



The Community Roots School Board Meeting
Tuesday, November 7, 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 – 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.
4. Consent Agenda
 - Approve October 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)
 - Budget - Miranda
 - Discussion
 - Action
 - June Policy Packet - Jen
 - Discussion
 - Action
 - Policy Review - Jen
 - 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
October 3, 2017
DRAFT Minutes

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

Board members absent: Brooke

Staff present: Matt

1. Consent agenda Kate moves to approve, Astrid seconds. **Approved** Unanimously
2. Audience with visitors: Matt: Elementary-Michelle is amazing. Last year was a struggle without an assistant. Nicole is running art-more lessons at this point then we had all of last year. Great to have Jodie and her experience.

Ryan Johnson (wife Jackie) has a son in the Dove classroom. Excited to be a part of the school and community. Question about the amount of time the children spend outside for the Dove classroom.

- What is the commitment of outdoor time
- Is it met rain or shine?
- Question of boundaries
- Time frame for increasing access to the field, etc.
- Barriers? Are things parents can do to help?

Heather and Miranda will provide the information by the end of the week. Also there is a fence in the works to make more outdoor classrooms. Can also talk about what a day looks like on Parent Ed night.

3. Admin Report (see handout)

Finance: Question about the total deficit. Answer: SSF has not deposited the first two payments (\$190,311). Some accounting issues related to charges. Expenses for middle school facility. Question about the Geercrest cost. Answer: Believe it is \$4500 plus transportation. Dissemination grant was not pursued as it did not include the development of new programs.

Action: Buy tickets!

October 15th: Church is doing services instead of holding service. Building fence, waxing floor, cleaning kitchen, put up sign. Funds from garden fund.

4. Inclusion statement: See handout. Discrimination approaches with the word "don't". Inclusion statement is a "do". Asked to approve in the form of a resolution. SFSD is considering an inclusion statement as well. This statement has been reviewed by staff and legal. School community will need to be informed of the resolution. Astrid moves, Jen seconds.
5. Facilities: Dan is working with someone on the evaluation of the property. Miranda has sent a resource for charter school facility financing. Need to sit down with the church to see how things are going. Kate attend church facility meeting, Considering reducing janitorial. The church is determining how to handle their facility issues. The denomination owns the church and the church has the opportunity to take it over but a decision needs to be made. Church can become a 501c3-independent from the denomination and transfer the title. Dan would like to discuss these details with the church team.
6. June Policy Packet-first reading. GBI-Kate will look into policy with OSBA.



The Community Roots School November 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 to get laptops in October
- b. CRS presents our Annual Report on Monday, November 13th

3. Educational Accountability

- a. 1st round of STAR assessment was completed by October 6th
- b. Transparent Classroom is being used to document Montessori progression
- c. Progress reports will be completed for November Conferences

4. Budget

- a. Finance meeting
 - i. Adjusted 5-year budgets to not include poverty factor for the 19-20 school year and beyond.
 - ii. Built back into the budget reserve amounts

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.

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

The Community Roots School
Balance Sheet
As of October 30, 2017

Oct 30, 17

ASSETS

Current Assets

Checking/Savings

100 · Current Assets

101 · Citizens Bank 47,761.83

Total 100 · Current Assets 47,761.83

103 · Petty Cash 200.00

Total Checking/Savings 47,961.83

Total Current Assets 47,961.83

TOTAL ASSETS 47,961.83

LIABILITIES & EQUITY

Equity

32000 · Unrestricted Net Assets 46,895.78

Net Income 1,066.05

Total Equity 47,961.83

TOTAL LIABILITIES & EQUITY 47,961.83

The Community Roots School
Profit & Loss
July 1 through October 30, 2017

	<u>Jul 1 - Oct 30, 17</u>
Ordinary Income/Expense	
Income	
2000 · Fundraising	6,010.64
2010 · School Related	7,106.90
2030 · Lunches	2,047.01
Total Income	<u>15,164.55</u>
Gross Profit	15,164.55
Expense	
380 · Professional Services	1,150.00
410 · Consumable Supplies & Materials	2,163.69
640 · Dues & Fees	784.81
810 · Planned Reserve	10,000.00
Total Expense	<u>14,098.50</u>
Net Ordinary Income	<u>1,066.05</u>
Net Income	<u><u>1,066.05</u></u>

Estimated Revenue - Expenses: \$40,000

17-18 budget

Birds		\$2,000
Paddle Up		\$5,000
Garden Specialist		\$14,500
Music/Art		\$3,500
Outdoor Specialist		\$10,500
Adolescent/		\$4,500
	Total	\$40,000

Rollover from 16-17 Fundraising | \$4,117

CRS Financial Overview

17-18 school year
 17% through teacher Payroll

760 - State School Support Fund - SSF	
REVENUE:	\$329,957
EXPENSES:	\$175,253
BALANCE:	\$154,704

100 - Supplemental School Operations	
Revenue/Rollover:	\$62,687
Expenses/Rollover:	\$51,621
BALANCE:	\$11,066

