



The Community Roots School Board Meeting
Tuesday, April 3, 2017 6:30 p.m.
229 Eureka Ave. Silverton

Agenda

1. Board Training: **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 March Meeting Minutes
5. Audience with Visitors (Audience members may make comments to the board on any topic)
6. Administrator Report – Miranda Pickner **(7:15-7:25)**
7. Committee reports (SFSD Board, Fundraising, Finance, School Growth) **(7:25-7:35)**
8. Discussion Items and Actions **(7:35-8:30)**
 - Policy Review(GBEC, GBJ, GCDA) -Jen
 - Discussion
 - February 2018 Policy Changes (first reading) - Jen
 - Discussion
 - Calendar - Miranda
 - Discussion
 - Facility Update - Miranda

(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.

The Community Roots School Board Meeting
March 6, 2017
DRAFT Minutes

Board members present: Jason, Matt, Dan, Brooke and Astrid

Board members absent: Jen

Staff present: Susan, Jullianna/Juliane (?)

1. Consent Agenda

2. Audience with visitors: **Julia(?)** Cassidy. Concerned with large numbers of children in classroom having adequate space. AMI is 40 square foot per child. 27 children in 850 square feet is a challenge for freedom of movement. Thinking of options for an extended covered area outside. Gym is only available for them once a week. Not many places to go. There is a parent interested in helping with covered space, possibly in courtyard. Committee is being formed to explore space options. Astrid asks how much of the courtyard is restricted? Miranda said they are looking at fencing around area. **Julia(?)** feels she is concerned with quality of education because of lack of space. Miranda states that next year class will get smaller and normalize after that.

Susan: Talks about new space for next year in the basement. States she is working on a non-profit Erkindor to fundraise and hopes to permanently move kids to Geer Crest by 2019 school year. She has assembled a team and that non-profit is going to be used to support Community Roots to get space. She has many thoughts on what that space could be: maybe a 1 room school house designed to work as a classroom or zoned modular to serve the needs of 30-35 students. States they are looking to hire a 2nd adolescent teacher for half time. She is working with Miranda to create a job description for position. Group won MAPS grant and kids are trying to decide on their business and they are learning how to create a proposal. Kids are growing produce for SACA. She goes on to explain that she feels she needs a farm program that includes 9th grade so it is part of the '3 cycle'. Believes the new space in church will be "cramped" but is hoping the new staff member can help them by allowing them to split the classes.

3. Administrator Report: See Handout. Lottery is on April 10. Stated that Andy, Dandy and Dana visited today and she walked them around. They did a 'check

in". She had a conversation with Dandy about the music program and what she could have done differently. They told her they have someone at Pratum who might be able to help out.

Budget: Paid out \$5,500 to supplement lunch program in 16-17 and it is set to be the same this year. Had an anonymous donor give 12,000 to CRS; received a grant from ODE for dyslexia mandate from the state approximately 2,500; received 307.08 from Oregon Garden for Skate event; Susan received MAPS grant for \$1,000.

4. Fundraising (Irene): Garage sale is in May and she is hoping to raise \$4,000 to reach the \$50,000 mark this year. Yesterday was the auction meeting they are hoping to limit it to 275. Gear up is going to be the new auctioneer. Astrid is heading up the computer program to reduce paper. Astrid has picked a program and it is going to have self-check-out feature. Collect items for the garage sale.
5. Budget (Jason): They put together a split number so they could forecast into the future. Need to approve budget. Numbers are subject to change based on staffing and Miranda is unsure how much a new adolescent teacher will be. Talked about lunch fund and they have figured they will pay \$5,000 to \$6,000 out of the general fund to make up the deficit. Students that are on free and reduced lunch is supplemented by the school as the Federal Government does not give enough money to pay for the entire lunch. Jason moves to accept the Budget, Brooke seconds. **Approved unanimously.**
6. Facility: Discussion about Susan and her new non-profit and possible conflicts. Miranda is monitoring. Miranda wants to form a school growth committee and wants individuals to look at growth and we can grow into spaces. Discussion with facilities into how we will cover our space issue if something goes wrong or if it is taken away.
7. Policy Review:
 - GBEBA - Astrid moves, Brooke seconds, **unanimously approved**
 - GBEC – Tabled
 - GBJ – Tabled for discussion
 - GBN/JBA – Brooke moves, Jason accepts, **unanimously approved**
 - GCBDC/GDBDC – Jason moves, Astrid seconds, **unanimously approved**
 - GCDA/GDDA-AR – Matt moves, Brooke seconds, **unanimously approved**Brooke discusses Policy JFCM and reads portions to the Board where I feel it is confusing. Need to delineate between "Threats" and "Acts". She asks the

