



The Community Roots School Board Meeting
Tuesday, November 1, 2016 6:30 p.m.
229 Eureka Ave. Silverton

Agenda

1. Board Training: Strategic Plan/ ODE report card - 6:30-7:00
2. Call meeting to order – Dan
3. Reading of Community Roots School Mission Statement – Matt
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 October Meeting Minutes
 - Annual Report
 - SFSD revised Charter School Contract
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, Facilities, Fundraising, Finance, School Growth) (7:25-7:35)
8. Discussion Items and Actions (7:35-8:30)
 - Fiscal Policies and Procedures - Miranda/Astrid
 - Discussion
 - Action
 - June Policy Package/Wellness Policies - Jen
 - Discussion
 - Action
 - GASB 54 – contingency designations & budgets - Miranda
 - Discussion
 - Action

(7:00-7:15)

learn, grow, lead.



crmontessori.org

- Parent Group - Kate
 - Discussion
- Credit Card use at school - Kate
 - Discussion

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
October 4, 2016
DRAFT Board Meeting Minutes

Board Training – Auction checkout training

Meeting Called to Order – Kate

Present: Matt, Jen, Jason, Kate, Astrid, Brooke

Consent Agenda Jason moves to approve, Jen seconds, unanimously approved

Audience with Visitors

- Hilary – handout “Community Building”. Provided overview of the 5 great lessons. “I wonder...” questions collected. Letting them ask the questions before they get too “big” for the kids to ask. Matt is teaching 4th great lesson. Jillian doing community building and exploring ways to deal with children’s concerns.

Administrator Report

- Looking at elements of Montessori-one component is the whole is the whole child looking at executive function and concentration as a priority. DERS (Developmental Environment Rating Scale) training. May help to provide experience as a tool for the rest of the District.
- Transparent classroom is still in process. It does not have all the lessons. Kate excited to use it to show the gaps and where supports are needed.
- Due to the resignation of Crystal there is a need to bring in someone to do the reading program. There are 8-12 students that need the support in upper E. Need to know what is needed for lower E. A current assistant will fulfill this role for upper E.
- \$1200 Lego grant from ODE-thanks to Matt Miller.
- Enrollment is at 103 – currently at 102
- Fundraising: Auction needs 130-140 tickets sold. 200 is the goal. Hilary (parent) is issuing a letter on all the problems with the auction. Other fundraising models are more productive. Need a sustainability plan to assure that all processes are documented. Jason suggested to have the committee to write up a proposal to suggest what the plan forward will be.
- Facilities: Two projects: playground and fence. Playground will cost about \$6-7000. \$2850 assigned to playground plus \$1000 from PACE. Fence project is unknown cost. Need to present proposal and budget (including current expenditures) at next meeting to move money from the fundraising.

Discussion Items and Actions

- Facilities: Astrid moves to approve \$3000 from the fundraising fund to finish the playground which will also include the \$2850. Jen seconds, unanimously approved.
 - Request from Matt to have a recommendation from Miranda for a better relationship on board and operations so that the board does not have to make decisions at the last moment.
- Wellness policy: Reviewed sample from OSBA. Edits made for action next time.
- Annual report-first reading. Send edits to Miranda for action at the next meeting.
- Weapons policy to be presented at the next meeting.

Meeting Adjourned



The Community Roots School October 2016 Board Meeting Administrator Report

Enrollment: goal of 104
Current enrollment 103

1. District Communication

- a. Technology department of SFSD has established a Wave Broadband line for CRS. We are still working on configuring our network connections. There will be a meeting October 26th to talk about purchasing chromebooks and establishing the network.
- b. Annual Report will be presented at the November SFSD board meeting.

2. Enrollment

- a. 1 opening in LE – offers have been made
- b. Susan continues to do work on building a ErdKinder – Middle School program for the fall of 2017
 - i. Parent Education night on November 8th.
- c. CRS will work towards building a children's house for the fall of 2017

3. Educational Accountability

- a. STARS assessment will be conducted 3 times per year, at least, surrounding reporting out times.
- b. Montessori Compass will be replaced, by Transparent Classroom
- c. State Report Cards – Board training in November to discuss the results
- d. CRS staff has been meeting over the summer to evaluate new record keeping system and educational/Montessori accountability measures
 - i. New all school record keeping system established
 - ii. New reading support job description established
 - iii. Common Core reporting out form standard with all classrooms for the fall of 2016
 - iv. Cultural Scope and sequence reviewed during in-service week.

4. Budget

- a. FPP
- b. Finance meeting – GASB 54, fundraising budget, 5 – year budget with Adolescents, FPP, accessing of restricted and reserve funds, ending fund balances

5. Lunch Program

- a. ODE audit on Wednesday, November 3rd
 - i. CRS needs to re-evaluate the program as we are spending SSF funds to support the program. Is there another option?

6. Community

- a. Historical Halloween on October 24th
- b. Parent Group established
 - i. Define and establish

7. Facilities

- a. Capital Campaign funds utilized to build CRS office space – separate from church office space.

8. Policy

- a. Wellness Policy
- b. Concealed Weapon at board meetings policy
- c. OSBA packet

CRS Financial Overview

16-17 school year
 17% through teacher Payroll

760 - State School Support Fund - SSF	
REVENUE:	\$287,034
EXPENSES:	\$239,381
BALANCE:	\$47,653

100 - Supplemental School Operations	
REVENUE/ROLLO	\$82,252
EXPENSES:	\$33,487
BALANCE:	\$48,765

