



**The Community Roots School Board Meeting**  
Tuesday, June 5, 2018 6:30 p.m.  
229 Eureka Ave. Silverton

## Agenda

1. Board Training 6:30-7:00 Essential Montessori Elements Rubric/School assessment
2. Call meeting to order – Dan
3. Reading of Community Roots School Mission Statement – Jen  
*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 May Meeting Minutes
  - Teacher Contracts
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)
  - School Lunch program - Miranda
    - Discussion
    - Action
  - Facility testing and funds – Asbestos, Radon, and Lead testing - Miranda
    - Discussion
    - Action
  - Executive Session per ORS 192.660 (2)(i) 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. (Administrator evaluation)
  - Administrator contract
    - 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.

**Employee:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**School Administrator:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



## The Community Roots School June 2018 Board Meeting Administrator Report

### Enrollment:

- Current 119 - goal of 121

### 1. Enrollment

- a. 18-19 updates
  - i. Adolescent Class will enroll 2 siblings and looking into increasing enrollment, 1 new 4<sup>th</sup> grade sibling enrollment, 1 new 1<sup>st</sup> year enrollment
  - ii. Focus on keeping ADM at 135 throughout all of 18-19 school year essential for making budget

### 2. District Communication

- a. Approval from SFSD for a plan to come into compliance with 50/50 staff requirements for state certified in the next 3 years
- b. Meeting with DO staff about Special Education services at CRS
  - i. SFSD SPED team will provide training in August 2018 (including MANDT)

### 3. Educational Accountability

- a. SBAC is complete
- b. Transparent Classroom to go live for parents for the 18-19 school year
- c. Middle School Informational night on Monday, June 4<sup>th</sup> from 5:30 – 6:30

### 4. Budget

- a. 18-19 budget given to SFSD by April 1<sup>st</sup> deadline
- b. Meet with auditor in April for initial 17-18 audit
- c. Finance Meeting – May 29<sup>th</sup>
  - i. Cost for meeting the mandated Health and Safety Plans: Asbestos, Radon, and Water testing.
  - ii. Fundraising Budgets for 18-19 school year
  - iii. Lunch Program

### 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 lunch 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. June 15<sup>th</sup> Last day of school picnic at 12:00 and all school work party
- b. Staff completed Montessori Essential Elements Rubric – early release April 30<sup>th</sup>
- c. Board to complete rubric at the June board meeting

### 7. Facilities

- a. Still finalizing lease with the church
- b. Hope to start supporting the adolescent move during the work party June 15<sup>th</sup>
- c. Health and Safety Plan to be drafted and presented to the CRS board in August 2018 concerning facility testing. The

### 8. Policy

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

### 9. HR

- a. CRS will be hiring for 2 assistant positions for the 18-19 school year
- b. Looking into options of partnering with SFSD on contracting for music and a school counselor for the 18-19 school year.
- c. CRS to host OMA Montessori assistant training in September

The Community Roots School  
**Balance Sheet**  
As of May 25, 2018

May 25, 18

**ASSETS**

Current Assets

Checking/Savings

100 · Current Assets

101 · Citizens Bank 67,286.32

Total 100 · Current Assets 67,286.32

103 · Petty Cash 200.00

Total Checking/Savings 67,486.32

Total Current Assets 67,486.32

**TOTAL ASSETS** 67,486.32

**LIABILITIES & EQUITY**

Equity

32000 · Unrestricted Net Assets 46,895.78

Net Income 20,590.54

Total Equity 67,486.32

**TOTAL LIABILITIES & EQUITY** 67,486.32

## CRS Financial Overview

17-18 school year  
 75% through teacher Payroll

<b>760 - State School Support Fund - SSF</b>	
REVENUE:	\$742,957
EXPENSES:	\$668,783
BALANCE:	<b>\$74,174</b>

