



The Community Roots School Board Meeting
Tuesday, November 6, 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 October 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)
 - June Policies-Jen
 - Discussion
 - Action
 - Recruiting/Hiring Procedure Review-Miranda
 - 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 2, 2018
DRAFT Minutes

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

Staff present: Miranda, Hilary

1. Consent agenda: Dixon moves to approve, Jen seconds. **Unanimously approved.**
2. Audience with visitors. Jaqueline Johnson-son in owls. Helping with the Healthy and safe school plan. Presented lead water testing report.
Hilary presented on cultural work. Chickens have been named, lots of work outside. Grinding acorns to make flour. "I wonder. . ." handout. Big questions kids are asking.
3. Administrator report-see handout. ADM is current lower than expected. Comments on annual report due October 12. \$12,000 donation which may help with the lower ADM.
4. Dept. of Education expansion grant application. Astrid moves to approve, Jason seconds. **Unanimously approved.**
5. June policy updates-first reading.
6. Agenda modified to add executive session. 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.



The Community Roots School November 2018 Board Meeting Administrator Report

Enrollment:

- Goal of 135 - budgeted for
- Current 128 - enrolled

1. **Enrollment**

- a. CRS will be enrolling a student into the Hummingbird classroom. Budgets have been modified to reflect lower enrollment numbers and until Falcon classroom can be normalized.

2. **District Communication**

- a. Annual Report Presented to SFSD on Monday, November 5th

3. **Educational Accountability**

- a. SBAC
 - i. ODE report card released and part of the annual report
 - ii. Shows improvement in the area of Math
- b. STAR testing completed for the fall and results to 4th – 8th grade parents at conference time
- c. Transparent Classroom is now available for parents to view student progress

4. **Budget**

- a. Preparing for PERS increase in the 19-20
 - i. Looking at options for increasing funding

5. **Lunch Program**

- a. Lunch provided by Sudexo/SFSD for the 18-19 school year
 - i. Averaging 65 lunches served each day

6. **Community**

- a. Monthly Community Meals hosted by Hilary Dumitrescu
- b. Social/Emotional staff, student, and parent surveys going out for feedback to staff in December.

7. **Facilities**

- a. Alarm System installed and ready to go
- b. Asbestos and Lead Testing completed and reports out soon. Initial Radon completed, but official testing conducted after October.

8. **Policy**

- a. June 2018 policy updates

9. **HR**

- a. New cook was hired by SFSD for the CRS program

The Community Roots School
Balance Sheet
As of November 2, 2018

Nov 2, 18

ASSETS

Current Assets

Checking/Savings

100 · Current Assets

101 · Citizens Bank 57,193.24

Total 100 · Current Assets 57,193.24

103 · Petty Cash 200.00

Total Checking/Savings 57,393.24

Total Current Assets 57,393.24

TOTAL ASSETS 57,393.24

LIABILITIES & EQUITY

Equity

32000 · Unrestricted Net Assets 40,967.95

Net Income 16,425.29

Total Equity 57,393.24

TOTAL LIABILITIES & EQUITY 57,393.24

The Community Roots School
Profit & Loss by Class
 July 1 through November 2, 2018

