



The Community Roots School Board Meeting
Tuesday, May 1, 2018 7:00 p.m.
229 Eureka Ave. Silverton

Agenda

1. Call meeting to order – Dan
2. Reading of Community Roots School Mission Statement – Astrid
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.
3. Consent Agenda
 - Approve April Meeting Minutes
4. Audience with Visitors (Audience members may make comments to the board on any topic)
5. Administrator Report – Miranda Pickner (7:15-7:25)
6. Committee reports (SFSD Board, Fundraising, Finance, School Growth) (7:25-7:35)
7. Discussion Items and Actions (7:35-8:30)
 - Policy (IGAC, GBK, GBJ, GBEC) - Miranda
 - Discussion
 - Action
 - Guide contracts - Miranda
 - Discussion
 - Action
 - Lunch prices for 18-19 school year- Miranda
 - Discussion
 - Board training-Jen
 - Discussion
 - Action

(7:00-7:15)

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

The Community Roots School Board Meeting
April 3, 2018
DRAFT Minutes

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

Staff present: Miranda, Heather

1. Consent agenda: Jason moves to approve, Brooke seconds. **Unanimously approved.**
2. Audience with visitors. Heather: Whole lives curriculum. Focusing on kindness. Flags created on the ways that we show kindness. Kinders: First year with a solid girl-boy ratio. This creates different dynamics. Older children coming into the kinder room to lead the interaction and appropriate play conversations. NAMTA training: since kinders are ready to lead they do not have the 3/4 year olds to lead. Also creates a certain dynamic. They have been eating family style. Heather shared classroom pictures. Outdoor time makes a big difference and it would be great to have more direct access to the outdoor space.
3. Administrator report-see handout. Determined there will be two upper elementary classrooms with one teacher and guide for each classroom. Looking at options for meeting the certification requirement. Montessori Institute NW has a mater's program but it does not currently meet state standards. The main focus is on fully trained Montessori guides. Facility: drafting addendum to current agreement to expand space for adolescent program. Buddy groups 1st-7th are going well. Focus on the environment and upcoming earth day. State is mandating social-emotional. Miranda will attend training. SFSD supports the CRS memo of understanding for continuing OSBA services. May we will see the staff contracts. Planning for the moving up ceremony. Garage sale in May.
4. Policy updates and review:
 - GBEC - Drug-Free Workplace: Miranda to review. Check on EAP and other procedures.
 - GBJ- Weapons in Schools – Staff: ok
 - GBH: new optional. No adoption, Miranda states these things are already done.
 - GBK/KGC: tabled for shared premises information from Miranda
 - JHCA: no adoption
 - JHHB: no adoption
 - KBA: ?
 - GBH: Astrid moves to approve, Jen seconds. **Unanimously approved.**
 - JHFE-AR(1): Jason moves to approve, Brooke seconds. **Unanimously approved.**
 - KBA: Jen moves to approve, Brooke seconds. **Unanimously approved.**
5. 18/19 Calendar: Jen moves to approve, Astrid seconds. **Unanimously approved.**



The Community Roots School May 2018 Board Meeting Administrator Report

Enrollment:

- Current 119
- goal of 121

1. Enrollment

- a. Lottery occurred on April 10th
 - i. Enrolled 135 students for the fall 18-19

2. District Communication

- a. Communication surrounding compliance with 50/50 staff requirements for state certified
- b. Meeting with DO staff about Special Education services at CRS

3. Educational Accountability

- a. SBAC is scheduled to begin April 30th
- b. STAR assessments continue – 3 times a year for LE, 5-6 time for UE, and every 6-8 weeks for adolescents
- c. Upper Elementary has transitioned into 2 student groups, rotating guides at lunch time

4. Budget

- a. 18-19 budget given to SFSD by April 1st deadline
- b. Meet with auditor in April for initial 17-18 audit

5. Lunch Program

- a. Fresh and Local has communicated with CRS that they no longer will be able to provide a cold lunch option to CRS as the cost is too high for them. Staff is exploring options to provide a school lunch for the 18-19 school year.
- b. CRS is looking at why revenue is not meeting expectations for the 17-18 school year. Paid lunch numbers down and projected not to meet revenue expectations.

6. Community

- a. May 10th Parent Night for 18-19 Dove families
- b. May 24th Annual Meeting and All School Potluck
- c. June 15th Last day of school picnic at 12:00 and all school work party
- d. Staff completing Montessori Essential Elements Rubric – early release April 30th
- e. Board to complete rubric at the June or August board meeting?

7. Facilities

- a. Still finalizing lease with the church
- b. Hope to start supporting the adolescent move during the work party June 15th

8. Policy

- a. Memorandum of Understanding to be signed by CRS and SFSD for OSBA policies

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.
- c. Looking into options of partnering with SFSD on contracting for music and a school counselor for the 18-19 school year.