<b>100 - Supplemental School Operations</b>	
Revenue/Rollover:	\$135,519
Expenses/Rollover:	\$104,868
BALANCE:	<b>\$30,651</b>

<u>Reserve in SSF from 2010 -2011</u>		<b>\$19,347</b>
<u>Reserve in SSF from 2011 -2012</u>		<b>\$19,633</b>
<u>Reserve in SSF from 2012 -2013</u>		<b>\$14,527</b>
<u>Reserve in SSF from 2013 -2014</u>		<b>\$20,038</b>
<u>Reserve in SSF from 2014 -2015</u>		<b>\$11,755</b>
<u>Reserve in SSF from 2015 -2016</u>		<b>\$9,947</b>
<u>Reserve in SSF from 2016 -2017 (poverty factor change)</u>		<b>-\$12,330</b>
<u>Reserve in SSF from 2017 -2018</u>		<b>\$0</b>
	Total in SSF Reserve	<b>\$82,917</b>

<b>760 - State School Support Fund - SSF(ADM)</b>		Sept. 2017	Revised May 2018	as of 5/24/18	% of Budget
<b>REVENUE:</b>					
123 ADMw	State School Fund—General Support \$6220	765400	\$765,000	\$617,600	80.7%
	Supplemental from Fundraised - GS, OS	25000	\$25,000	\$25,000	
	Supplemental from Fundraised	0	\$17,215	\$17,215	
	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	
	<b>Total Revenue</b>	818675	<b>\$835,490</b>	<b>\$660,040</b>	79.0%
<b>EXPENSES:</b>					
<b>1111 (Elementary K-5 program)</b>					
111	Certified Salaries	288000	286,000	\$216,186	75.6%
112	Classified Salaries	120000	117,000	\$91,693	78.4%
121	Certified Substitutes	4000	\$4,500	\$3,421	76.0%
122	Classified Substitutes	2000	4,443	\$4,038	90.9%
130	Extra Duty	2500	2,500	\$2,796	111.8%
211	PERS - Employer Contribution	40185	48,000	\$35,462	73.9%
213	PERS - Employer Contribution	27360	32,750	\$24,138	73.7%
220	Social Security Admin - FICA/Medicare (7.65%)	29070	32,250	\$24,272	75.3%
231	Workers' Compensation (.5%)	325	325	\$303	93.4%
232	Unemployment	1650	1,650	\$1,438	87.1%
240	Contractual Employee Benefits	64800	64,800	\$48,392	74.7%
310	Primary Instruction Services/Services	100	100	\$51	51.0%
410	Consumable Supplies/Materials	8000	\$14,000	\$15,490	110.6%
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	<b>\$618,863</b>	<b>\$476,635</b>	77.0%
<b>1291 - ESL</b>					
130	Additional Salaries	0	1,000	\$842	84.2%
211	PERS - Employer Contribution (11.22%)	0	0	\$99	#DIV/0!
212	PERS - Employer Contribution	0	0	\$51	#DIV/0!
213	PERS - Employer Contribution (8%)	0	0	\$67	#DIV/0!
220	Social Security Admin - FICA/Medicare (7.65%)	0	0	\$63	#DIV/0!
231	Workers' Compensation (.5%)	0	0	\$6	#DIV/0!
232	Unemployment	0	0	\$1	#DIV/0!
1400 - Totals		0	<b>\$1,000</b>	<b>\$1,130</b>	113.0%
<b>1400 - Additional Salaries</b>					
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	<b>\$1,587</b>	<b>\$1,587</b>	100.0%
<b>2110 - Attendance &amp; Social Work</b>					
350	Communication - One call now	0	\$0	\$0	#DIV/0!
380	Non-Instructional Professional/Tech support	15	\$15	\$0	0.0%
2110 Totals		15	<b>\$15</b>	<b>\$0</b>	0.0%
<b>1121 &amp; 2120 -</b>					
130	Additional Salaries	0	0	\$414	#DIV/0!
211	PERS - Employer Contribution (11.22%)	0	0	\$19	#DIV/0!
213	PERS - Employer Contribution (8%)	0	0	\$13	#DIV/0!
220	Social Security Admin - FICA/Medicare (7.65%)	0	0	\$32	#DIV/0!
231	Workers' Compensation (.5%)	0	0	\$2	#DIV/0!
2120 Totals		0	<b>\$0</b>	<b>\$480</b>	#DIV/0!