<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>	\$6,138
<u>Reserve in SSF from 2015 -2016</u>	-\$24,611
<u>Reserve in SSF from 2016 -2017</u>	\$28,420
Total in SSF Reserve	\$95,247

lag in check writing

760 - State School Support Fund - SSF(ADM)			September	Activity as of 9/30/16	% of Budget
REVENUE:					
103 students		State School Fund—General Support \$56750	\$638,250	191,786.67	30.0%
111 estimated ADMw		Supplemental from Fundraised - Music, Spanish, Art, PE, OM, supp	\$0	\$0	
		Supplemental from Fundraised account - Auction Birds	\$0	\$0	
		Supplemental from Lunch Program SSO account	\$18,000	\$0	
		Supplemental from School Related (supply fees etc.)	\$4,500	\$0	
		Rollover from 15-16 School Related - directly into reserves	\$28,420	\$28,420	
		Rollover from 15-16 Reserves	\$66,827	\$66,827	
		Total Revenue	\$755,997	\$287,034	38.0%
EXPENSES:					
	1111 (Elementary K-5 program)				
	111	Certified Salaries	237,300	\$44,555	18.8%
	112	Classified Salaries	69,650	\$9,549	13.7%
		Garden Specialist		\$722	
	117	Unused Leave by Staff	\$0	\$0	#DIV/0!
	121	Certified Substitutes	\$4,000	\$1,053	26.3%
	122	Classified Substitutes	2,000	\$0	0.0%
	130	Extra Duty	0	\$41	#DIV/0!
	211	PERS - Employer Contribution (11.22%)	17,189	\$2,425	14.1%
	211	PERS - Employer Contribution (11.22%)		\$49	
	213	PERS - Employer Contribution (8%)	19,645	\$4,161	21.2%
	213	PERS - Employer Contribution (8%)	0	\$58	#DIV/0!
	220	Social Security Admin - FICA/Medicare (7.65%)	23,482	\$4,010	17.1%
	220	Social Security Admin - FICA/Medicare (7.65%)		\$55	#DIV/0!
	231	Workers' Compensation (.5%)	0	\$52	#DIV/0!
	231	Workers' Compensation (.5%)	0	\$1	#DIV/0!
	232	Unemployment	1,400	\$262	18.7%
	232	Unemployment	0	\$4	#DIV/0!
	240	Contractual Employee Benefits	48,000	\$5,709	11.9%
	310	Primary/Instruction		\$71	
	410	Consumable Supplies/Materials	\$5,000	\$3,957	79.1%
	410	Consumable Supplies/Materials	\$0	\$1,150	#DIV/0!
	460	Furniture		\$6,480	
	470	Computer Software	\$1,500	\$1,824	121.6%
	480	Computer Hardware	\$0	\$0	#DIV/0!
	640	Dues and Fees	\$3,000	\$410	13.7%
		1111 - Totals	\$432,166	\$86,598	20.0%
	1113 Elementary Extracurricular				
	130	Additional Salaries	\$1,500	\$0	0.0%
	220	Social Security Admin - FICA/Medicare (7.65%)	0	\$0	#DIV/0!
	231	Workers' Compensation (.5%)	0	\$0	#DIV/0!
	232	Unemployment	0	\$0	#DIV/0!
		1113 - Totals	\$1,500	\$0	0.0%
	1121 (Middle/Junior High Programs)				
	111	Certified Salaries	0	\$0	#DIV/0!
	121	Certified Substitutes	\$0	\$0	#DIV/0!
	211	PERS - Employer Contribution (11.22%)	0	\$0	#DIV/0!
	213	PERS - Employer Contribution (8%)	0	\$0	#DIV/0!
	220	Social Security Admin - FICA/Medicare (7.65%)	0	\$0	#DIV/0!
	231	Workers' Compensation (.5%)	0	\$0	#DIV/0!
	232	Unemployment	0	\$0	#DIV/0!
	240	Contractual Employee Benefits (\$800/mo.)	0	\$0	#DIV/0!
		1121 - Totals	\$0	\$0	#DIV/0!

<u>1291 (ESL Programs)</u>					
	111	Certified Salaries	0	\$0	#DIV/0!
	130	Additional Salaries		\$0	
	211	PERS - Employer Contribution (11.22%)	0	\$0	#DIV/0!
	212	PERS - Employee Contribution	0	\$0	
	213	PERS - Employer Contribution (8%)	0	\$0	#DIV/0!
	220	Social Security Admin - FICA/Medicare (7.65%)	0	\$0	#DIV/0!
	231	Workers' Compensation (.5%)	0	\$0	#DIV/0!
	232	Unemployment	0	\$0	#DIV/0!
	1121 - Totals		\$0	\$0	#DIV/0!
<u>2110 - Attendance & Social Work</u>					
	350	Communication - One call now	\$100	\$0	0.0%
	380	Non-Instructional Professional/Tech support	\$0	\$15	#DIV/0!
	2110 Totals		\$100	\$15	15.0%
<u>2120 - Guidance</u>					
	130	Additional Salaries	3,000	\$0	0.0%
	220	Social Security Admin - FICA/Medicare (7.65%)	0	\$0	#DIV/0!
	231	Workers' Compensation (.5%)	0	\$0	#DIV/0!
	232	Unemployment	0	\$0	#DIV/0!
	2120 - Totals		\$3,000	\$0	0.0%
<u>2210 - Mentorship</u>					
	130	Additional Salaries	5,900	\$6,756	114.5%
	211	PERS - Employer Contribution (11.22%)	0	\$443	#DIV/0!
	213	PERS - Employer Contribution (8%)	0	\$540	#DIV/0!
	220	Social Security Admin - FICA/Medicare (7.65%)	0	\$517	#DIV/0!
	231	Workers' Compensation (.5%)	0	\$4	#DIV/0!
	232	Unemployment	0	\$34	#DIV/0!
	2210 - Totals		\$5,900	\$8,293	140.6%
<u>2240 - Instructional Staff Development</u>					
	310	Instructional Professional/Tech	\$2,000	\$375	18.8%
	2240 Totals		\$2,000	\$375	18.8%
<u>2310 - Board of Education Services</u>					
	350	Communication		\$50	
	381	Audit Services & Tax filings	\$6,000	\$0	0.0%
	410	Consumables - Annual Reports		\$0	
	640	Dues & Fees	\$1,000	\$495	49.5%
	650	Insurance and Judgements	\$5,500	\$5,118	93.1%
	670	Taxes & Licenses	\$0	\$0	#DIV/0!
	2310 - Totals		\$12,500	\$5,664	45.3%
<u>2490 - Other Support SVCS - School Adm</u>					
	112	Classified Salaries	\$19,068	\$4,719	24.7%
	113	Administrataive Salary	64,718	\$16,180	25.0%
	130	Additional Salary	0	\$0	
	122	Classified Substitutes & unused leave	700	\$0	0.0%
	211	PERS - Employer Contribution (13.22%)	\$9,610	\$1,417	14.7%
	213	PERS - Employer Contribution (7%)	\$6,703	\$1,672	24.9%
	220	Social Security Admin - FICA/Medicare (7.65%)	\$6,410	\$1,556	24.3%
	231	Workers' Compensation whole school	\$100	\$13	12.9%
	232	Unemployment	0	\$102	#DIV/0!
	240	Contractual Employee Benefits	\$9,600	\$2,446	25.5%
	350	Communication	\$500	\$0	0.0%
	380	Non-Instructional Professional/Tech support	\$0	\$0	#DIV/0!
	410	Consumable Supplies/Materials & copies	\$4,853	\$112	2.3%
	640	Dues & Fees	\$1,500	\$1,784	118.9%
	2490 - Totals		\$123,762	\$30,000	24.2%