The Community Roots School
Profit & Loss
July 1, 2017 through April 28, 2018

Jul 1, '17 - Apr 28, 18

Ordinary Income/Expense	
Income	
2000 · Fundraising	57,578.48
2010 · School Related	10,924.38
2030 · Lunches	9,930.35
Total Income	<u>78,433.21</u>
Gross Profit	<u>78,433.21</u>
Expense	
380 · Professional Services	1,400.00
410 · Consumable Supplies & Materials	6,328.55
640 · Dues & Fees	6,928.10
810 · Planned Reserve	52,215.00
Total Expense	<u>66,871.65</u>
Net Ordinary Income	<u>11,561.56</u>
Net Income	<u><u>11,561.56</u></u>

CRS Financial Overview

17-18 school year
 67% through teacher Payroll

760 - State School Support Fund - SSF	
REVENUE:	\$700,742
EXPENSES:	\$600,749
BALANCE:	\$99,993

100 - Supplemental School Operations	
Revenue/Rollover:	\$125,954
Expenses/Rollover:	\$104,393
BALANCE:	\$21,562

<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 May 2018	as of 4/25/18	% of Budget
REVENUE:					
123 ADMw	State School Fund—General Support \$6220	765400	\$765,000	\$617,600	80.7%
	Supplemental from Fundraised - GS, OS	25000	\$25,000	\$0	
	Supplemental from Fundraised	0	\$17,215	\$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	\$835,490	\$617,825	73.9%
EXPENSES:					
1111 (Elementary K-5 program)					
111	Certified Salaries	288000	286,000	\$192,402	67.3%
112	Classified Salaries	120000	117,000	\$83,037	71.0%
121	Certified Substitutes	4000	\$4,500	\$3,421	76.0%
122	Classified Substitutes	2000	4,443	\$2,159	48.6%
130	Extra Duty	2500	2,500	\$2,689	107.5%
211	PERS - Employer Contribution	40185	48,000	\$31,628	65.9%
213	PERS - Employer Contribution	27360	32,750	\$21,527	65.7%
220	Social Security Admin - FICA/Medicare (7.65%)	29070	32,250	\$21,643	67.1%
231	Workers' Compensation (.5%)	325	325	\$262	80.6%
232	Unemployment	1650	1,650	\$1,438	87.1%
240	Contractual Employee Benefits	64800	64,800	\$43,035	66.4%
310	Primary Instruction Services/Services	100	100	\$51	51.0%
410	Consumable Supplies/Materials	8000	\$14,000	\$13,916	99.4%
420	Textbooks	1500	\$1,500	\$1,292	86.1%
460	Furniture	5500	\$7,845	\$5,519	70.4%
470	Computer Software	0	\$0	\$980	#DIV/0!
640	Dues and Fees -	1000	\$1,200	\$1,164	97.0%
1111 - Totals		595990	\$618,863	\$426,162	68.9%
1291 - ESL					
130	Additional Salaries	0	1,000	\$687	68.7%
211	PERS - Employer Contribution (11.22%)	0	0	\$81	#DIV/0!
212	PERS - Employer Contribution	0	0	\$41	#DIV/0!
213	PERS - Employer Contribution (8%)	0	0	\$55	#DIV/0!
220	Social Security Admin - FICA/Medicare (7.65%)	0	0	\$52	#DIV/0!
231	Workers' Compensation (.5%)	0	0	\$5	#DIV/0!
232	Unemployment	0	0	\$1	#DIV/0!
1400 - Totals		0	\$1,000	\$922	92.2%
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%
2120 -					
130	Additional Salaries	0	0	\$250	#DIV/0!
220	Social Security Admin - FICA/Medicare (7.65%)	0	0	\$19	#DIV/0!
231	Workers' Compensation (.5%)	0	0	\$2	#DIV/0!
2120 Totals		0	\$0	\$271	#DIV/0!