	<u>Amazon</u> <u>(Fundraising)</u>	<u>Auction</u> <u>(Fundraising)</u>	<u>Fundraising Others</u> <u>(Fundraising)</u>	<u>Total Fundraising</u>	<u>Lunch</u>	<u>School Related</u>	<u>TOTAL</u>
Ordinary Income/Expense							
Income							
2000 · Fundraising	115.52	13,466.50	179.45	13,761.47	0.00	0.00	13,761.47
2010 · School Related	0.00	0.00	0.00	0.00	0.00	5,750.10	5,750.10
2030 · Lunches	0.00	0.00	0.00	0.00	1,086.98	0.00	1,086.98
Total Income	<u>115.52</u>	<u>13,466.50</u>	<u>179.45</u>	<u>13,761.47</u>	<u>1,086.98</u>	<u>5,750.10</u>	<u>20,598.55</u>
Gross Profit	115.52	13,466.50	179.45	13,761.47	1,086.98	5,750.10	20,598.55
Expense							
380 · Professional Services	0.00	545.00	0.00	545.00	0.00	962.50	1,507.50
410 · Consumable Supplies & Materials	0.00	908.06	0.00	908.06	0.00	557.70	1,465.76
640 · Dues & Fees	0.00	1,200.00	0.00	1,200.00	0.00	0.00	1,200.00
Total Expense	<u>0.00</u>	<u>2,653.06</u>	<u>0.00</u>	<u>2,653.06</u>	<u>0.00</u>	<u>1,520.20</u>	<u>4,173.26</u>
Net Ordinary Income	<u>115.52</u>	<u>10,813.44</u>	<u>179.45</u>	<u>11,108.41</u>	<u>1,086.98</u>	<u>4,229.90</u>	<u>16,425.29</u>
Net Income	<u><u>115.52</u></u>	<u><u>10,813.44</u></u>	<u><u>179.45</u></u>	<u><u>11,108.41</u></u>	<u><u>1,086.98</u></u>	<u><u>4,229.90</u></u>	<u><u>16,425.29</u></u>

Estimated Revenue - Expenses: \$50,000

17-18 budget

Birds		\$0
Paddle Up		\$0
Art Instruction		\$0
Garden Specialist		\$30,000
Reserve Build Up		\$0
	Total	\$30,000