2520 - Fiscal Services						
	231	Workers' Compensation whole school	\$2,000	\$1,955	97.7%	
	380	Non-instructional Professional & Technical Services - Bookkeeper	\$2,500	\$255	10.2%	
2520 - Totals			\$4,500	\$2,210	49.1%	
2540 - Operations & Maintenance						
	320	Property Services (Rent & Maintence service)	\$30,000	\$10,421	34.7%	
	350	Communication	\$3,000	\$279	9.3%	
	380	Professional Services - Janitorial	\$7,200	\$0	0.0%	
	410	Consumable Supplies/Materials & copies	\$0	\$151	#DIV/0!	
	640	Dues & Fees	\$0	\$0	#DIV/0!	
2540 - Totals			\$40,200	\$10,851	27.0%	
2550 - Student Transportation Services						
	330	Student Transportation Services	\$500	\$0	0.0%	
2550 - Totals			\$500	\$0	0.0%	
2630 - Information Services						
	350	Communication - postage - marketing	\$300	\$0	0.0%	
	410	Consumable Supplies/Materials	\$0	\$0	#DIV/0!	
2630 - Totals			\$300	\$0	0.0%	
3100 - Food						
	112	Classified Salaries	\$0	\$119	#DIV/0!	
	220	Social Security Admin - FICA/Medicare (7.65%)	\$0	\$9	#DIV/0!	
	231	Workers' Compensation whole school	\$0	\$0	#DIV/0!	
	232	Unemployment	0	\$1	#DIV/0!	
	410	Consumable Supplies/Materials	\$0	\$0	#DIV/0!	
	450	Food	\$18,000	\$0	0.0%	
	640	Dues and Fees	\$0	\$0		
3100 - Totals			\$18,000	\$129	0.7%	
6000 - Contingencies						
	810	Planned Reserve - Contingency	\$8,161	\$0		
		Reserve from previous years	\$95,247	\$95,247		
		15-16 Ending Fund Balance Reserve	\$8,161	\$0		
6000 - Totals			\$111,569	\$95,247	85.4%	
EXPENSE TOTALS			\$755,997	\$239,381	31.7%	
Revenue less Expenses (negative balance = \$ from contingency at year end)			\$0	\$47,653		

100 - Supplemental School Operations - Fundraised		September	Activity as of Oct. 25th
REVENUE:			
Rollover from 15-16 Fundraising		\$11,664	\$11,664
Rollover from 15 - 16 Garden/Greenhouse		\$4,600	\$4,600
Rollover from 15-16 Board		\$1,259	\$1,259
Rollover from 15 - 16 Playground		\$2,850	\$2,850
Rollover from 15 - 16 Committed to Capital Campaign		\$38,420	\$38,420
Capital Campaign - Committed		\$200	\$0
Fundraising Revenue		\$40,000	\$19,681
Paddle Up		\$0	\$0
Birds		\$0	\$0
Lunch Revenue		\$18,000	\$1,565
School Related Revenue		\$5,000	\$2,213
Total Revenue		\$121,993	\$82,252
EXPENSES:			
1000			
1111- K-3 Instruction			
111	Classified Salaries - specials, summer school, etc. check to SSF	\$20,000	\$11,714
350	Communication	\$0	\$0
380	Professional Services - janitorial, yoga,	\$0	\$0
410	Consumable Supplies/Materials - birds, school related, fund. etc.	\$18,000	\$17,501
460	Equipment	\$0	\$0
640	Dues & Fees	\$0	\$1,469
1111 - Totals		\$38,000	\$30,684
2000			
2310 - Board of Education Services			
310	Instructional Professional/Tech -Board Training	\$0	\$0
380	Professional	\$0	\$114
640	Dues & Fees - OSBA Policies	\$0	\$0
2310 - Totals		\$0	\$114
2520 - Fiscal Services - Fundraising Expenses			
350	Communication - ad in paper	\$99	\$0
380	Professional services	\$1,000	\$1,000
410	Consumables - Fundraising Expenses	\$3,529	\$1,039
640	Dues & Fees - Facility rental, licenses, and credit card fees	\$2,501	\$650
2520 - Totals		\$7,129	\$2,689
3100 - Food			
410	Consumables	\$0	\$0
450	Food	\$18,000	\$0
3100 - Totals		\$18,000	\$0
6000			
6000 - Contingencies			
810	Planned Reserve - roll over - School Related	\$0	\$0
810	Planned Reserve - roll over - Fundraising group	\$11,163	\$0
810	Planned Reserve - Playground	\$2,850	\$0
810	Planned Reserve - Greenhouse/Garden	\$4,600	\$0
810	Planned Reserve - board	\$1,648	\$0
810	Capital Campaign - Building Fund Reserve	\$38,020	\$0
6000 - Totals		\$58,281	\$0
EXPENSE TOTALS		\$121,410	\$33,487
Revenue less Expenses		\$583	\$48,765