Board to review and to think about the Policy for future discussion. Brooke would like to look at Policy options from original policy review.

8. Meeting adjourned



The Community Roots School April 2018 Board Meeting Administrator Report

Enrollment:

- Current 120
- goal of 121

1. Enrollment

- a. UE – looking into options of creating 2 UE classrooms for years to come. Enrollment has not seen drop off as in previous year.
- b. Deadline for lottery for new students is March 31st – Lottery occurs April 10th at 7pm

2. District Communication

- a. SFSD shared their board approved school calendar and admin will bring to CRS board for review in April.

3. Educational Accountability

- a. SBAC is scheduled to begin in April
- b. STAR assessments continue – 3 times a year for LE, 5-6 time for UE, and every 6-8 weeks for adolescents

4. Budget

- a. Finance meeting
- b. SFSD received an extremely generous donation from an anonymous donor. The school was gifted \$12,000 and is to be spent by the staff by the end of the school year.
- c. Susan Andree received a grant from MAPS credit union for \$1000 to support the adolescent economic work
- d. Received a grant from ODE for dyslexia mandate from the state in the amount of \$2,523.24.
- e. Received funds in the amount of \$500 from Judy's Party for art instruction for the year
- f. CRS received \$307.08 from Oregon Garden – Skate for Schools event

5. Lunch Program

- a. After completing ODE required documents, it was determined that we paid about \$5,500 out of general fund to supplement our lunch program for the 16-17 school year. CRS is on target to have that same impact this year. Our Free and Reduced students make up about 33% of our school population and most of students eat daily.

6. Community

- a. Parent meeting to be held on April 10th Puberty curriculum and creation of 2 separate UE classrooms for the 18-19 school year and beyond.

7. Facilities

- a. Proposal for increasing space for our adolescent program on campus has been presented to the church for consideration.

8. Policy

- a. OSBA is changing protocols for services for charter schools. We will have to create a new partnership for housing our board policies and our updates with a contract that goes through the district.

9. HR

- a. CRS is hiring for an adolescent guide and an upper elementary guide for the 18-19 school year
- b. Staff contract will be proposed to the board at the May board meeting.

CRS Financial Overview

17-18 school year
 58% through teacher Payroll

760 - State School Support Fund - SSF	
REVENUE:	\$700,742
EXPENSES:	\$529,324
BALANCE:	\$171,418

100 - Supplemental School Operations	
Revenue/Rollover:	\$123,399
Expenses/Rollover:	\$61,753
BALANCE:	\$61,646

<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>		\$9,947
<u>Reserve in SSF from 2016 -2017 (poverty factor change)</u>		-\$12,330
<u>Reserve in SSF from 2017 -2018</u>		\$0
	Total in SSF Reserve	\$82,917