Rollover from 16-17 Fundraising	\$4,117
Additional Rollover from 17-18	3855

18-19 reserve totals **\$7,972**

	Account	Description	Account Type	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance	Pre Encumbrance	Pending Invoices	Uncommitted Balance
1	760.0000.1500.142.000.000	Earnings on Investments	REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	760.0000.1600.142.000.000	Food Service	REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	760.0000.1760.142.000.000	Club Fund Raising	REVENUE	-33100.00	0.00	-33100.00	0.00	-33100.00	0.00	0.00	-33100.00
4	760.0000.1940.142.000.000	Services Provided Other Local Education Agencies	REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	760.0000.1970.142.000.000	Services Provided Other Funds	REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	760.0000.1990.142.000.000	Miscellaneous	REVENUE	-19000.00	0.00	-19000.00	0.00	-19000.00	0.00	0.00	-19000.00
7	760.0000.3101.142.000.000	State School Fund—General Support	REVENUE	-861800.00	-346544.09	-515255.91	0.00	-515255.91	0.00	0.00	-515255.91
8	760.0000.3299.142.000.000	Other Restricted Grants-in-aid	REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	760.0000.5400.142.000.000	BEGINNING FUND BALANCE	FUND BALANCE	-82917.00	0.00	-82917.00	0.00	-82917.00	0.00	0.00	-82917.00
10	760.0000.5400.142.050.000	Resources—Beginning Fund Balance	FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	760.0000.5400.142.280.000	Resources—Beginning Fund Balance	FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	760.1111.0111.142.000.000	Licensed Salaries	EXPENDITURE	320000.00	51314.34	268685.66	218040.84	50644.82	0.00	2.00	50642.82
13	760.1111.0112.142.000.000	Classified Salaries	EXPENDITURE	121380.00	24025.94	97354.06	118129.66	-20775.60	8334.48	0.00	-29110.08
14	760.1111.0117.142.000.000	Unused Leave	EXPENDITURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	760.1111.0121.142.000.000	Substitutes Licensed	EXPENDITURE	4000.00	1080.60	2919.40	0.00	2919.40	0.00	0.00	2919.40
16	760.1111.0122.142.000.000	Substitutes—Classified	EXPENDITURE	2000.00	0.00	2000.00	0.00	2000.00	0.00	0.00	2000.00
17	760.1111.0130.142.000.000	Additional Salary	EXPENDITURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	760.1111.0211.142.000.000	Employer Contribution, Tier I and Tier II	EXPENDITURE	51862.00	6685.10	45176.90	32529.71	12647.19	0.00	0.00	12647.19
19	760.1111.0212.142.000.000	Employee Contribution, Pick-Up	EXPENDITURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20	760.1111.0213.142.000.000	PERS UAL Contribution	EXPENDITURE	35310.00	4551.56	30758.44	22147.80	8610.64	0.00	0.00	8610.64
21	760.1111.0220.142.000.000	Social Security Administration	EXPENDITURE	33766.00	5770.48	27995.52	25456.90	2538.62	0.00	0.00	2538.62
22	760.1111.0231.142.000.000	Workers' Compensation	EXPENDITURE	2528.00	2395.07	132.93	179.78	-46.85	0.00	0.00	-46.85
23	760.1111.0232.142.000.000	Unemployment Compensation	EXPENDITURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
24	760.1111.0240.142.000.000	Contractual Employee Benefits	EXPENDITURE	75600.00	13159.79	62440.21	58848.40	3591.81	0.00	0.00	3591.81
25	760.1111.0310.142.000.000	PRIMARY INSTRUCTION/SERVICES	EXPENDITURE	0.00	860.00	-860.00	110.00	-970.00	0.00	0.00	-970.00
26	760.1111.0340.142.000.000	Travel	EXPENDITURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
27	760.1111.0410.142.000.000	Consumable Supplies and Materials	EXPENDITURE	22000.00	2005.73	19994.27	654.31	19339.96	0.00	0.00	19339.96
28	760.1111.0420.142.000.000	Textbooks	EXPENDITURE	0.00	1523.03	-1523.03	0.00	-1523.03	0.00	0.00	-1523.03
29	760.1111.0430.142.000.000	Library Books	EXPENDITURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30	760.1111.0440.142.000.000	Periodicals	EXPENDITURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31	760.1111.0460.142.000.000	Non-consumable Items	EXPENDITURE	0.00	400.00	-400.00	4600.00	-5000.00	0.00	0.00	-5000.00
32	760.1111.0470.142.000.000	Computer Software	EXPENDITURE	1500.00	0.00	1500.00	0.00	1500.00	0.00	0.00	1500.00
33	760.1111.0480.142.000.000	Computer Hardware	EXPENDITURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
34	760.1111.0640.142.000.000	Dues and Fees	EXPENDITURE	0.00	935.85	-935.85	0.00	-935.85	0.00	0.00	-935.85

42	760.1121.0111.142.050.000	Licensed Salaries	EXPENDITURE	0.00	7393.16	-7393.16	36965.84	-44359.00	0.00	0.00	-44359.00
43	760.1121.0112.142.050.000	Classified Salaries	EXPENDITURE	0.00	1009.00	-1009.00	5045.00	-6054.00	0.00	0.00	-6054.00
48	760.1121.0220.142.050.000	Social Security Administration	EXPENDITURE	0.00	632.83	-632.83	3164.20	-3797.03	0.00	0.00	-3797.03
49	760.1121.0231.142.050.000	Workers' Compensation	EXPENDITURE	0.00	6.89	-6.89	21.26	-28.15	0.00	0.00	-28.15
50	760.1121.0232.142.050.000	Unemployment Compensation	EXPENDITURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51	760.1121.0240.142.050.000	Contractual Employee Benefits	EXPENDITURE	0.00	1241.20	-1241.20	6206.00	-7447.20	0.00	0.00	-7447.20
67	760.1291.0130.142.280.000	Additional Salary	EXPENDITURE	0.00	122.00	-122.00	0.00	-122.00	0.00	0.00	-122.00
68	760.1291.0211.142.280.000	ESL PROGRAM/DISTRICT PERS	EXPENDITURE	0.00	14.33	-14.33	0.00	-14.33	0.00	0.00	-14.33
69	760.1291.0212.142.280.000	ESL PROGRAM/PERS PICKUP	EXPENDITURE	0.00	7.32	-7.32	0.00	-7.32	0.00	0.00	-7.32
70	760.1291.0213.142.280.000	ESL PROGRAM/PERS UAL	EXPENDITURE	0.00	9.76	-9.76	0.00	-9.76	0.00	0.00	-9.76
71	760.1291.0220.142.280.000	ESL PROGRAM/SOCIAL SECURITY	EXPENDITURE	0.00	8.98	-8.98	0.00	-8.98	0.00	0.00	-8.98
72	760.1291.0231.142.280.000	ESL PROGRAM/WORKERS COMP	EXPENDITURE	0.00	0.88	-0.88	0.00	-0.88	0.00	0.00	-0.88
73	760.1291.0232.142.280.000	ESL PROGRAM/UNEMPLOYMENT	EXPENDITURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
81	760.2110.0350.142.000.000	Communication	EXPENDITURE	150.00	0.00	150.00	0.00	150.00	0.00	0.00	150.00
82	760.2110.0380.142.000.000	Non-instructional Professional and Technical Servi	EXPENDITURE	150.00	0.00	150.00	0.00	150.00	0.00	0.00	150.00
87	760.2210.0130.142.000.000	Additional Salary	EXPENDITURE	0.00	358.32	-358.32	0.00	-358.32	0.00	0.00	-358.32
88	760.2210.0211.142.000.000	Employer Contribution, Tier I and Tier II	EXPENDITURE	0.00	30.63	-30.63	0.00	-30.63	0.00	0.00	-30.63
89	760.2210.0212.142.000.000	Employee Contribution, Pick-Up	EXPENDITURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
90	760.2210.0213.142.000.000	PERS UAL Contribution	EXPENDITURE	0.00	20.85	-20.85	0.00	-20.85	0.00	0.00	-20.85
91	760.2210.0220.142.000.000	Social Security Administration	EXPENDITURE	0.00	27.19	-27.19	0.00	-27.19	0.00	0.00	-27.19
92	760.2210.0231.142.000.000	Workers' Compensation	EXPENDITURE	0.00	0.25	-0.25	0.00	-0.25	0.00	0.00	-0.25
106	760.2240.0130.142.000.000	Additional Salary	EXPENDITURE	0.00	622.46	-622.46	0.00	-622.46	0.00	0.00	-622.46
107	760.2240.0211.142.000.000	Employer Contribution, Tier I and Tier II	EXPENDITURE	0.00	73.15	-73.15	0.00	-73.15	0.00	0.00	-73.15
108	760.2240.0213.142.000.000	PERS UAL Contribution	EXPENDITURE	0.00	49.80	-49.80	0.00	-49.80	0.00	0.00	-49.80
109	760.2240.0220.142.000.000	Social Security Administration	EXPENDITURE	0.00	62.49	-62.49	0.00	-62.49	0.00	0.00	-62.49
110	760.2240.0231.142.000.000	Workers' Compensation	EXPENDITURE	0.00	0.82	-0.82	0.00	-0.82	0.00	0.00	-0.82
111	760.2240.0232.142.000.000	Unemployment Compensation	EXPENDITURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112	760.2240.0240.142.000.000	Contractual Employee Benefits	EXPENDITURE	0.00	-19.11	19.11	0.00	19.11	0.00	0.00	19.11
113	760.2240.0310.142.000.000	Instructional, Professional and Technical Services	EXPENDITURE	3000.00	825.00	2175.00	0.00	2175.00	0.00	0.00	2175.00
116	760.2310.0380.142.000.000	Non-instructional Professional and Technical Servi	EXPENDITURE	2500.00	0.00	2500.00	0.00	2500.00	0.00	0.00	2500.00
117	760.2310.0381.142.000.000	Audit Services	EXPENDITURE	6000.00	0.00	6000.00	0.00	6000.00	0.00	0.00	6000.00
120	760.2310.0640.142.000.000	Dues and Fees	EXPENDITURE	0.00	225.00	-225.00	0.00	-225.00	135.50	0.00	-360.50
121	760.2310.0650.142.000.000	Insurance and Judgments	EXPENDITURE	5500.00	5348.00	152.00	0.00	152.00	0.00	0.00	152.00
124	760.2490.0112.142.000.000	Classified Salaries	EXPENDITURE	19640.00	5214.24	14425.76	15642.76	-1217.00	0.00	0.00	-1217.00
125	760.2490.0113.142.000.000	Administrators	EXPENDITURE	67000.00	17697.75	49302.25	53093.25	-3791.00	0.00	0.00	-3791.00
126	760.2490.0121.142.000.000	Substitutes Licensed	EXPENDITURE	700.00	0.00	700.00	0.00	700.00	0.00	0.00	700.00
130	760.2490.0211.142.000.000	Employer Contribution, Tier I and Tier II	EXPENDITURE	10542.00	2692.14	7849.86	8076.43	-226.57	0.00	0.00	-226.57

132	760.2490.0213.142.000.000	PERS UAL Contribution	EXPENDITURE	7178.00	1832.97	5345.03	5498.91	-153.88	0.00	0.00	-153.88
133	760.2490.0220.142.000.000	Social Security Administration	EXPENDITURE	6864.00	1752.75	5111.25	5258.25	-147.00	0.00	0.00	-147.00
134	760.2490.0231.142.000.000	Workers' Compensation	EXPENDITURE	493.00	10.88	482.12	30.98	451.14	0.00	0.00	451.14
136	760.2490.0240.142.000.000	Contractual Employee Benefits	EXPENDITURE	10800.00	3036.14	7763.86	9609.93	-1846.07	0.00	0.00	-1846.07
137	760.2490.0310.142.000.000	Instructional, Professional and Technical Services	EXPENDITURE	0.00	16.52	-16.52	1306.48	-1323.00	0.00	0.00	-1323.00
138	760.2490.0350.142.000.000	Communication	EXPENDITURE	300.00	19.65	280.35	180.35	100.00	0.00	0.00	100.00
140	760.2490.0410.142.000.000	Consumable Supplies and Materials	EXPENDITURE	3000.00	126.58	2873.42	873.42	2000.00	0.00	0.00	2000.00
141	760.2490.0640.142.000.000	Dues and Fees	EXPENDITURE	4060.00	1573.92	2486.08	1166.49	1319.59	0.00	0.00	1319.59
147	760.2520.0231.142.000.000	Workers' Compensation	EXPENDITURE	1500.00	0.00	1500.00	0.00	1500.00	0.00	0.00	1500.00
148	760.2520.0240.142.000.000	Contractual Employee Benefits	EXPENDITURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
149	760.2520.0380.142.000.000	Non-instructional Professional and Technical Servi	EXPENDITURE	2000.00	150.00	1850.00	2350.00	-500.00	0.00	0.00	-500.00
157	760.2540.0320.142.000.000	Property Services	EXPENDITURE	44000.00	500.00	43500.00	0.00	43500.00	0.00	0.00	43500.00
158	760.2540.0324.142.000.000	Rentals	EXPENDITURE	0.00	15222.78	-15222.78	29777.22	-45000.00	0.00	0.00	-45000.00
159	760.2540.0350.142.000.000	Communications	EXPENDITURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
160	760.2540.0380.142.000.000	Non-instructional Professional and Technical Servi	EXPENDITURE	7500.00	0.00	7500.00	0.00	7500.00	0.00	0.00	7500.00
170	760.2550.0330.142.000.000	Student Transportation Services	EXPENDITURE	600.00	0.00	600.00	0.00	600.00	0.00	0.00	600.00
179	760.3100.0112.142.000.000	Classified Salaries	EXPENDITURE	3570.00	1764.79	1805.21	0.00	1805.21	0.00	0.00	1805.21
180	760.3100.0130.142.000.000	Additional Salary	EXPENDITURE	0.00	102.71	-102.71	0.00	-102.71	0.00	0.00	-102.71
181	760.3100.0211.142.000.000	Employer Contribution, Tier I and Tier II	EXPENDITURE	419.00	0.00	419.00	0.00	419.00	0.00	0.00	419.00
182	760.3100.0213.142.000.000	PERS UAL Contribution	EXPENDITURE	286.00	0.00	286.00	0.00	286.00	0.00	0.00	286.00
183	760.3100.0220.142.000.000	Social Security Administration	EXPENDITURE	273.00	142.87	130.13	0.00	130.13	0.00	0.00	130.13
184	760.3100.0231.142.000.000	Workers' Compensation	EXPENDITURE	20.00	2.04	17.96	0.00	17.96	0.00	0.00	17.96
187	760.3100.0450.142.000.000	Food	EXPENDITURE	18750.00	18.30	18731.70	0.00	18731.70	0.00	0.00	18731.70
188	760.3100.0640.142.000.000	Dues and Fees	EXPENDITURE	250.00	1708.50	-1458.50	0.00	-1458.50	0.00	0.00	-1458.50
189	760.4120.0530.142.000.000	Improvements Other Than Buildings	EXPENDITURE	0.00	5600.00	-5600.00	0.00	-5600.00	0.00	0.00	-5600.00
194	760.6110.0810.142.000.000	Planned Reserve	EXPENDITURE	11425.00	0.00	11425.00	0.00	11425.00	0.00	0.00	11425.00
195	760.7000.0820.142.000.000	Reserved for Next Year	EXPENDITURE	88401.00	0.00	88401.00	0.00	88401.00	0.00	0.00	88401.00
				\$0.00	(\$154,579.87)	\$154,579.87	\$664,964.17	(\$510,384.30)	\$8,469.98	\$181.85	(\$519,036.13)

	Account	Description	Account Type	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
1	760.0000.1920.142.000.912	CONTRIBUTIONS FROM PRIVATE SOURCES	REVENUE	0.00	-12000.00	12000.00	0.00	12000.00
2	760.1111.0410.142.000.912	Consumable Supplies and Materials	EXPENDITURE	0.00	4100.03	-4100.03	1903.00	-6003.03
3	760.1111.0460.142.000.912	Non-consumable Items	EXPENDITURE	0.00	0.00	0.00	0.00	0.00
4	760.1111.0470.142.000.912	Computer Software	EXPENDITURE	0.00	0.00	0.00	0.00	0.00
5	760.1111.0480.142.000.912	Computer Hardware	EXPENDITURE	0.00	0.00	0.00	0.00	0.00
6	760.1111.0640.142.000.912	Dues and Fees	EXPENDITURE	0.00	0.00	0.00	0.00	0.00
7	760.1121.0410.142.050.912	Consumable Supplies and Materials	EXPENDITURE	0.00	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	0.00
9	760.1121.0480.142.050.912	Computer Hardware	EXPENDITURE	0.00	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	0.00
11	760.1121.0640.142.050.912	Dues and Fees	EXPENDITURE	0.00	0.00	0.00	0.00	0.00
12	760.2550.0330.142.000.912	Student Transportation Services	EXPENDITURE	0.00	0.00	0.00	0.00	0.00
				\$0.00	(\$7,899.97)	\$7,899.97	\$1,903.00	\$5,996.97

The Community Roots School
Profit & Loss
July 1 through November 2, 2018

	<u>Jul 1 - Nov 2, 18</u>
Ordinary Income/Expense	
Income	
2000 · Fundraising	13,761.47
2010 · School Related	5,750.10
2030 · Lunches	1,086.98
Total Income	<u>20,598.55</u>
Gross Profit	20,598.55
Expense	
380 · Professional Services	1,507.50
410 · Consumable Supplies & Materials	1,465.76
640 · Dues & Fees	1,200.00
Total Expense	<u>4,173.26</u>
Net Ordinary Income	16,425.29
Net Income	<u><u>16,425.29</u></u>