<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 9/27/17	% 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	
	Total Revenue	\$818,400	\$247,040	30.2%
EXPENSES:				
<u>1111 (Elementary K-5 program)</u>				
111	Certified Salaries	288,000	\$52,349	18.2%
112	Classified Salaries	120,000	\$21,199	17.7%
121	Certified Substitutes	\$4,000	\$89	2.2%
122	Classified Substitutes	2,000	\$57	2.9%
130	Extra Duty	2,500	\$2,159	86.4%
211	PERS - Employer Contribution	40,185	\$8,205	20.4%
213	PERS - Employer Contribution	27,360	\$5,587	20.4%
220	Social Security Admin - FICA/Medicare (7.65%)	29,070	\$5,591	19.2%
231	Workers' Compensation (.5%)	325	\$81	25.0%
232	Unemployment	1,650	\$365	22.1%
240	Contractual Employee Benefits	64,800	\$6,189	9.6%
310	Primary Instruction Services/Services	100	\$51	51.0%
410	Consumable Supplies/Materials	\$8,000	\$7,214	90.2%
420	Textbooks	\$1,500	\$1,168	77.9%
460	Furniture	\$5,500	\$5,302	96.4%
640	Dues and Fees	\$1,000	\$450	45.0%
1111 - Totals		\$595,990	\$116,057	19.5%
<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!
2210 - 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	\$0	0.0%	
340	Travel		\$0		
2240 Totals		\$2,000	\$0	0.0%	
2310 - Board of Education Services					
350	Communication & annual report	\$375	\$0		
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	\$7,027	51.8%	
2490 - Other Support SVCS - School Adm					
112	Classified Salaries	\$20,269	\$4,982	24.6%	
113	Administrataive Salary	67,622	\$16,649	24.6%	
122	Classified Substitutes & unused leave	700	\$0	0.0%	
211	PERS - Employer Contribution (13.22%)	\$10,327	\$2,542	24.6%	
213	PERS - Employer Contribution (8%)	\$7,031	\$1,730	24.6%	
220	Social Security Admin - FICA/Medicare (7.65%)	\$6,724	\$1,655	24.6%	
231	Workers' Compensation	\$75	\$11	15.1%	
232	Unemployment	400	\$108	27.0%	
240	Contractual Employee Benefits	\$10,800	\$2,721	25.2%	
310	Instructinal, Professional, & Technical Services	\$350	\$324	92.5%	
350	Communication	\$150	\$0	0.0%	
380	Non-Instructional Professional/Tech support	\$0	\$0	#DIV/0!	
410	Consumable Supplies/Materials & copies	\$1,141	\$343	30.0%	
640	Dues & Fees	\$4,000	\$3,504	87.6%	
2490 - Totals		\$129,589	\$34,568	26.7%	
2520 - Fiscal Services					
380	Non-instructional Professional & Technical Services - Bookkeeper	\$2,000	\$255	12.8%	
2520 - Totals		\$2,000	\$255	12.8%	
2540 - Operations & Maintenance					
320	Property Services (Rent & Maintence/Janitorial service)	\$5,000	\$597	11.9%	
324	Rentals	\$36,000	\$9,580	26.6%	
410	Consumable Supplies/Materials & copies	\$0	\$0	#DIV/0!	
2540 - Totals		\$41,000	\$10,177	24.8%	
2550 - Student Transportation Services					
330	Student Transportation Services	\$500	\$0	0.0%	
2550 - Totals		\$500	\$0	0.0%	
3100 - Food					
112	Classified Salaries	\$3,500	\$593	16.9%	
211	PERS - Employer Contribution (13.22%)	\$400	\$70	17.4%	
213	PERS - Employer Contribution (8%)	\$275	\$47	17.2%	
220	Social Security Admin - FICA/Medicare (7.65%)	\$260	\$45	17.4%	
231	Workers' Compensation whole school	\$5	\$1	15.8%	
232	Unemployment	17	\$3	17.4%	
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	\$5,582	24.9%	
6000 - Contingencies					
810	Planned Reserve - Contingency	\$9,687	\$0		
6000 - Totals		\$9,687	\$0	0.0%	
EXPENSE TOTALS		\$818,400	\$175,253	21.4%	
Revenue less Expenses (negative balance = \$ from contingency at year end)		\$0	\$71,787		

100 - Supplemental School Operations - Fundraised			Revised Sept. 2017	Activity as of 10/30/17
REVENUE:				
Rollover from 15-16 Fundraising			\$14,117	\$14,117
Rollover from 15 - 16 Donor Funds for Future facilities			\$3,713	\$3,713
Rollover from 15 - 16 CRS Longevity Fund			\$29,692	\$29,692
Capital Campaign - Committed			\$200	\$0
Fundraising Revenue			\$40,000	\$6,011
Paddle Up			\$0	\$0
Birds			\$0	\$0
Lunch Revenue			\$18,000	\$2,047
School Related Revenue			\$7,000	\$7,107
Total Revenue			\$112,722	\$62,687
EXPENSES:				
#				
<u>1111- K-3 Instruction</u>				
	111	Classified Salaries - specials, summer school, etc. check to SSF	\$28,500	\$0
	380	Professional	\$0	\$150
	410	Consumable Supplies/Materials - birds, school related, fund. etc.	\$6,500	\$1,152
	640	Dues & Fees	\$0	\$585
	810	Reserves	\$0	\$10,000
1111 - Totals			\$35,000	\$11,886
#				
<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	\$1,012
	640	Dues & Fees - Facility rental, licenses, and credit card fees	\$7,500	\$200
2520 - Totals			\$12,200	\$2,212
<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	\$51,621
Revenue less Expenses			\$0	\$11,066