760 - State School Support Fund - SSF(ADM)		Sept. 2017	Revised January 2018	as of 3/29/18	% of Budget
REVENUE:					
124 ADMw	State School Fund—General Support \$6180	765400	\$766,320	\$617,600	80.6%
	Supplemental from Fundraised - GS, OS, Music	25000	\$32,500	\$0	
	Supplemental from Fundraised - paddle up, birds, adolescents	0	\$13,455	\$0	
	Supplemental from Lunch Program SSO account	18000	\$18,000	\$0	
	Supplemental from School Related (supply fees etc.)	10000	\$10,000	\$0	
	Lego Robotics Grant	275	\$275	\$225	
	Total Revenue	818675	\$840,550	\$617,825	73.5%
EXPENSES:					
1111 (Elementary K-5 program)					
111	Certified Salaries	288000	293,000	\$168,618	57.5%
112	Classified Salaries	120000	119,000	\$74,045	62.2%
121	Certified Substitutes	4000	\$4,000	\$2,529	63.2%
122	Classified Substitutes	2000	2,000	\$1,580	79.0%
130	Extra Duty	2500	2,500	\$2,595	103.8%
211	PERS - Employer Contribution	40185	48,000	\$27,757	57.8%
213	PERS - Employer Contribution	27360	32,750	\$18,892	57.7%
220	Social Security Admin - FICA/Medicare (7.65%)	29070	32,250	\$19,023	59.0%
231	Workers' Compensation (.5%)	325	325	\$226	69.5%
232	Unemployment	1650	1,650	\$1,438	87.1%
240	Contractual Employee Benefits	64800	64,800	\$37,678	58.1%
310	Primary Instruction Services/Services	100	100	\$51	51.0%
410	Consumable Supplies/Materials	8000	\$14,000	\$13,446	96.0%
420	Textbooks	1500	\$1,500	\$1,292	86.1%
460	Furniture	5500	\$7,000	\$5,519	78.8%
470	Computer Software	0	\$0	\$290	#DIV/0!
640	Dues and Fees -	1000	\$1,000	\$999	99.9%
1111 - Totals		595990	\$623,875	\$375,978	60.3%
1291 - ESL					
130	Additional Salaries	0	1,000	\$594	59.4%
211	PERS - Employer Contribution (11.22%)	0	0	\$70	#DIV/0!
212	PERS - Employer Contribution	0	0	\$35	#DIV/0!
213	PERS - Employer Contribution (8%)	0	0	\$47	#DIV/0!
220	Social Security Admin - FICA/Medicare (7.65%)	0	0	\$44	#DIV/0!
231	Workers' Compensation (.5%)	0	0	\$4	#DIV/0!
232	Unemployment	0	0	\$1	#DIV/0!
1400 - Totals		0	\$1,000	\$796	79.6%
1400 - Additional Salaries					
130	Additional Salaries	1587	1,587	\$1,240	78.1%
211	PERS - Employer Contribution (11.22%)	0	0	\$146	#DIV/0!
213	PERS - Employer Contribution (8%)	0	0	\$99	#DIV/0!
220	Social Security Admin - FICA/Medicare (7.65%)	0	0	\$95	#DIV/0!
231	Workers' Compensation (.5%)	0	0	\$1	#DIV/0!
232	Unemployment	0	0	\$6	#DIV/0!
1400 - Totals		1587	\$1,587	\$1,587	100.0%
2110 - Attendance & Social Work					
350	Communication - One call now	0	\$0	\$0	#DIV/0!
380	Non-Instructional Professional/Tech support	15	\$15	\$0	0.0%
2110 Totals		15	\$15	\$0	0.0%

2240 - Instructional Staff Development						
310	Instructional Professional/Tech	2000	\$1,500	\$1,650	110.0%	
340	Travel			\$0		
2240 Totals		2000	\$1,500	\$1,650	110.0%	
2310 - Board of Education Services						
350	Communication & annual report	375	\$375	\$347		
381	Audit Services & Tax filings	6000	\$6,000	\$6,600	110.0%	
410	Consumables			\$347		
640	Dues & Fees	2000	\$2,000	\$1,881	94.1%	
650	Insurance and Judgements	5200	\$5,200	\$5,146	99.0%	
670	Taxes & Licenses	0	\$0	\$309	#DIV/0!	
2310 - Totals		13575	\$13,575	\$14,631	107.8%	
2490 - Other Support SVCS - School Adm						
112	Classified Salaries	20269	\$20,269	\$13,284	65.5%	
113	Administrative Salary	67622	67,622	\$44,397	65.7%	
122	Classified Substitutes & unused leave	700	700	\$562	80.3%	
211	PERS - Employer Contribution (13.22%)	10327	\$10,327	\$6,778	65.6%	
213	PERS - Employer Contribution (8%)	7031	\$7,031	\$4,614	65.6%	
220	Social Security Admin - FICA/Medicare (7.65%)	6724	\$6,724	\$4,456	66.3%	
231	Workers' Compensation	75	\$75	\$34	45.4%	
232	Unemployment	400	400	\$180	45.1%	
240	Contractual Employee Benefits	10800	\$10,800	\$7,213	66.8%	
310	Instructional, Professional, & Technical Services	350	\$350	\$923	263.7%	
350	Communication	150	\$150	\$31	21.0%	
380	Non-Instructional Professional/Tech support	0	\$0	\$0	#DIV/0!	
410	Consumable Supplies/Materials & copies	1141	\$1,141	\$1,538	134.8%	
640	Dues & Fees	4000	\$4,000	\$4,352	108.8%	
2490 - Totals		129589	\$129,589	\$88,363	68.2%	
2520 - Fiscal Services						
380	Non-instructional Professional & Technical Services - Bookkeeper	2000	\$1,100	\$1,080	98.2%	
2520 - Totals		2000	\$1,100	\$1,080	98.2%	
2540 - Operations & Maintenance						
320	Property Services (Rent & Maintenance/Janitorial service)	5000	\$5,000	\$2,774	55.5%	
324	Rentals	36000	\$36,000	\$25,380	70.5%	
410	Consumable Supplies/Materials & copies	0	\$0	\$0	#DIV/0!	
2540 - Totals		41000	\$41,000	\$28,154	68.7%	
2550 - Student Transportation Services						
330	Student Transportation Services	500	\$500	\$491	98.2%	
2550 - Totals		500	\$500	\$491	98.2%	
3100 - Food						
112	Classified Salaries	3500	\$3,500	\$2,075	59.3%	
211	PERS - Employer Contribution (13.22%)	400	\$400	\$244	61.0%	
213	PERS - Employer Contribution (8%)	275	\$275	\$166	60.4%	
220	Social Security Admin - FICA/Medicare (7.65%)	260	\$260	\$159	61.0%	
231	Workers' Compensation whole school	5	\$5	\$2	46.8%	
232	Unemployment	17	17	\$6	34.8%	
410	Consumable Supplies/Materials	0	\$0	\$0	#DIV/0!	
450	Food	18000	\$18,000	\$13,611	75.6%	
640	Dues and Fees	0	\$0	\$332		
3100 - Totals		22457	\$22,457	\$16,595	73.9%	
6000 - Contingencies						
810	Planned Reserve - Contingency	9687	\$4,352	\$0		
6000 - Totals		9687	\$4,352	\$0	0.0%	
EXPENSE TOTALS		818400	\$840,550	\$529,324	63.0%	
Revenue less Expenses (negative balance = \$ from contingency at year end)		275	\$0	\$88,501		

100 - Supplemental School Operations - Fundraised			Revised Sept. 2017	Revised January 2018	Activity as of 2/21/18
REVENUE:					
Rollover from 16-17 Fundraising			14117	\$14,117	\$14,117
Rollover from 16 - 17 Donor Funds for Future facilities			3713	\$3,713	\$3,713
Rollover from 16 - 17 CRS Longevity Fund			29692	\$29,692	\$29,692
Capital Campaign - Committed			200	\$200	\$0
Fundraising Revenue			40000	\$51,545	\$48,158
Paddle Up			0	\$6,800	\$6,800
Birds			0	\$2,155	\$2,155
Lunch Revenue			18000	\$18,000	\$7,966
School Related Revenue			7000	\$10,000	\$10,798
Total Revenue			112722	\$136,222	\$123,399
EXPENSES:					
#					
	1111- K-3 Instruction				
	111	Classified Salaries - check to SSF - GS, OS, Music	28500	\$32,500	\$0
	380	Professional	0	\$400	\$400
	410	Consumable Supplies/Materials - school related, etc.	6500	\$7,600	\$1,879
	410	Auction Bird money, Safety Paddle up & Adolescent Start-up	0	\$13,455	
	640	Dues & Fees	0	\$2,000	\$677
	810	Reserves - check to SSF to build up reserves from poverty factor	35000	\$10,000	\$10,000
	1111 - Totals			\$65,955	\$12,956
#					
	2310 - Board of Education Services				
	310	Instructional Professional/Tech -Board Training	0	\$0	\$0
	380	Professional	0	\$0	\$0
	410	Consumable Supplies/Materials - check ordering -fiscal services	0	\$0	\$0
	640	Dues & Fees	0	\$0	\$0
	2310 - Totals		0	\$0	\$0
	2520 - Fiscal Services - Fundraising Expenses				
	350	Communication - ad in paper	0	\$0	\$0
	380	Professional services	1000	\$1,000	\$1,000
	410	Consumables - Fundraising Expenses - food	3700	\$4,000	\$3,991
	640	Dues & Fees - Facility rental, licenses, and credit card fees	7500	\$5,500	\$6,251
	2520 - Totals		12200	\$10,500	\$11,242
	3100 - Food				
	410	Consumables	0	\$0	\$33
	450	Food - check to SSF to cover expenses	18000	\$18,000	\$0
	3100 - Totals		18000	\$18,000	\$33
	6000 - Contingencies				
	810	Planned Reserve - roll over - Fundraising group	14117	\$8,162	\$4,117
	810	Planned Reserve - Restricted Donor funds - facility	3713	\$3,913	\$3,713
	810	Planned Reserve - CRS Longevity Fund	29692	\$29,692	\$29,692
	6000 - Totals		47522	\$41,767	\$37,522
EXPENSE TOTALS			112722	\$136,222	\$61,753
Revenue less Expenses			0	\$0	\$61,646

2018-2019 Teacher Calendar

The Community Roots School

12 Two-Hour Early Releases

Draft March 2018

August

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
I	I	I	I	31
Class Days 0				
Other I-4				

September

H	4	5	6	7
*10	11	12	13	14
17	18	19	20	21
*24	25	26	27	28
Class Days 19				
Other H-1				

Class Days	No Student contact	Holidays	Contract Days
19	4	1	24

TOTALS

October

1	2	3	4	5
*8	9	10	11	I
15	16	17	18	19
*22	23	24	25	26
29	30	31		
Class Days 22				
Other I-1				

November

			1	2
5	6	7	8	9
H	13	14	15	16
G/C	C	21	22	23
26	27	28	29	30
Class Days 16				
Other I-1 PC -2				

December

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
Class Days 15				
Other 0				

53	4	1	58
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TOTALS

January

1	2	3	4	
7	8	9	10	11
*14	15	16	17	18
H	22	23	24	25
*28	29	30	31	
Class Days 18				
Other H-1				

February

				I
4	5	6	7	8
*11	12	13	14	15
H	19	20	21	22
*25	26	27	28	
Class Days 18				
Other H-1, I-1				

March

				1
4	5	6	7	C
C	12	13	14	15
18	19	20	21	22
25	26	27	28	29
Class Days 14				
Other PC-2				

50	3	2	55
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TOTALS

April

1	2	3	4	5
*8	9	10	11	12
15	16	17	18	19
22	23	24	25	I
*29	30			
Class Days 21				
Other I-1				

May

	1	2	3	
*6	7	8	9	10
13	14	15	16	17
*20	21	22	23	24
H	28	29	30	31
Class Days 22				
Other H-1				

June

3	4	5	6	7
10	11	12	13	I
17	18	19	20	21
24	25	26	27	28
Class Days 9				
Other I-1				

52	2	1	55
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TOTALS

2018-2019 TOTALS

174	13	5	192
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PLEASE NOTE: It is the practice of the Silver Falls School Board to make up each district-wide inclement weather closure day.

 No Student Contact
 Parent Conferences
 Progress Reports Due
 I=Inservice, G=Grading

* Two Hour Early Release
 H Holiday - Paid holiday
 *16 Progress Report prep

 Vacation

 Nov. 19 -- 7:30 a.m. - 3:30 p.m. Grades/Conference Prep; 3:30-7:30 p.m. Parent Conferences

 Nov. 20 -- 7:30 a.m. - 7:30 p.m. Parent Conferences