2240 - Instructional Staff Development						
310	Instructional Professional/Tech	2000	\$1,650	\$1,825	110.6%	
340	Travel			\$0		
2240 Totals		2000	\$1,650	\$1,825	110.6%	
2310 - Board of Education Services						
381	Audit Services & Tax filings	6000	\$6,600	\$6,600	100.0%	
410	Consumables - annual report		\$375	\$347		
640	Dues & Fees	2000	\$2,350	\$2,261	96.2%	
650	Insurance and Judgements	5200	\$5,200	\$5,146	99.0%	
670	Taxes & Licenses	0	\$310	\$309	99.7%	
2310 - Totals		13200	\$14,835	\$14,664	98.8%	
2490 - Other Support SVCS - School Adm						
112	Classified Salaries	20269	\$20,269	\$16,605	81.9%	
113	Administrative Salary	67622	67,622	\$55,496	82.1%	
122	Classified Substitutes & unused leave	700	800	\$716	89.5%	
211	PERS - Employer Contribution (13.22%)	10327	\$10,327	\$8,472	82.0%	
213	PERS - Employer Contribution (8%)	7031	\$7,031	\$5,768	82.0%	
220	Social Security Admin - FICA/Medicare (7.65%)	6724	\$6,724	\$5,570	82.8%	
231	Workers' Compensation	75	\$75	\$44	59.1%	
232	Unemployment	400	400	\$180	45.1%	
240	Contractual Employee Benefits	10800	\$10,800	\$9,013	83.5%	
310	Instructional, Professional, & Technical Services	350	\$1,200	\$1,161	96.8%	
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	\$1,713	100.8%	
640	Dues & Fees	4000	\$5,000	\$4,712	94.2%	
2490 - Totals		129589	\$131,983	\$109,483	83.0%	
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	\$3,779	75.6%	
324	Rentals	36000	\$36,000	\$35,580	98.8%	
410	Consumable Supplies/Materials	0	\$0	\$0	#DIV/0!	
2540 - Totals		41000	\$41,000	\$39,359	96.0%	
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	\$2,668	76.2%	
211	PERS - Employer Contribution (13.22%)	400	\$400	\$313	78.4%	
213	PERS - Employer Contribution (8%)	275	\$275	\$213	77.6%	
220	Social Security Admin - FICA/Medicare (7.65%)	260	\$260	\$204	78.5%	
231	Workers' Compensation whole school	5	\$5	\$3	62.0%	
232	Unemployment	17	17	\$6	34.8%	
410	Consumable Supplies/Materials	0	\$0	\$0	#DIV/0!	
450	Food	18000	\$18,000	\$18,211	101.2%	
640	Dues and Fees	0	\$0	\$332		
3100 - Totals		22457	\$22,457	\$21,951	97.7%	
6000 - Contingencies						
810	Planned Reserve - Contingency	9687	\$0	\$0		
6000 - Totals		9687	\$0	\$0	#DIV/0!	
<b>EXPENSE TOTALS</b>		<b>818025</b>	<b>\$835,490</b>	<b>\$668,783</b>	<b>80.0%</b>	

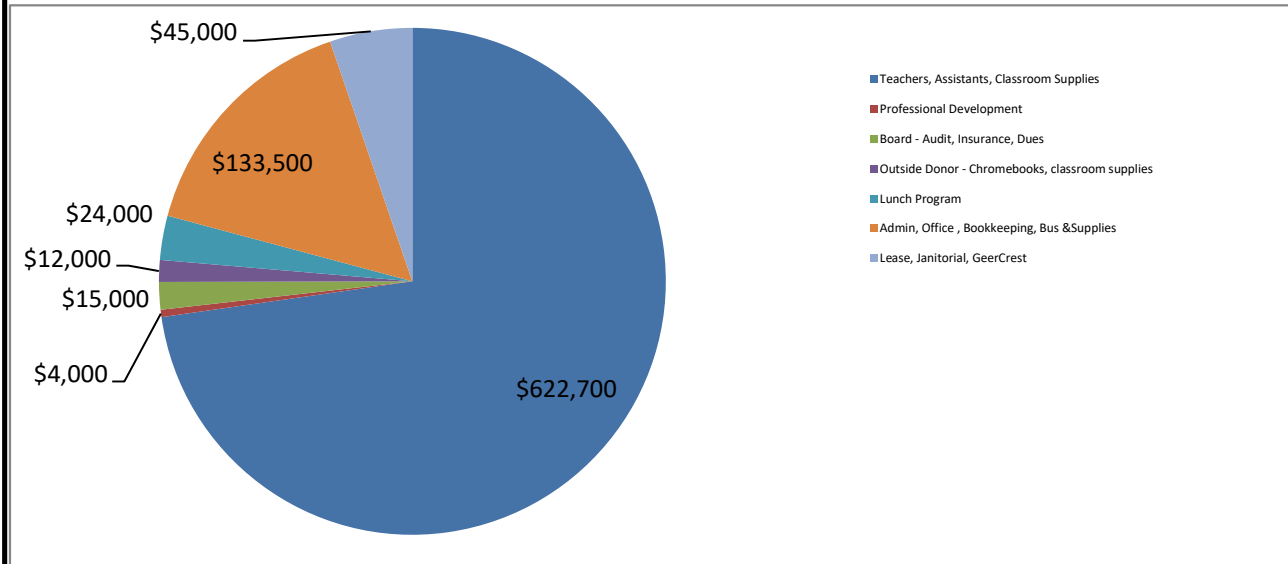
<b>100 - Supplemental School Operations - Fundraised</b>			Revised Sept. 2017	Revised January 2018	Activity as of 2/21/18
<b>REVENUE:</b>					
Rollover from 16-17 Fundraising			14117	\$14,117	\$14,117
Rollover from 16 - 17 Donor Funds for Future facilities			3713	\$3,713	\$3,713
Rollover from 16 - 17 CRS Longevity Fund			29692	\$29,692	\$29,692
Capital Campaign - Committed			200	\$200	\$0
Fundraising Revenue			40000	\$51,545	\$52,022
Paddle Up			0	\$6,800	\$6,800
Birds			0	\$2,155	\$2,155
Lunch Revenue			18000	\$18,000	\$14,205
School Related Revenue			7000	\$10,000	\$11,314
Judy's Party					\$500
MAPS video Grant					\$1,000
Total Revenue			112722	\$136,222	\$135,519
<b>EXPENSES:</b>					
#					
	1111- School Related				
	380	Professional	0	\$400	\$400
	410	Consumable Supplies/Materials - school related, etc.	6500	\$7,600	\$2,180
	640	Dues & Fees	0	\$2,000	\$677
	1111 - Totals			\$10,000	\$3,257
#					
	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 - 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	\$4,115
	640	Dues & Fees - Facility rental, licenses, and credit card fees	7500	\$5,500	\$6,726
	810	Reserves - check to SSF for SSF needs 17-18	35000	\$45,955	\$42,215
	810	Reserves - check to SSF to build up reserves 16-17 poverty factor	0	\$10,000	\$10,000
	2520 - Totals		47200	\$66,455	\$64,056
	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
<b>EXPENSE TOTALS</b>			112722	\$136,222	\$104,868
<b>Revenue less Expenses</b>			0	\$0	\$30,651



The Community Roots School  
17-18 School Year

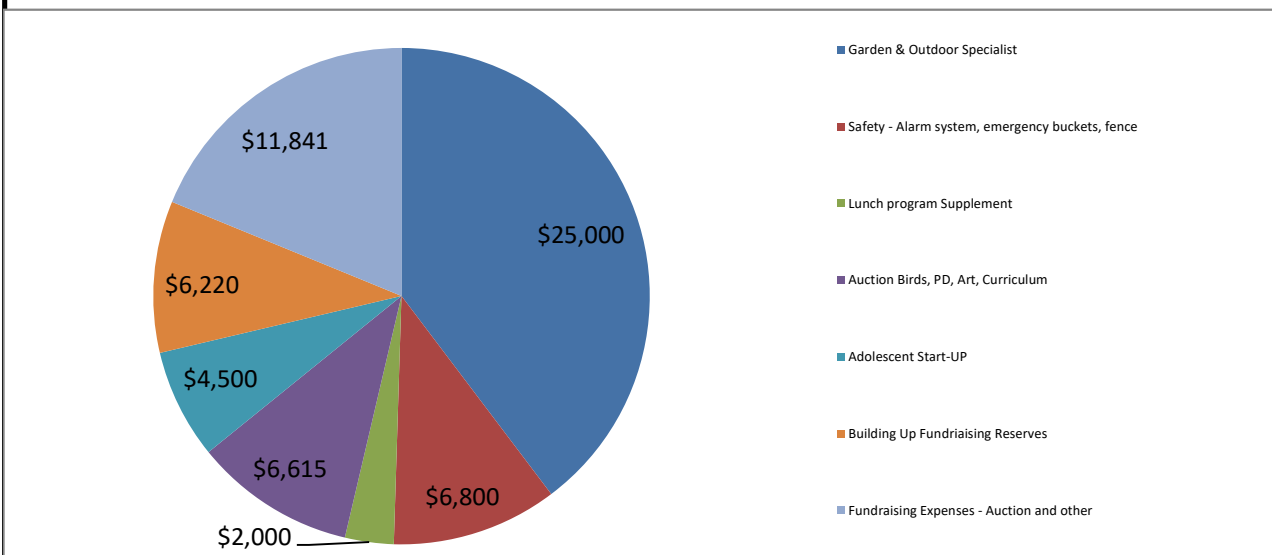
### State School Fund Expenses - estimated

Teachers, Assistants, Classroom Supplies	\$622,700
Professional Development	\$4,000
Board - Audit, Insurance, Dues	\$15,000
Outside Donor - Chromebooks, classroom supplies	\$12,000
Lunch Program	\$24,000
Admin, Office , Bookkeeping, Bus &Supplies	\$133,500
Lease, Janitorial, GeerCrest	\$45,000



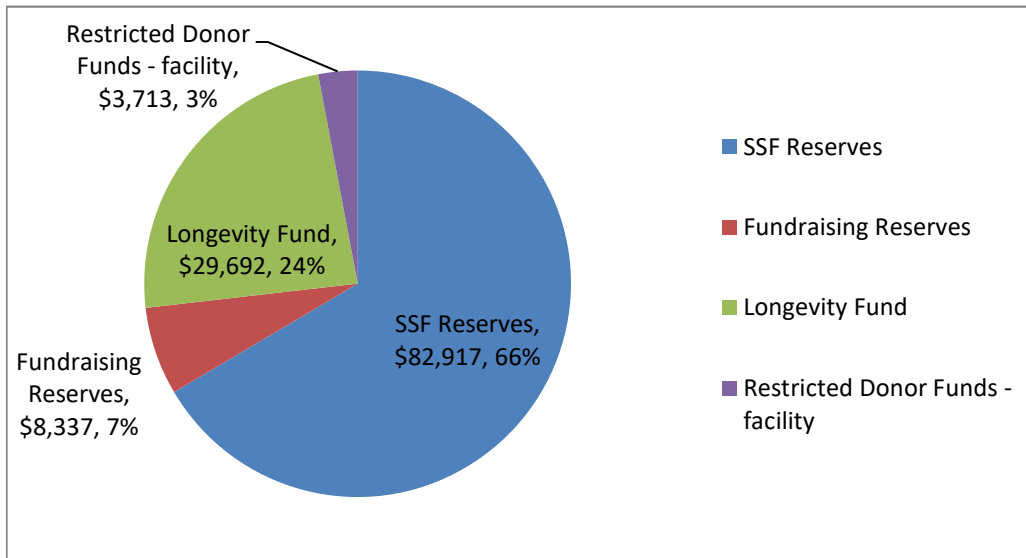
### Fundraising Expenses - estimated

Garden & Outdoor Specialist	\$25,000
Safety - Alarm system, emergency buckets, fence	\$6,800
Lunch program Supplement	\$2,000
Auction Birds, PD, Art, Curriculum	\$6,615
Adolescent Start-UP	\$4,500
Building Up Fundraising Reserves	\$6,220
Fundraising Expenses - Auction and other	\$11,841



## CRS Reserves - estimated

SSF Reserves	\$82,917
Fundraising Reserves	\$8,337
Longevity Fund	\$29,692
Restricted Donor Funds - facility	\$3,713



The Community Roots School  
**Profit & Loss**  
July 1, 2017 through May 25, 2018

	<u>Jul 1, '17 - May 25, 18</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
2000 · Fundraising	60,981.86
2010 · School Related	12,809.79
2030 · Lunches	14,205.27
<b>Total Income</b>	<u>87,996.92</u>
<b>Gross Profit</b>	87,996.92
<b>Expense</b>	
380 · Professional Services	1,400.00
410 · Consumable Supplies & Materials	6,388.28
640 · Dues & Fees	7,403.10
810 · Planned Reserve	52,215.00
<b>Total Expense</b>	<u>67,406.38</u>
<b>Net Ordinary Income</b>	<u>20,590.54</u>
<b>Net Income</b>	<u><u>20,590.54</u></u>

**Board Meeting: June 2018**

**Presenter(s): Miranda Pickner**

**Type of Board Topic: Action**

**Topic:** Lunch Option – 18-19 school Year

**Background:** CRS has contracted with Fresh 'n Local for the past 2 years, but they will no longer be able to provide us and other schools around the state with a cold lunch option due to the high cost of that service to their company.

With their service, we have been able to provide a healthy cold lunch option for our students. CRS has a limited kitchen that doesn't allow the option of providing a hot lunch program with Fresh 'n Local. This year, Fresh 'n Local, packaged up federally required amounts of food, in containers. At the beginning of the year, these containers could be recycled. With the new recycling requirements, all of the packages have to be thrown away. CRS is creating a lot of plastic waste with our program.

CRS staff met with district/Sodexo staff to look at what other options we can provide. The district is able to offer hot/cold lunch options for CRS for the 18-19 school year. CRS would hire our own cook and access funds from paid and reimbursable lunches to pay their salary. There is a onetime set-up of up to \$1000 to get Meal Time, the lunch counting program, set up for the school and then \$299 each year after for a licensing agreement. Due to the lower cost of the food from Sodexo, there would be almost no cost to CRS for providing a lunch program. CRS would hire our own cook, about 4 hours per day, and we would have access to funds, through the Meal Time and Federal Reimbursement, to pay the wages for the CRS employee.

Without a kitchen that meets health department standards, we have no other option, but to use another facility for cooking, preparing, cleaning, and sanitizing our food and equipment.

**Policy Questions or Concerns:** CRS needs a new lunch program. Shall we opt to contract with SFSD and Sodexo for the 18-19 school year? There will be limited cost to CRS.

**Recommendation:** *CRS board reviews and approves lunch program for 18-19 school year.*