



The Community Roots School Board Meeting
Tuesday, December 5, 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 – Brooke
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 November Meeting Minutes
 - Approve November Emergency Meeting Minutes
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, School Growth) **(7:25-7:35)**
8. Discussion Items and Actions **(7:35-8:30)**
 - Policy GBI - Jen/Kate
 - Discussion
 - Action
 - Facility update
 - Discussion

(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
Wednesday, November 7, 2017 6:30 p.m.
229 Eureka Ave. Silverton

Draft Minutes

Present: Dan, Matt, Brooke, Jen (phone), Astrid, Jason

Absent: Kate

Staff: Miranda, Hilary

1. Consent agenda Jason moves to approve, Astrid seconds. **Approved Unanimously**
2. Audience with visitors: Hilary provided classroom updates. Meadowlark applying for grant and making a video to submit in by Friday. Hillary's classroom: Josie's partner helping to support Fish in the Owl classroom. Heathers class went to the pumpkin patch with 6th graders, exploring areas of interest.
3. Administrator Report: Enrolment at 120 right now, goal of 121. Filtered through all the 6th and 7th grade waitlist students - waiting to hear from last 6th grade waitlist student. We may have to enroll a 5th year, that will impact the size of the UE classroom for next year. District replacing all staff laptops including CRS. Working on getting the PA system up and running. Question about transparent classroom - need to be sure it is parent friendly before launched. Holding pattern until the language is matching so that parents have a common understanding. Right now it is a mix of AMI and AMS. Progress reports will still be issued related to the common core. Lots of people using different systems and they all seem to have their drawbacks. Asbestos management plan needed as there was a trace of asbestos. May be a cost for the school or church for the asbestos management plan. District maintenance staff supporting CRS with this process and reiterated that there isn't health concern to staff and students, but that a certified AHERA testing needs to be complete along with a Management Plan.

Finance: Auction prelim numbers: \$42,000 net. Reminder about holiday wreath sale. Geercrest is \$400 per month. Next month will provide update on how Geercrest is paid including any difference in what we save on the garden specialist. January will have more specific numbers and a plan for the budget
4. June Policy packet: Policy GBI tabled, Jason moves to approve EBBB and EBA, Brooke seconds. **Approved Unanimously.**
5. Policy review: No recommended changes



The Community Roots School Board Emergency Meeting
Tuesday, November 29, 2017 6:30 p.m.
229 Eureka Ave. Silverton

Draft Minutes

Board members present: Kate Pattison, Astrid Potter, Jen de Jong, Dan Kaplan, Matt Middlestetter, Brooke Martin

Board members absent: Jason Wagoner

1. Call meeting to order – Dan
2. Meeting entered executive session per ORS 192.660 (2)(b) to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.

3. Regular Session reconvened

Actions:

Kate moved to approve, Brooke seconded the approval of the action to draft a response to complainant to address concerns and detail the action plan that will be developed for the school by end of day Friday. The motion carried unanimously.

Kate moved to approve, Brooke seconded the approval of the action to communicate the preliminary actions to the complainant immediately. The motion carried unanimously.

4. Meeting adjourned



The Community Roots School December 2017 Board Meeting Administrator Report

Enrollment:

- Current 120
- goal of 121

1. Enrollment

- a. Question of enrollment and funding – large UE classroom already (offered all 6th and 7th year waitlist students spots with no acceptance.)

2. District Communication

- a. CRS staff received SFSD provided laptops
- b. CRS presented our Annual Report on Monday, November 13th

3. Educational Accountability

- a. All staff are actively using Transparent Classroom and administration is reviewing student's progress.
- b. Conferences occurred November 20th and 21st
- c. Reading Assessments completed for conferences

4. Budget

- a. Finance meeting
 - i. Setting up Date for December and January to begin review of the 5-year budget. Looking towards approval of 18-19 school year budget at March board 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 submitted a video applying for a grant from MAPS credit union for \$1000 to support the adolescent economic work

5. Lunch Program

- a. Creating a lot of recycling

6. Community

- a. Parent Conferences in November

7. Facilities

- a. Asbestos testing has occurred
- b. Paddle Up raised money for a PA system for all school communication and emergency preparedness drills.
- c. Joint SFC/CRS team met to discuss options. Looking into options of splitting the costs of the asbestos testing and CRS staff proposed out some options for use of space in current facility.
- d. January is when CRS/SFC will meet to review the lease. Dates to be determined
- e. CRS is approved to place signs, put up fencing, and place PA system.

8. Policy

- a. OSBA student and staff handbooks have been purchased and revised to meet CRS practice and policies.
 - i. Staff have signed acknowledgements and
 - ii. Student handbooks are on the website and we are requesting acknowledgement from the parents

9. HR

- a. CRS is contracting out with a district employee to provide music instruction to CRS starting in January!!!

The Community Roots School Balance Sheet

As of November 29, 2017

Nov 29, 17

ASSETS

Current Assets

Checking/Savings

100 · Current Assets

101 · Citizens Bank 93,463.49

Total 100 · Current Assets 93,463.49

103 · Petty Cash 200.00

Total Checking/Savings 93,663.49

Total Current Assets 93,663.49

TOTAL ASSETS 93,663.49

LIABILITIES & EQUITY

Equity

32000 · Unrestricted Net Assets 46,895.78

Net Income 46,767.71

Total Equity 93,663.49

TOTAL LIABILITIES & EQUITY 93,663.49

The Community Roots School
Profit & Loss
July 1 through November 29, 2017

	<u>Jul 1 - Nov 29, 17</u>
Ordinary Income/Expense	
Income	
2000 · Fundraising	55,912.02
2010 · School Related	8,024.90
2030 · Lunches	5,113.98
Total Income	<u>69,050.90</u>
Gross Profit	<u>69,050.90</u>
Expense	
380 · Professional Services	1,400.00
410 · Consumable Supplies & Materials	4,941.21
640 · Dues & Fees	5,941.98
810 · Planned Reserve	10,000.00
Total Expense	<u>22,283.19</u>
Net Ordinary Income	<u>46,767.71</u>
Net Income	<u><u>46,767.71</u></u>

CRS Financial Overview

17-18 school year
 25% through teacher Payroll

760 - State School Support Fund - SSF	
REVENUE:	\$330,232
EXPENSES:	\$240,820
BALANCE:	\$89,412

100 - Supplemental School Operations	
Revenue/Rollover:	\$116,573
Expenses/Rollover:	\$59,805
BALANCE:	\$56,768

<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
Total in SSF Reserve	\$82,917

760 - State School Support Fund - SSF(ADM)		Sept. 2017	as of 12/1/17	% of Budget
REVENUE:				
123.78 ADMw	State School Fund—General Support \$6180	\$765,400	247,040.00	32.3%
	Supplemental from Fundraised	\$25,000	\$0	
	Supplemental from Lunch Program SSO account	\$18,000	\$0	
	Supplemental from School Related (supply fees etc.)	\$10,000	\$0	
	Lego Robotics Grant	\$275	\$275	
	Total Revenue	\$818,675	\$247,315	30.2%
EXPENSES:				
<u>1111 (Elementary K-5 program)</u>				
111	Certified Salaries	288,000	\$77,808	27.0%
111	Certified Salaries		\$2,759	
112	Classified Salaries	120,000	\$28,417	23.7%
121	Certified Substitutes	\$4,000	\$89	2.2%
122	Classified Substitutes	2,000	\$57	2.9%
130	Extra Duty	2,500	\$2,188	87.5%
211	PERS - Employer Contribution	40,185	\$12,006	29.9%
213	PERS - Employer Contribution	27,360	\$8,175	29.9%
220	Social Security Admin - FICA/Medicare (7.65%)	29,070	\$8,171	28.1%
231	Workers' Compensation (.5%)	325	\$106	32.7%
232	Unemployment	1,650	\$1,257	76.2%
240	Contractual Employee Benefits	64,800	\$11,855	18.3%
310	Primary Instruction Services/Services	100	\$51	51.0%
410	Consumable Supplies/Materials	\$8,000	\$8,652	108.1%
420	Textbooks	\$1,500	\$1,292	86.1%
460	Furniture	\$5,500	\$5,519	100.4%
640	Dues and Fees	\$1,000	\$825	82.5%
1111 - Totals		\$595,990	\$169,226	28.4%
<u>1291 - ESL</u>				
130	Additional Salaries	0	\$143	#DIV/0!
211	PERS - Employer Contribution (11.22%)	0	\$17	#DIV/0!
212	PERS - Employer Contribution	0	\$9	#DIV/0!
213	PERS - Employer Contribution (8%)	0	\$11	#DIV/0!
220	Social Security Admin - FICA/Medicare (7.65%)	0	\$11	#DIV/0!
231	Workers' Compensation (.5%)	0	\$1	#DIV/0!
232	Unemployment	0	\$1	#DIV/0!
1400 - Totals		\$0	\$193	#DIV/0!
<u>1400 - Additional Salaries</u>				
130	Additional Salaries	1,587	\$1,240	78.1%
211	PERS - Employer Contribution (11.22%)	0	\$146	#DIV/0!
213	PERS - Employer Contribution (8%)	0	\$99	#DIV/0!
220	Social Security Admin - FICA/Medicare (7.65%)	0	\$95	#DIV/0!
231	Workers' Compensation (.5%)	0	\$1	#DIV/0!
232	Unemployment	0	\$6	#DIV/0!
1400 - Totals		\$1,587	\$1,587	100.0%
<u>2110 - Attendance & Social Work</u>				
350	Communication - One call now	\$0	\$0	#DIV/0!
380	Non-Instructional Professional/Tech support	\$15	\$0	0.0%
2110 Totals		\$15	\$0	0.0%

2240 - Instructional Staff Development					
310	Instructional Professional/Tech	\$2,000	\$120	6.0%	
340	Travel		\$0		
2240 Totals		\$2,000	\$120	6.0%	
2310 - Board of Education Services					
350	Communication & annual report	\$375	\$347		
381	Audit Services & Tax filings	\$6,000	\$0	0.0%	
640	Dues & Fees	\$2,000	\$1,881	94.1%	
650	Insurance and Judgements	\$5,200	\$5,146	99.0%	
670	Taxes & Licenses	\$0	\$0	#DIV/0!	
2310 - Totals		\$13,575	\$7,375	54.3%	
2490 - Other Support SVCS - School Adm					
112	Classified Salaries	\$20,269	\$6,642	32.8%	
113	Administrataive Salary	67,622	\$22,198	32.8%	
122	Classified Substitutes & unused leave	700	\$0	0.0%	
211	PERS - Employer Contribution (13.22%)	\$10,327	\$3,389	32.8%	
213	PERS - Employer Contribution (8%)	\$7,031	\$2,307	32.8%	
220	Social Security Admin - FICA/Medicare (7.65%)	\$6,724	\$2,206	32.8%	
231	Workers' Compensation	\$75	\$15	20.3%	
232	Unemployment	400	\$144	36.1%	
240	Contractual Employee Benefits	\$10,800	\$3,613	33.5%	
310	Instructinal, Professional, & Technical Services	\$350	\$444	126.7%	
350	Communication	\$150	\$0	0.0%	
380	Non-Instructional Professional/Tech support	\$0	\$0	#DIV/0!	
410	Consumable Supplies/Materials & copies	\$1,141	\$461	40.4%	
640	Dues & Fees	\$4,000	\$3,634	90.9%	
2490 - Totals		\$129,589	\$45,054	34.8%	
2520 - Fiscal Services					
380	Non-instructional Professional & Technical Services - Bookkeeper	\$2,000	\$570	28.5%	
2520 - Totals		\$2,000	\$570	28.5%	
2540 - Operations & Maintenance					
320	Property Services (Rent & Maintence/Janitorial service)	\$5,000	\$597	11.9%	
324	Rentals	\$36,000	\$9,980	27.7%	
410	Consumable Supplies/Materials & copies	\$0	\$0	#DIV/0!	
2540 - Totals		\$41,000	\$10,577	25.8%	
2550 - Student Transportation Services					
330	Student Transportation Services	\$500	\$351	70.1%	
2550 - Totals		\$500	\$351	70.1%	
3100 - Food					
112	Classified Salaries	\$3,500	\$889	25.4%	
211	PERS - Employer Contribution (13.22%)	\$400	\$104	26.1%	
213	PERS - Employer Contribution (8%)	\$275	\$71	25.9%	
220	Social Security Admin - FICA/Medicare (7.65%)	\$260	\$68	26.2%	
231	Workers' Compensation whole school	\$5	\$1	22.6%	
232	Unemployment	17	\$4	26.1%	
410	Consumable Supplies/Materials	\$0	\$0	#DIV/0!	
450	Food	\$18,000	\$4,823	26.8%	
640	Dues and Fees	\$0	\$0		
3100 - Totals		\$22,457	\$5,961	26.5%	
6000 - Contingencies					
810	Planned Reserve - Contingency	\$9,687	\$0		
6000 - Totals		\$9,687	\$0	0.0%	
EXPENSE TOTALS		\$818,400	\$240,820	29.4%	
Revenue less Expenses (negative balance = \$ from contingency at year end)		\$275	\$6,495		

100 - Supplemental School Operations - Fundraised			Revised Sept. 2017	Activity as of 11/30/17
REVENUE:				
Rollover from 16-17 Fundraising			\$14,117	\$14,117
Rollover from 16 - 17 Donor Funds for Future facilities			\$3,713	\$3,713
Rollover from 16 - 17 CRS Longevity Fund			\$29,692	\$29,692
Capital Campaign - Committed			\$200	\$0
Fundraising Revenue			\$40,000	\$55,912
Paddle Up			\$0	\$0
Birds			\$0	\$0
Lunch Revenue			\$18,000	\$5,114
School Related Revenue			\$7,000	\$8,025
Total Revenue			\$112,722	\$116,573
EXPENSES:				
#				
<u>1111- K-3 Instruction</u>				
	111	Classified Salaries - specials, summer school, etc. check to SSF	\$28,500	\$0
	380	Professional	\$0	\$400
	410	Consumable Supplies/Materials - birds, school related, fund. etc.	\$6,500	\$1,715
	640	Dues & Fees	\$0	\$742
	810	Reserves	\$0	\$10,000
1111 - Totals			\$35,000	\$12,856
#				
<u>2310 - Board of Education Services</u>				
	310	Instructional Professional/Tech -Board Training	\$0	\$0
	380	Professional	\$0	\$0
	410	Consumable Supplies/Materials - check ordering -fiscal services	\$0	\$0
	640	Dues & Fees	\$0	\$0
2310 - Totals			\$0	\$0
<u>2520 - Fiscal Services - Fundraising Expenses</u>				
	350	Communication - ad in paper	\$0	\$0
	380	Professional services	\$1,000	\$1,000
	410	Consumables - Fundraising Expenses - food	\$3,700	\$3,227
	640	Dues & Fees - Facility rental, licenses, and credit card fees	\$7,500	\$5,200
2520 - Totals			\$12,200	\$9,427
<u>3100 - Food</u>				
	410	Consumables	\$0	\$0
	450	Food	\$18,000	\$0
3100 - Totals			\$18,000	\$0
<u>6000 - Contingencies</u>				
	810	Planned Reserve - roll over - Fundraising group	\$14,117	\$4,117
	810	Planned Reserve - Restricted Donor funds - facility	\$3,713	\$3,713
	810	Planned Reserve - CRS Longevity Fund	\$29,692	\$29,692
6000 - Totals			\$47,522	\$37,522
EXPENSE TOTALS			\$112,722	\$59,805
Revenue less Expenses			\$0	\$56,768

Gifts and Solicitations

Students and their parents shall be discouraged from giving gifts to public charter school employees. The Board welcomes, as appropriate, the writing of letters by students to staff members expressing gratitude and appreciation.

Individual employees will limit giving gifts¹ to staff members who exercise any direct or indirect administrative or supervisory jurisdiction over them. Collecting money for group gifts is discouraged except in special circumstances such as bereavement, serious illness or retirement gifts. Staff-initiated “sunshine funds” are exempt from this policy.

No staff member may solicit funds in the name of the school through the use of, including but not limited to, internet-sourced crowdfunding or other similar types of fund raising, without the approval of the administrator.

Individual employees need to be accountable for maintaining integrity and avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment.

All employees are prohibited from accepting items of material value from companies or organizations doing business with the public charter school. “Material value” is defined as \$50 from a single source in a single year.

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools without the administrator’s approval. Staff members may not be made responsible or assume responsibility for collecting money or distributing any fund-drive literature within the school without the administrator’s approval.

The soliciting of staff by sales people, other staff or agents during on-duty hours is prohibited. Any solicitation should be reported at once to the administrator. Advertising is not allowed in the building without the administrator’s approval.

END OF POLICY

¹“Gift” means something of economic value given to a public official or the public official’s relative or household member without valuable consideration of equivalent value, including the full or partial forgiveness of indebtedness, which is not extended to others who are not public officials or the relatives or household members of public officials on the same terms and conditions; and something of economic value given to a public official or the public official’s relative for valuable consideration less than that required from others who are not public officials. See ORS Chapter 244 for gift definition exceptions.

Legal Reference(s):

[ORS 244.010 to -244.400](#)
[ORS 339.880](#)

[OAR 199-005-0005 to -199-020-0020](#)
[OAR 584-020-0000 to -0045](#)