The Community Roots School
Balance Sheet
As of October 25, 2016

Oct 25, 16

ASSETS

Current Assets

Checking/Savings

100 · Current Assets

101 · Citizens Bank 77,168.72

Total 100 · Current Assets 77,168.72

103 · Petty Cash 200.00

Total Checking/Savings 77,368.72

Total Current Assets 77,368.72

TOTAL ASSETS 77,368.72

LIABILITIES & EQUITY

Equity

32000 · Unrestricted Net Assets 87,395.43

Net Income -10,026.71

Total Equity 77,368.72

TOTAL LIABILITIES & EQUITY 77,368.72

The Community Roots School
Profit & Loss
July 1 through October 25, 2016

	<u>Jul 1 - Oct 25, 16</u>
Ordinary Income/Expense	
Income	
2000 · Fundraising	19,681.42
2010 · School Related	2,213.00
2030 · Lunches	1,565.98
Total Income	<u>23,460.40</u>
Gross Profit	23,460.40
Expense	
111 · Certified Salary	11,714.00
380 · Professional Services	1,114.00
410 · Consumable Supplies & Materials	18,540.29
640 · Dues & Fees	2,118.82
Total Expense	<u>33,487.11</u>
Net Ordinary Income	<u>-10,026.71</u>
Net Income	<u><u>-10,026.71</u></u>

Oregon School Boards Association Charter School Policy

Code: **EFAA-AR**
Adopted:

Reimbursable School Meals and Milk Programs

(National School Lunch Program, School Breakfast Program, Special Milk Program)
(Required if public charter school receives reimbursement for meal services from ODE.)

The public charter school's nutrition and food services will be operated in accordance with the following requirements:

Meal Pricing Procedures

1. The public charter school may operate the Special Milk Program (SMP) at schools where students do not have access to program meals. Under SMP, the public charter school will choose one of the following options:
 - a. Nonpricing (serve SMP milk at no charge to all students);
 - b. Pricing programs without a free option (charge all students for SMP milk); or
 - c. Pricing programs with a free option (distribute confidential applications for free milk and charge only those students for SMP milk who do not qualify for free milk based on the household's application or direct certification from Supplemental Nutrition Assistance Programs (SNAP)).
2. Reimbursable meals will be priced as a unit.
3. Reimbursable meals and milk will be served free or at a reduced price to all children who are determined by the public charter school to be eligible for free or reduced price meals and free milk.
4. Annually, the public charter school will establish prices for reimbursable student meals and milk. The price charged to students who do not qualify for free or reduced price meals or free milk will be established annually by the public charter school in compliance with state and federal laws.¹
5. The price charged to students who qualify for reduced price meals will be established annually by the public charter school in compliance with state and federal laws.²
6. The public charter school will offer SMP with the free option to students who are not able to participate in the public charter school's lunch or breakfast programs.

¹The new requirement under Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. 1751 §§ 205 establishes new criteria for equity in school lunch pricing.

²According to Direct Certification and Certification of Homeless, Migrant and Runaway Children for Free School Meals, 7 C.F.R. part 245 (2011).

Application Procedures

7. Households receiving SNAP or Temporary Assistance to Needy Families (TANF) benefits, as identified by Oregon Department of Education (ODE), will be automatically eligible for free meals milk for the students listed on the official document. Public charter schools must access this document at least three times per year.
8. Households that submit a confidential application will be notified of their student's eligibility for free or reduced price meals or free milk. Households that are denied free or reduced price benefits will be notified in writing using the ODE template letter distributed to the public charter school annually.
9. On a case-by-case basis, when a student is known to be eligible for free or reduced price meals or free milk benefits and the household fails to submit a confidential application, the public charter school administrator or designee may complete an application for the student documenting how he/she knows the household income qualifies the student for free or reduced price meal benefits. Parents of a student approved for free or reduced price benefits, when application is made for the student by a school official, will be notified of the decision and given the opportunity to decline benefits.
10. Students who do not qualify for free or reduced price meals or free milk are eligible to participate in the SMP, National School Lunch Program (NSLP) and will be charged "paid" meal prices set by the public charter school. "Paid" category students will be treated equally to students receiving free or reduced price benefits in every aspect of the public charter school's NSLP and SMP.
11. The public charter school has established a fair hearing process under which a household can appeal a decision with respect to the household's application for benefits or any subsequent reduction or termination of benefits.
12. In the event of major employers contemplating large layoffs in the attendance area of the public charter school, the public charter school will provide confidential applications and eligibility criteria for free and reduced price meals or free milk to the employer for distribution to affected employees.

Financial Management of the Nonprofit School Food Service

1. The public charter school will maintain a nonprofit school nutrition and food service operation.
2. Revenues earned by the school nutrition and food services will be used only for the operation or improvement of NSLP and SMP.
3. Lunch and breakfast meals served to teachers, administrators, custodians and other adults not directly involved with the operation of the public charter school nutrition and food services will be priced to cover all direct and indirect cost of preparing and serving the meal.³
4. Public charter school nutrition and food services revenues will not be used to purchase land or buildings.

³For meals with portion sizes equivalent to student meals, the adult meal price will be no less than the amount of reimbursement for a free-eligible meal, plus the value of commodity foods used in the meal preparation.

5. The public charter school will limit its nutrition and food services net cash resources to an amount that does not exceed three months average expenditures.
6. The public charter school will maintain effective control and accountability for, and adequately safeguard, all nutrition and food services' cash, real and personal property, equipment and other assets, and ensure they are used solely for nutrition and food services purposes.
7. The public charter school will meet the requirements for allowable NSLP and SMP costs as described in 2 C.F.R. 200.
8. In purchasing nutrition and food services goods or services, the public charter school will not accept proposals or bids from any party that has developed or drafted specifications, requirements, statements of work, invitations for bids, requests for proposals, contract terms and conditions or other documents for proposals used to conduct the procurement.
9. All procurement transactions for nutrition and food services goods and services will be conducted according to state, federal and ESD procurement standards using the applicable cost thresholds.
10. In the operation of its nutrition and food services program, the public charter school will purchase food products that are produced in the United States, whenever possible.

Civil Rights and Confidentiality Procedures

1. The public charter school will not discriminate against any student because of his/her eligibility for free or reduced price meals.
2. The public charter school will not discriminate against any student or any nutrition and food services employee because of race, color, national origin, marital status, sex, sexual orientation, parental status, religion, age or disability.
3. The public charter school will assure that all students and nutrition and food services employees are not subject to different treatment, disparate impact or a hostile environment.
4. Established public charter school procedures will be followed for receiving and processing civil rights complaints related to applications for NSLP and SMP benefits and services, and employment practices with regard to the operation of its NSLP and SMP. The public charter school will forward any civil rights complaint regarding the public charter school's nutrition and food services to ODE's director of Nutrition Programs within three days of receiving the complaint.
5. The public charter school will make written or oral translations of all nutrition and food services materials available to all households who do not read or speak English.
6. The public charter school will maintain strict confidentiality of all information on the confidential application for free and reduced price meals or free milk, including students' eligibility for free or reduced price meals and all household information. The public charter school's NSLP and SMP operators are not required to release any information from a student's confidential application for free or reduced price meals or free milk. No information may be released from a student's confidential application for free or reduced price meals or free milk without first obtaining written permission from the student's parent or legal guardian/adult household member signing the application, except as follows:

- a. An individual student's name and eligibility status may be released without written consent only to persons who operate or administer federal education programs; persons who operate or administer state education or state health programs at the state level; persons evaluating state, education assessment; or persons who operate or administer any other NSLP, SBP, SMP, Summer Food Service Program (SFSP), Child and Adult Care Food Program (CACFP) or SNAP;
- b. Any other confidential information contained in the confidential application for free and reduced price meals or free milk (e.g., family income, address, etc.) may be released without written consent only to persons who operate or administer NSLP, SBP, SMP, CACFP, SFSP and the Special Supplemental Nutrition Program for Women, Infants and Children (WIC); the Comptroller General of the United States for audit purposes; and federal, state or local law enforcement officials investigating alleged violation of any of the programs listed above.

Nutrition and Menu Planning

1. Meals and afterschool snacks served for reimbursement will meet the recommendations of the most current *Dietary Guidelines for Americans*.
2. Meals served for reimbursement will meet at least the minimum NSLP requirements for food items and quantities.
3. Meals served for reimbursement will:
 - a. Meet all calorie range requirements by grade level;
 - b. Meet the maximum standards set for saturated fat;
 - c. Meet the maximum standards set for sodium by grade level; and
 - d. Meet the requirement for zero grams of trans fats.
4. The public charter school will use the offer versus serve option when serving NSLP lunches to senior high school students. High school students must take at least three of five different food items including one-half cup of fruit or vegetable offered in program lunches.
5. A copy of the public charter school board minutes adopting the offer versus serve policy for students below high school grades for program lunches and/or for all students in the public charter school for program breakfasts, as applicable, will be made available upon request.⁴

Use and Control of Commodity Foods

6. The public charter school will accept and use commodity foods in as large a quantity as may be efficiently utilized in the reimbursable lunch program.
7. The public charter school will maintain necessary safeguards to prevent theft or spoilage of commodity foods.
8. The value of commodity foods used for any food production other than NSLP shall be replaced in the food service inventory.

⁴Modify the language of this item to be reflective of the options the school has selected for offer versus serve.

Accuracy of Reimbursement Claims

1. The public charter school will claim reimbursement only for reimbursable meals and milk served to eligible children.
2. All meals and milk claimed for reimbursement will be counted at each dining site at a “point of service” where it can be accurately determined that the meal and milk meets NSLP and SMP requirements for reimbursement.
3. The person responsible for determining reimbursability of meals [and afterschool snacks] will be trained to recognize a reimbursable meal.
4. The public charter school official signing the claim for reimbursement will review and analyze monthly meal and milk counts to ensure accuracy of the claim, before submitting the claim to ODE.
5. Annually, by November 15, the public charter school will verify a random sample of applications according to NSLP verification requirements. Instructions for completing the verification process will be sent by ODE to the public charter school in October each year.

Food Safety and Sanitation Inspections

6. The public charter school will maintain necessary facilities for storing, preparing and serving food and milk.
7. Semiannually, the public charter school will schedule food safety inspections with the county Environmental Health Department or Oregon Department of Human Resources for each public charter school or dining site under its jurisdiction.
8. The public charter school will maintain health standards in compliance with all applicable state food safety regulations at each school or dining site under its jurisdiction.

General USDA NSLP/SBP/SMP Requirements

1. The public charter school will ensure that no student is denied a meal as a disciplinary action.
2. Breakfast will be served in the morning hours, at or near the beginning of the student’s school day.
3. Lunch will be served between the hours of 10 a.m. and 2 p.m.
4. The public charter school will provide substitute foods for students who are determined by a licensed physician to be legally disabled and whose disability restricts their diet. Substitutions will be provided only when a medical statement from the licensed physician is on file at the school. The medical statement must state the nature of the child’s disability and how the disability affects the child’s nutrition needs, and it must provide a medical prescription for substitute foods or texture modification. The public charter school will not charge more than the price of the school meal, as determined by the child’s eligibility status, for substitute meals or foods.
5. The public charter school will control the sale of competitive foods.