2240 - Instructional Staff Development						
310	Instructional Professional/Tech	2000	\$1,650	\$1,650	100.0%	
340	Travel			\$0		
2240 Totals		2000	\$1,650	\$1,650	100.0%	
2310 - Board of Education Services						
350	Communication & annual report	375	\$375	\$347		
381	Audit Services & Tax filings	6000	\$6,600	\$6,600	100.0%	
410	Consumables		\$350	\$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	\$310	\$309	99.7%	
2310 - Totals		13575	\$14,835	\$14,631	98.6%	
2490 - Other Support SVCS - School Adm						
112	Classified Salaries	20269	\$20,269	\$14,945	73.7%	
113	Administrative Salary	67622	67,622	\$49,946	73.9%	
122	Classified Substitutes & unused leave	700	800	\$716	89.5%	
211	PERS - Employer Contribution (13.22%)	10327	\$10,327	\$7,625	73.8%	
213	PERS - Employer Contribution (8%)	7031	\$7,031	\$5,191	73.8%	
220	Social Security Admin - FICA/Medicare (7.65%)	6724	\$6,724	\$5,019	74.6%	
231	Workers' Compensation	75	\$75	\$40	52.7%	
232	Unemployment	400	400	\$180	45.1%	
240	Contractual Employee Benefits	10800	\$10,800	\$8,113	75.1%	
310	Instructional, Professional, & Technical Services	350	\$1,200	\$1,042	86.8%	
350	Communication	150	\$35	\$31	89.8%	
380	Non-Instructional Professional/Tech support	0	\$0	\$0	#DIV/0!	
410	Consumable Supplies/Materials & copies	1141	\$1,700	\$1,678	98.7%	
640	Dues & Fees	4000	\$5,000	\$4,482	89.6%	
2490 - Totals		129589	\$131,983	\$99,008	75.0%	
2520 - Fiscal Services						
380	Non-instructional Professional & Technical Services - Bookkeeper	2000	\$1,400	\$1,080	77.1%	
2520 - Totals		2000	\$1,400	\$1,080	77.1%	
2540 - Operations & Maintenance						
320	Property Services (Rent & Maintence/Janitorial service)	5000	\$5,000	\$3,487	69.7%	
324	Rentals	36000	\$36,000	\$32,180	89.4%	
410	Consumable Supplies/Materials	0	\$0	\$0	#DIV/0!	
2540 - Totals		41000	\$41,000	\$35,667	87.0%	
2550 - Student Transportation Services						
330	Student Transportation Services	500	\$700	\$590	84.3%	
2550 - Totals		500	\$700	\$590	84.3%	
3100 - Food						
112	Classified Salaries	3500	\$3,500	\$2,371	67.8%	
211	PERS - Employer Contribution (13.22%)	400	\$400	\$279	69.7%	
213	PERS - Employer Contribution (8%)	275	\$275	\$190	69.0%	
220	Social Security Admin - FICA/Medicare (7.65%)	260	\$260	\$181	69.8%	
231	Workers' Compensation whole school	5	\$5	\$3	54.0%	
232	Unemployment	17	17	\$6	34.8%	
410	Consumable Supplies/Materials	0	\$0	\$0	#DIV/0!	
450	Food	18000	\$18,000	\$15,819	87.9%	
640	Dues and Fees	0	\$0	\$332		
3100 - Totals		22457	\$22,457	\$19,181	85.4%	
6000 - Contingencies						
810	Planned Reserve - Contingency	9687	\$0	\$0		
6000 - Totals		9687	\$0	\$0	#DIV/0!	
EXPENSE TOTALS		818400	\$835,490	\$600,749	71.9%	
Revenue less Expenses (negative balance = \$ from contingency at year end)		275	\$0	\$17,076		

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	\$48,623
Paddle Up			0	\$6,800	\$6,800
Birds			0	\$2,155	\$2,155
Lunch Revenue			18000	\$18,000	\$9,930
School Related Revenue			7000	\$10,000	\$9,924
Judy's Party					
MAPS video Grant					\$1,000
Total Revenue			112722	\$136,222	\$125,954
EXPENSES:					
#					
	<u>1111- School Related</u>				
	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	\$2,180
	410	Auction Bird money, Safety Paddle up & Adolescent Start-up	0	\$13,455	
	640	Dues & Fees	0	\$2,000	\$677
	1111 - Totals			\$55,955	\$3,257
#					
	<u>2310 - Board of Education Services</u>				
	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
	<u>2520 - Fundraising Expenses</u>				
	350	Communication - ad in paper	0	\$0	\$0
	380	Professional services	1000	\$1,000	\$1,000
	410	Consumables - Fundraising Expenses - food	3700	\$4,000	\$4,115
	640	Dues & Fees - Facility rental, licenses, and credit card fees	7500	\$5,500	\$6,251
	810	Reserves - check to SSF for SSF needs 17-18	0	\$0	\$42,215
	810	Reserves - check to SSF to build up reserves 16-17 poverty factor	0	\$10,000	\$10,000
	2520 - Totals		12200	\$20,500	\$63,581
	<u>3100 - Food</u>				
	410	Consumables	0	\$0	\$33
	450	Food - check to SSF to cover expenses	18000	\$18,000	\$0
	3100 - Totals		18000	\$18,000	\$33
	<u>6000 - Contingencies</u>				
	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			77722	\$136,222	\$104,393
Revenue less Expenses			35000	\$0	\$21,562

The Community Roots School
Balance Sheet
As of April 28, 2018

Apr 28, 18

ASSETS

Current Assets

Checking/Savings

100 · Current Assets

101 · Citizens Bank 58,257.34

Total 100 · Current Assets 58,257.34

103 · Petty Cash 200.00

Total Checking/Savings 58,457.34

Total Current Assets 58,457.34

TOTAL ASSETS 58,457.34

LIABILITIES & EQUITY

Equity

32000 · Unrestricted Net Assets 46,895.78

Net Income 11,561.56

Total Equity 58,457.34

TOTAL LIABILITIES & EQUITY 58,457.34