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	
Insurance	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	
Subtotal Board of Education	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	
Cont Fund 1.25%	\$8,073	\$8,205	\$8,274	\$8,344	\$8,413	
Reserve Fund 1.25%	\$8,073	\$8,205	\$8,274	\$8,344	\$8,413	
Total Expenses	\$644,920	\$649,323	\$654,543	\$659,836	\$665,702	
Revenue less Expenses	\$959	\$7,094	\$7,411	\$7,655	\$7,327	

Benefits paid for 1FTE (8hr) employees

Board Meeting: April 5, 2016

Presenter(s): Miranda Traeger

Type of Board Topic: PACE renewal

Topic: *1st reading of PACE's Restated Trust Agreement*

Background: PACE has established new processes for renewal of coverage. Please read this document for approval at the May board meeting.

Policy Questions or Concerns:

Recommendation: