



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

Agenda

1. Call meeting to order – Dan
2. Reading of Community Roots School Mission Statement – Jason
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 June 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)
 - End of the year financials-Miranda
 - Discussion
 - Asbestos Testing – Request to use Longevity Funds-Miranda
 - 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
June 5, 2018
DRAFT Minutes

Board members present: Jen, Dan, Dixon, Astrid, Brooke

Board members absent: Matt

Staff present: Miranda, Hilary

1. Audience with visitors: Hilary reported that the adolescents spent two days at the coast. 6th graders organized spirit week. End of year assessments are in progress so there is a lot of 1:1 time with the students. Garden specialist has left the position. Hilary noted that the staff wanted the board to know that they support and appreciate Miranda, how the decisions for the school are made and that she puts children first.
2. Administrator report: See handout. Two new 7th graders will be added for next year. It may be necessary to add older students through the year to keep the ADM at the current level. Church is offering additional space for shared access at no additional cost (\$250).
3. Fundraising: Irene reported that she met with the finance committee and had concerns about the current reliance on the fundraising dollars for operations. Would prefer to have money in reserve.
4. School lunch: See cover sheet. Hot lunch can be provided by the same vendor that provides lunch to the SFSD. There will be no cost to the school. There will be a need to hire a cook. This is a program with lunch choices. **Jen moves to approve, Astrid seconds, unanimously approved** (Dixon abstains)
5. Facility testing: Kinder parent helping with a healthy and safe school plan (handout) District does not do this for us. Asbestos, radon and lead. Could be \$3500 this summer and this is not currently in the budget. Looking for grants. No action at this time.
6. Adjourn into 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)
7. Regular session: Administrator contract. **Jen moves to approve, Brooke seconds, unanimously approved** (Dixon abstains)



The Community Roots School August 2018 Board Meeting Administrator Report

Enrollment:

- Goal of 135

1. Enrollment

- a. 18-19 updates
 - i. Couple of students to enroll in August due to openings.
- b. Kindergarten – Doves
 - i. Slow start...First week are partial days with first full day with all students on Monday, September 10th

2. District Communication

- a. Social Emotional Curriculum Training in August
 - i.
- b. Meeting with DO staff about Special Education services at CRS
 - i. SFSD SPED team will provide training in August 2018 (including MANDT)
 - ii. Dyslexia requirements (screening)

3. Educational Accountability

- a. SBAC results at the September board meeting
 - i. 17-18 SBAC results given to each family with report cards in June
- b. CRS received funding for Dyslexia training and will be in compliance with State regulations by the end of the 18-19 school year
- c. Staff and Board Goals discussed in September based on end of the year staff meeting and Assessment of Montessori Essentials Elements

4. Budget

- a. Audit preparation in August for final 17-18 audit
- b. End of the year reports to CRS board in August

5. Lunch Program

- a. \$2496 shortfall from 17-18 lunch program (not including staffing expenses)
 - i. Fundraising paid for shortfall
- b. Lunch provided by Sudexo/SFSD for the 18-19 school year
 - i. Fresh and Local is unable to provide a lunch contract with CRS

6. Community

- a. Dove (Kindergarten) parent meeting in August
- b. Beginning of the year Potluck - Wednesday, August 29th from 5-7

7. Facilities

- a. Alarm System to be installed in August
- b. Asbestos testing and creation of the Management Plan to be contracted out in August
 - i. Cost to CRS is \$3150 – requesting funds from the longevity fund
- c. In July, Admin, CRS parent and SFSD head of Maintenance met to discuss Health and Safety plan for CRS. Timeline to be created by parent
 - i. Water testing and Asbestos in August
 - ii. Radon testing in the fall.

8. Policy

- a. June 2018 policy updates for initial read in August

9. HR

- a. CRS will be hiring for 3 assistant positions as well as a part-time cook 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

	Account	Description	Account Type	YTD Transactions	Balance	Encumbrance	Budget Balance
1	760.0000.1920.142.000.912	CONTRIBUTIONS FROM PRIVATE SOURCES	REVENUE	-12000.00	12000.00	0.00	12000.00
2	760.1111.0410.142.000.912	Consumable Supplies and Materials	EXPENDITURE	5517.97	-5517.97	0.00	-5517.97
3	760.1111.0460.142.000.912	Non-consumable Items	EXPENDITURE	3659.57	-3659.57	0.00	-3659.57
4	760.1111.0470.142.000.912	Computer Software	EXPENDITURE	0.00	0.00	0.00	0.00
5	760.1111.0480.142.000.912	Computer Hardware	EXPENDITURE	2399.20	-2399.20	0.00	-2399.20
6	760.1111.0640.142.000.912	Dues and Fees	EXPENDITURE	242.00	-242.00	0.00	-242.00
7	760.1121.0410.142.050.912	Consumable Supplies and Materials	EXPENDITURE	0.00	0.00	0.00	0.00
8	760.1121.0470.142.050.912	Computer Software	EXPENDITURE	0.00	0.00	0.00	0.00
9	760.1121.0480.142.050.912	Computer Hardware	EXPENDITURE	0.00	0.00	0.00	0.00
10	760.1121.0640.142.000.912	Dues and Fees	EXPENDITURE	0.00	0.00	0.00	0.00
11	760.1121.0640.142.050.912	Dues and Fees	EXPENDITURE	0.00	0.00	0.00	0.00
12	760.2550.0330.142.000.912	Student Transportation Services	EXPENDITURE	181.26	-181.26	0.00	-181.26
				\$0.00	\$0.00	\$0.00	\$0.00

CRS Financial Overview

17-18 school year
End of the Year

<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 6/30/18	% of Budget
REVENUE:					
123 ADMw	State School Fund—General Support \$6220	765400	\$765,000	\$795,698	104.0%
	Rollover in SFSD			\$53,210	
	Club Fundraising - Supplemental from Fundraised	25000	\$25,000	\$55,636	
	Supplemental from Fundraised	0	\$17,215	\$0	
	Oregon Skate Night			\$307	
	Supplemental from Lunch Program SSO account	18000	\$18,000	\$15,715	
	Supplemental from School Related (supply fees etc.)	10000	\$10,000	\$9,060	
	Total Revenue	818400	\$835,215	\$929,625	111.3%
EXPENSES:					
1111 (Elementary K-5 program)					
	111 Certified Salaries	288000	286,000	\$288,449	100.9%
	112 Classified Salaries	120000	117,000	\$115,819	99.0%
	121 Certified Substitutes	4000	\$4,500	\$4,491	99.8%
	122 Classified Substitutes	2000	4,443	\$5,889	132.6%
	130 Extra Duty	2500	2,500	\$3,057	122.3%
	211 PERS - Employer Contribution	40185	48,000	\$46,818	97.5%
	213 PERS - Employer Contribution	27360	32,750	\$31,870	97.3%
	220 Social Security Admin - FICA/Medicare (7.65%)	29070	32,250	\$31,880	98.9%
	231 Workers' Compensation (.5%)	325	325	\$339	104.4%
	232 Unemployment	1650	1,650	\$1,438	87.1%
	240 Contractual Employee Benefits	64800	64,800	\$63,062	97.3%
	310 Primary Instruction Services/Services	100	100	\$51	51.0%
	410 Consumable Supplies/Materials	8000	\$14,000	\$16,707	119.3%
	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	\$2,144	178.6%
	1111 - Totals	595990	\$618,863	\$619,803	100.2%
1121 -					
	130 Additional Salaries	0	0	\$244	#DIV/0!
	211 PERS - Employer Contribution (11.22%)	0	0	\$29	#DIV/0!
	213 PERS - Employer Contribution (8%)	0	0	\$20	#DIV/0!
	220 Social Security Admin - FICA/Medicare (7.65%)	0	0	\$19	#DIV/0!
	231 Workers' Compensation (.5%)	0	0	\$0	#DIV/0!
	1121 Totals	0	\$0	\$311	#DIV/0!
1291 - ESL					
	130 Additional Salaries	0	1,000	\$1,105	110.5%
	211 PERS - Employer Contribution (11.22%)	0	0	\$130	#DIV/0!
	212 PERS - Employer Contribution	0	0	\$66	#DIV/0!
	213 PERS - Employer Contribution (8%)	0	0	\$88	#DIV/0!
	220 Social Security Admin - FICA/Medicare (7.65%)	0	0	\$83	#DIV/0!
	231 Workers' Compensation (.5%)	0	0	\$8	#DIV/0!
	232 Unemployment	0	0	\$1	#DIV/0!
	1400 - Totals	0	\$1,000	\$1,482	148.2%
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!	
	2210	310 Primary Instruction Services/Services	0	0	\$549	#DIV/0!	
	2120	Totals	0	\$0	\$820	#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	\$19,960	98.5%	
	113	Administrative Salary	67622	67,622	\$66,595	98.5%	
	122	Classified Substitutes & unused leave	700	800	\$716	89.5%	
	211	PERS - Employer Contribution (13.22%)	10327	\$10,327	\$10,170	98.5%	
	213	PERS - Employer Contribution (8%)	7031	\$7,031	\$6,924	98.5%	
	220	Social Security Admin - FICA/Medicare (7.65%)	6724	\$6,724	\$6,676	99.3%	
	231	Workers' Compensation	75	\$75	\$48	64.3%	
	232	Unemployment	400	400	\$180	45.1%	
	240	Contractual Employee Benefits	10800	\$10,800	\$10,813	100.1%	
	310	Instructional, Professional, & Technical Services	350	\$1,200	\$1,397	116.4%	
	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	\$2,112	124.3%	
	640	Dues & Fees	4000	\$5,000	\$5,064	101.3%	
	2490	Totals	129589	\$131,983	\$130,689	99.0%	
2520 - Fiscal Services							
	380	Non-instructional Professional & Technical Services - Bookkeeper	2000	\$1,400	\$1,553	110.9%	
	2520	Totals	2000	\$1,400	\$1,553	110.9%	
2540 - Operations & Maintenance							
	320	Property Services (Rent & Maintenance/Janitorial service)	5000	\$5,000	\$4,083	81.7%	
	324	Rentals	36000	\$36,000	\$36,980	102.7%	
	410	Consumable Supplies/Materials	0	\$0	\$0	#DIV/0!	
	2540	Totals	41000	\$41,000	\$41,063	100.2%	
2550 - Student Transportation Services							
	330	Student Transportation Services	500	\$700	\$795	113.6%	
	2550	Totals	500	\$700	\$795	113.6%	
3100 - Food							
	112	Classified Salaries	3500	\$3,500	\$3,473	99.2%	
	211	PERS - Employer Contribution (13.22%)	400	\$400	\$408	102.0%	
	213	PERS - Employer Contribution (8%)	275	\$275	\$278	101.0%	
	220	Social Security Admin - FICA/Medicare (7.65%)	260	\$260	\$266	102.2%	
	231	Workers' Compensation whole school	5	\$5	\$3	62.4%	
	232	Unemployment	17	17	\$6	34.8%	
	410	Consumable Supplies/Materials	0	\$0	\$0	#DIV/0!	
	450	Food	18000	\$18,000	\$19,565	108.7%	
	640	Dues and Fees	0	\$0	\$332		
	3100	Totals	22457	\$22,457	\$24,332	108.3%	
6000 - Contingencies							
	810	Contingency (Microeconomy, Garden, Safety, Lego Robotics JR.)	9687	\$0	\$7,785		
	810	Contingency - Reserve in SSF	0	\$0	\$82,917		
	6000	Totals	0	\$0	\$90,702	#DIV/0!	
EXPENSE TOTALS			808338	\$835,490	\$929,625	111.3%	

100 - Supplemental School Operations - Fundraised		Revised Sept. 2017	Revised January 2018	Activity as of 6/18/18
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	\$200
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	\$11,430
Judy's Party				\$500
MAPS video Grant				\$1,000
Total Revenue		112722	\$136,222	\$135,835
EXPENSES:				
#				
	1111- School Related			
	380	Professional	0	\$400
				\$9,060
	410	Consumable Supplies/Materials - school related, etc.	6500	\$7,600
	640	Dues & Fees	0	\$2,000
				\$677
	1111 - Totals			\$10,000
				\$12,930
#				
	2310 - Board of Education Services			
	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
				\$0
	2520 - Fundraising Expenses			
	0		0	\$0
	380	Professional services	1000	\$1,000
	410	Consumables - Fundraising Expenses - food	3700	\$4,000
	640	Dues & Fees - Facility rental, licenses, and credit card fees	7500	\$5,500
	810	Reserves - check to SSF for SSF needs 17-18	35000	\$45,955
	810	Reserves - check to SSF to build up reserves 16-17 poverty factor	0	\$10,000
	2520 - Totals		47200	\$66,455
				\$67,335
	3100 - Food			
	410	Consumables	0	\$0
	450	Food - check to SSF to cover expenses	18000	\$18,000
	3100 - Totals		18000	\$18,000
				\$15,748
	6000 - Contingencies			
	810	Planned Reserve - roll over - Fundraising group	14117	\$8,162
	810	Planned Reserve - Restricted Donor funds - facility	3713	\$3,913
	810	Planned Reserve - CRS Longevity Fund	29692	\$29,692
	6000 - Totals		47522	\$41,767
				\$37,722
EXPENSE TOTALS		112722	\$136,222	\$133,735
Revenue less Expenses		0	\$0	\$2,100

Estimated Revenue - Expenses: \$50,000
\$49266 as of June 18th - June bank statement to be entered

17-18 budget

Birds		\$2,155
NAMTA Conference		\$1,260
Outdoor Specialist		\$10,500
Adolescent/		\$4,500
Paddle Up		\$6,800
lunch support		\$2,496
Art Instruction		\$2,500
Garden Specialist		\$14,500
Reserve Build Up		\$3,855
SEL curriculum		\$700
	Total	\$49,266

Rollover from 16-17 Fundraising	\$4,117
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Rollover 17-18 ???
 (based on financials - yet to be reviewed)

<u>Garden/Greenhouse - \$4600</u>	Budgeted	Actual 16-17	Actual 17-18
Phase 1			
Garden Planning	900	900	
Raised Beds	700	\$256.80	455.5
Garden Tools	400	\$569.48	
Seeds/Plants	200	\$98.48	
Phase 2			
Greenhouse & Equipment	760	\$371.00	
Water Catchment System	800		
Expanding Compost	0		
Phase 3			
Outdoor learning Environment	840	\$262.50	
General Garden			455.29
Educational Materials			49.45
GeerCrest			800
Outdoor Education			309.54
Total Garden/Greenhouse Budget	4600	2458.26	2069.78
Balance		2141.74	71.96

Revenue			
Plant Sale Spring 2017			203.5
Plant Sale Spring 2018			263
Oktoberfest Grant for Rain Catchment			152
Cans & Bottles			62.41
Balance			752.87

Board Meeting: August 2018

Presenter(s): Miranda Pickner

Type of Board Topic: Action

Topic: Asbestos testing and Management Plan – use of \$3150 out of Longevity Fund

Background: CRS is mandated to test for Asbestos and create an AHERA certified Management Plan. Testing for classrooms used in 17-18 occurred in the summer of 2017, but it is now required to have the entire building tested and the Management Plan in place. The results of the 2017 discovered asbestos in 2 of the CRS classrooms in the popcorn ceiling.

Policy Questions or Concerns: Can CRS utilize Longevity Funds (designated CRS board funds) to pay for this facility mandate? It is a one time expense.

Recommendation: *CRS board reviews and approves the use of Longevity Funds for the Asbestos Testing.*