6. The public charter school will ensure that potable water will be available to students, free of charge for consumption in the place where meals are served during meal service.⁵
7. The public charter school will notify all households of its meal charge requirements early in the school year.
8. The sale of foods in competition with the public charter school's lunch programs will be allowed in dining sites during lunch and breakfast periods with Board approval only when all income from the food sales accrues to the benefit of the public charter school's nutrition and food services or accrues to a school or student organization approved by the Board. A copy of the public charter school board minutes approving and defining competitive food sales will be made available upon request.

Record Keeping

The following document will be maintained by the public charter school for three years after the current school year or longer, in the event of an unresolved audit(s), until the audits has been completed:

1. All currently approved and denied confidential application for free and reduced price meals[, free milk] and all current direct certification documents;
2. Financial records that account for all revenues and expenditures of the public charter school's nonprofit nutrition and food services programs;
3. Records (i.e., recipes, ingredient lists and nutrition fact labels or product specifications) that document the compliance with nutrition standards for all competitive foods available for sale to students at a school campus;
4. Documents of participation data (i.e. meal counts) from each school in the school to support claims for reimbursement;
5. Production and menu records;
6. Records to document compliance with Paid Lunch Equity; and
7. Records to document compliance with Revenue from Nonprogram Foods.

⁵New requirement under Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. 1751 §§ 203.

Oregon School Boards Association Charter School Policy

Code: **BD/BDA**
Adopted:

Public Charter School Board Meetings

The Board has the authority to act only when a quorum is present at a duly called regular, special or emergency meeting. "Meeting" means the convening of a quorum of the Board as the public charter school's governing body to make a decision or to deliberate toward a decision on any matter. This includes meeting for the purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the governing body, i.e. a work session. The affirmative vote of a majority of those present is required to transact any business.

All regular, special and emergency meetings of the Board will be open to the public except as provided by law. All meetings will be conducted in compliance with state and federal statutes. All Board meetings, including Board retreats and work sessions, will be held within the geographic boundaries over which the Board has jurisdiction. The Board may attend training sessions outside these boundaries but cannot deliberate or discuss public charter school business.¹ No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation², age or national origin is practiced.

The Board will give public notice reasonably calculated to give actual notice to interested persons, including those with disabilities, of the time and place for all Board meetings and of the principal subjects to be considered. The Board may consider additional subjects at a meeting, even if they were not included in the notice.

If requested to do so at least 48 hours before a meeting held in public, the Board shall provide an interpreter for hearing-impaired persons. Other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice. Communications with all qualified individuals with disabilities shall be as effective as communications with others.

All meetings held in public shall comply with the Oregon Indoor Clean Air Act and the smoking provisions contained in the Public Meetings Law.

1. Regular, Special and Emergency Meetings

Generally, a regular Board meeting will be held each month. The regular meeting schedule will be established at the organizational meeting in July and may be changed by the Board with proper notice. The purpose of each regular monthly meeting will be to conduct the regular Board business.

Special meetings can be convened by the Board chair, upon request of three Board members or by common consent of the Board at any time to discuss any topic. A special meeting may also be scheduled if less than a quorum is present at a meeting or additional business still needs to be conducted at the ending time of the meeting. At least 24 hours' notice must be provided to all Board

¹ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction as long as no deliberations toward a decision are involved.

²As defined in ORS 174.100.

members, the news media, which have requested notice, and the general public for any special meeting.

Emergency meetings can be called by the Board in the case of an actual emergency upon appropriate notice under the circumstances. The minutes of the emergency meeting must describe the emergency. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.

2. Communications Outside of Board Meetings

Communications, to, by, and among a quorum of Board members outside of a legally called Board meeting, in their capacity as Board members, shall not be used for the purpose of discussing public charter school business. This includes electronic communication. Electronic communications among Board members shall be limited to messages not involving deliberation, debate, decision-making or gathering of information on which to deliberate.

Electronic communications may contain:

- a. Agenda item suggestions;
- b. Reminders regarding meeting times, dates and places;
- c. Board meeting agendas or information concerning agenda items;
- d. One-way information from Board members or the administrator to each Board member (e.g., an article on student achievement or to share a report on public charter school progress on goals) so long as that information is being made available to the public;
- e. Individual responses to questions posed by community members, subject to other limitations in Board policy.

3. Private or Social Meetings

Private or social meetings of a quorum of the Board for the purpose of making a decision or to deliberate toward a decision on any matter are prohibited by the Public Meetings Law.

4. Work Sessions

The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will be conducted in accordance with the state law on public meetings, including notice and minutes. [The Board may make official decisions during a work session.

5. Executive Sessions

Executive sessions may be held as an agenda item during regular, special or emergency meetings for a reason permitted by law. (See Board policy BDC - Executive Sessions)

END OF POLICY

Legal Reference(s):

[ORS 174.100](#)
[ORS 174.104](#)

[ORS Chapter 192](#)
[ORS Chapter 193](#)

[ORS 338.115\(2\)](#)
[ORS 433.835 to -433.875](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

41 OR. ATTY. GEN. OP. 28 (1980)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35).

Americans with Disabilities Act Amendments Act of 2008.

OR. ATTY. GEN. Public Records and Meetings Manual (2014).

Oregon School Boards Association Sample Charter School Policy

Code: **BDC**
Adopted:

Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute but may not take final action except for the expulsion of students and matters pertaining to or examination of the confidential medical records of a student, including that student's educational program.

An executive session may be convened by the Board chair upon request of three Board members or by common consent of the Board for a purpose authorized under Oregon Revised Statute (ORS) 192.660, during a regular, special or emergency meeting. The presiding officer will announce the executive session by identifying the authorization under ORS 192.660 for holding such session and by noting the subject of the executive session.

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent. (ORS 192.660(2)(a))
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b))
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))
4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))
5. To consider information or records that are exempt by law from public inspection. (ORS 192.660(2)(f))
6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))
7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))
8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(k))

9. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))
10. To discuss matters pertaining to or examination of the confidential medical records of a student, including that student's educational program. (ORS 332.061(1)(b))

Members of the press may attend executive sessions except those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;
2. Hearings on the expulsion of minor students; or examination of the confidential medical records of a student, including that student's educational program; and
3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the student's confidential medical records and educational program; the discussion; and each Board member's vote on the issue.

Minutes shall be kept for all executive sessions.

Content discussed in executive sessions is confidential.

END OF POLICY

Legal Reference(s):

[ORS 192.610 to -192.710](#)
[ORS 338.115](#)

Oregon School Boards Association Charter School Policy

Code: **BFC**
Adopted:

Adoption and Revision of Policies

Board policies will be subject to alteration, addition or deletion upon majority vote of the Board at any regular or special meeting in which all members have been notified in writing of the proposed alteration, addition or deletion at least 24 hours in advance. In most cases, a first reading of the policy will be scheduled on a regular meeting agenda prior to its adoption at a subsequent regular or special meeting.

The formal adoption of policies will be recorded in the Board minutes. Only those written statements so adopted and so recorded will be regarded as official Board policy.

When additions, deletions or amendments are made to Board policy, the addition, deletion or amendment will carry the adoption date and the corrected copy will be published at the earliest opportunity.

The operation of any individual policy, section or sections of policies not established by law or specifically listed in the current collective bargaining agreement may be temporarily suspended by a majority vote of the Board at a regular or special meeting.

The policy manual will be regularly reviewed-to keep it current.

END OF POLICY

Legal Reference(s):

[ORS 338.115\(2\)](#)

Oregon School Boards Association Charter School Policy

Code: **EFA**
Adopted:

Local Wellness Program

(Required if public charter school has an agreement with Oregon Department of Education to operate reimbursable school meal programs.)

The public charter school board recognizes that childhood obesity has become an epidemic in Oregon as well as throughout the nation. Research indicates that obesity and many diseases associated with obesity are largely preventable through diet and regular physical activity. Additional research indicated that healthy eating patterns and increased physical activity are essential for students to achieve their academic potential, full physical and mental growth and lifelong health and well-being.

To help ensure students possess the knowledge and skills necessary to make healthy choices for a lifetime, the public charter school administrator shall prepare and implement a comprehensive public charter school nutrition program consistent with state and federal requirements for public charter school sponsoring the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). The program shall reflect the Board's commitment to providing adequate time for instruction that promotes healthy eating through nutrition education, serving healthy and appealing foods at public charter school, developing food-use guidelines for staff and establishing liaisons with nutrition service providers, as appropriate.

The input of staff (including but not limited to, physical education and school health professionals), students, parents, the public, representatives of the school food authority and public health professionals will be encouraged. The public charter school administrator or designee will develop guidelines as necessary to implement the goals of this policy in the public charter school.

Nutrition Promotion and Nutrition Education

Nutrition promotion supports the integration of nutrition education throughout the school environment. Nutrition education topics shall be integrated within the sequential, comprehensive health education program taught at every grade level, prekindergarten through grade 12, and coordinated with the public charter school's nutrition and food services operation.

Nutrition Guidelines

It is the intent of the Board that the public charter school be proactive in encouraging students to make nutritious food choices. All food and beverage items sold to students in the public charter school as part of the regular or extended school day shall meet the minimum state and federal standards.

Exceptions to this requirement include items that are part of the USDA National School Lunch Program or School Breakfast Program. Other exceptions are foods and beverages provided in the following instances:

1. When the school is the site of school-related events or events for which parents and other adults are a significant part of an audience; or

2. The sale of food or beverage items before, during or after a sporting event, interscholastic activity, a play, band or choir concert.

Although the Board believes that the public charter school nutrition and food services operation should be financially self-supporting, it recognizes that the nutrition program is an essential educational and support activity. Therefore, budget neutrality or profit generation must not take precedence over the nutrition needs of its students. In compliance with federal law, the public charter school's NSLP [and SBP] shall be nonprofit.

The public charter school administrator is directed to develop administrative regulations to implement this policy that address all food and beverage items sold and/or served to students in school, including provisions for staff development, family and community involvement and program evaluation. These food and beverage items include competitive foods, snacks and beverages sold from vending machines and school stores, and similar food and beverage items from fund-raising activities and refreshments that are made available at school parties, celebrations and meetings.

Physical Education/Activity

The Board realizes that a quality physical education program is an essential component for all students to learn about and participate in physical activity.

Physical activity should be included in a school's daily education program for grades pre-K through 12. Physical activity should include regular instructional physical education as well as cocurricular activities, and recess. The public charter school will develop and assess student performance standards and program minute requirements in order to meet the Oregon Department of Education's physical education content standards and state law.

Reimbursable School Meals

The public charter school may enter into an agreement with the Oregon Department of Education (ODE) to operate reimbursable school meal programs. The public charter school administrator will develop administrative regulations as necessary to implement this policy and meet the requirements of state and federal law. These guidelines shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and section 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a)(0)).

Other School-Based Activities

The public charter school will promote public charter school and community-based activities that foster healthy eating and create environments that promote physical activity. Families and the community will be encouraged to provide healthy food choices in all situations where food is served. Educational workshops, screenings and literature related to healthy food choices and physical activity may be offered to families.

Evaluation of the Local Wellness Policy

The Board will involve staff (including but not limited to physical education and school health professionals) parents, students, representatives of the school food authority, public health professionals,

school administrators and the public in the development, implementation and periodic review and yearly update of this policy. In an effort to measure the implementation of this policy the Board designates the public charter school administrator as the person who will be responsible for ensuring the public charter school meets the goals outlined in this policy. The public charter school will make available to the public annually, an assessment of the implementation, including to the extent to which the public charter school is in compliance with policy, how policy compares to model policy and a description of the progress being made in attaining the goals of this policy.

END OF POLICY

Legal Reference(s):

[ORS 329.496](#)
[ORS 336.423](#)
[ORS 338.115](#)

[OAR 581-051-0100](#)
[OAR 581-051-0305](#)

[OAR 581-051-0310](#)
[OAR 581-051-0400](#)

National School Lunch Program, 7 C.F.R. Part 210 (2006).
School Breakfast Program, 7 C.F.R. Part 220 (2006).
Healthy, Hunger-Free Kids Act of 2010, Public Law 111-296 Section 204.

Oregon School Boards Association Charter School Policy

Code: **EFAA**
Adopted:

Public Charter School Nutrition and Food Services

The public charter school may enter into an agreement with the Oregon Department of Education (ODE) to operate the National School Lunch Program (NSLP) and the Commodity Food Distribution Program (CFDP) by signing a permanent Sponsor-ODE Agreement entitling the public charter school to receive reimbursement for all meals that meet program requirements and to earn USDA Food entitlement based on the number of lunches served.

The permanent agreement shall be signed by the public charter school administrator or other school official with authority to obligate the public charter school to legally binding contracts, subject to annual ODE renewal and will include, at the public charter school option, an agreement to operate the School Breakfast Program (SBP), Summer Food Service Program (SFSP), the Child and Adult Care Food Program (CACFP) and the Special Milk Program (SMP). The public charter school recognizes that meals and snacks served by the public charter school will not be eligible for reimbursement until the annual program update is received and approved by ODE.

The permanent Sponsor-ODE Agreement shall include assurances by the public charter school that it will follow all NSLP regulations regarding:

1. Free and reduced price process (updated annually);
2. Financial management of the nonprofit school food service;
3. Civil rights and confidentiality procedures;
4. Meal pattern and nutrition content of meals served;
5. Use and control of commodity foods;
6. Accuracy of reimbursement claims;
7. Food safety and sanitation inspections.

The public charter school administrator will develop administrative regulations as necessary to implement this policy and meet the requirements of state and federal law. The regulation(s) will be reviewed and adopted by the public charter school board as required by law.

END OF POLICY

Legal Reference(s):

[ORS 327.520 to -327.535](#)

[OAR 581-022-1530\(2\)](#)

[OAR 581-051-0100](#)

[OAR 581-051-0305](#)

[OAR 581-051-0310](#)

[OAR 581-051-0400](#)

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, 7 C.F.R. Part 15b (2001).

U.S.D.A., ELIGIBILITY GUIDANCE FOR SCHOOL MEALS MANUAL.

U.S.D.A., FNS INSTRUCTION 765-7 REV. 2: HANDLING LOST, STOLEN AND MISUSED MEAL TICKETS.

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. 1751 §§ 203, 205.

The Community Roots School

RESOLUTION ESTABLISHING POLICIES FOR FUND BALANCES

GASB 54, a ruling by the Government Accounting and Standards Board effective for the fiscal year ending June 30, 2012, requires fund balances to be reported in classifications that “comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.” The District wants to maintain a minimum general fund ending fund balance of 7% of general fund revenues.

The ending balance for all funds must be designated per the following categories set forth by GASB 54:

- **Non-spendable** – Funds which cannot be spent.
- **Restricted** – Amounts subject to externally enforceable legal restrictions (imposed by grantors, contributors, governmental regulations, etc.)
- **Committed** – Amounts whose use is constrained by limitations that a government imposes upon itself.
- **Assigned** – Intended use of resources established by the governing body itself, or by an official or officers to which authority is delegated by the governing body.
- **Unassigned** – Available for any purpose. (Reported only in the General Fund.)

Assignments

Authority to classify portions of ending fund balance as Assigned is hereby granted to the Superintendent and the Director of Finance and Operations.

Spending as it Relates to Ending Fund Balance Policy

The Board of Education considers the spending of restricted fund balances on purposes for which such funds can be used to occur first when funds are spent for restricted and unrestricted purposes. When unrestricted classifications of fund balance are spent, the board will consider that committed amounts will be reduced first, followed by assigned amounts and then unassigned amounts.

NOW THEREFORE the Board of Directors for the Community Roots Charter School hereby makes the following designations of 2010/11 ending fund balances and revenues for specific uses in 2011/12:

1. **Committed Fund Balances** – The ending balance of each of the following funds is “**Committed**” in accordance with the purposes stated for each fund or program in the FY 2010-2011 adopted budget:

- Capital Projects Other Fund (430) – is committed to accumulate funds for future construction projects.
- Planned Reserve (810) – is committed to accumulate funds for future unforeseen needs.

2. **Restricted Fund Balances** –

- The ending balance of all grant related special revenue funds (including food service) shall be designated as restricted for the sole uses intended by the granting authorities.
- Specifically restricted fundraising dollars shall remain restricted as donor intended

Board Chair

Date

Rollover from 15-16 Fundraising		\$11,664	Assigned
Rollover from 15 - 16 Garden/Greenhouse		\$4,600	Restricted
Rollover from 15-16 Board		\$1,259	Assigned
Rollover from 15 - 16 Playground		\$2,850	Restricted
Rollover from 15 - 16 Committed to Capital Campaign		\$38,420	Restricted

Playground - (\$2850)		
	Budgeted	Actual
Playground - (\$2850 + \$1000 + \$3000)		
Railroad ties and material	\$1,000	
Bark Chips	\$5,100	
Equipment for installation	\$230	
Hardware for Equipment	\$200	
Total Expense:	\$6,530	

Capital Campaign - \$38,420		
	Budgeted	Actual
Painting of old HS		700
Secretary/Admin (cabinets, doors, windows) Home depot		2186.96
tool rentals & misc supplies		129.67
Sidewalk work		2133.34
dump run		295
Playground		3000
Total Capital Campaign Expense	0	8444.97

DBI construction donate \$3,408.62 in labor and materials to this project

Garden/Greenhouse - \$4600		
	Budgeted	Actual
Phase 1		
Garden Planning	900	900
Raised Beds	700	
Garden Tools	400	
Phase 2		
Greenhouse & Equipment	760	
Water Catment System	1000	
Expanding Compost	0	
Phase 3		
Outdoor learning Environment		
Total Garden/Greenhouse Budget	3760	

<u>Lego Robotic Grant</u>		