	2018-2019	
<u>Revenue</u>		
ADM/Enrollment -Total	<u>132</u>	<u>128</u>
Fundraising		\$30,000
Supply Fees - \$50 - \$75 in 19-20		\$7,680
ADM (\$6323 in 2018-2019)		\$834,636
Total Revenue		<u>\$872,444</u>
<u>Expenses</u>		
Personnel		
<u>Certified (7)</u>		
Salaries -		250,000
Salaries -		45,000
<u>Classified (7)</u>		
Wages (192 days) (includes GS, OS, art)		152,000
Total Wages		<u>\$447,000</u>
Benefits		79,600
FICA/Medicare (7.65%)		34,196
Workers' Comp/Unemployment (.55%)		2,459
PERS - Employer (11.75%) 211		42,000
PERS - Employer (8%) 213		29,000
Substitutes - Teacher		\$6,000
Substitutes - Assistants		\$4,000
Total Teachers Expenses		644,254
<u>Administrator & Office Manager</u>		
Wages (205 days)	1	<u>\$91,648</u>
Benefits)		12,831
FICA/Medicare (7.65%)		\$7,011
Workers' Comp/Unemployment (.55%)		504
PERS - Employer (11.75%) 211		10,769
PERS - Employer (8%) 213		7,332
Bookkeeper		\$2,000
Substitutes		700
Total Office Personnel Expenses		\$132,795
Subtotal Personnel		777,049

Staff Development	
Summer PD	\$0
Staff/Curriculum Development	\$1,000
Subtotal Staff Development	\$1,000
Operation & Maintenance	
Rent	\$40,000
Custodial	\$5,000
GeerCrest	\$0
Subtotal Operation & Maintenance	\$45,000
Classroom Supplies & Equipment	
Teacher Supplies	\$6,000
Intervention Programs/assessment	\$0
Adolescent Start-up	\$0
Subtotal Supplies & Equipment	\$6,000
Administration Costs	
Printing/Copies/Office Supplies	\$2,500
Transportation	\$600
Subtotal Administration Costs	\$3,100
Board of Education Services	
Audit	\$6,000
Policy & Dues	\$2,000
Legal	\$9,000
Annual Report	\$500
Insurance	\$5,500
Subtotal Board of Education	\$23,000
Cont Fund 1.25%	\$0
Reserve Fund .6%	\$0
Total Expenses	<u>\$855,149</u>
Revenue less Expenses	<u>\$17,295</u>



Board Meeting: November 6, 2018

Presenter(s): Jennifer de Jong

Type of Board Topic: Policy

Topic: June OSBA Policy Updates

Background: OSBA provides policy updates for CRS.

Policy Questions or Concerns: See below

Recommendation: Second reading of June policy changes. Action needed.

- *ECACB – Drone - Miranda is checking with OSBA*
- *GBN/JBA – Sexual Harassment - Yes, adopt revisions (also JBA/GBN)*
- *GBN/JBA-AR – Sexual Harassment Yes, adopt revisions (also JBA/GBN-AR)*
- *GBC – Ethics-Jen checking with OSBA for the overlap with GBI (currently do not have this policy)*
- *GBC-AR – Ethics-see above*
- *GCBDC/GDBDC – Domestic Violence-Yes, adopt revisions*
- *GCBDC/GDBDC-AR – Domestic Violence -Yes, adopt revisions*
- *GCDA/GDDA – Criminal Records Yes adopt*
- *GCDA/GDDA-AR – Criminal Records Yes adopt*
- *JHCD/JHCDA-AR – Medications Yes, adopt Version 1*
- *JHFE-AR(1) – Reporting of Suspected Abuse of a Child - Yes, adopt revisions*
- *JHFE-AR(2) – Abuse of a Child Investigations conducted on School Premises - Yes, adopt revisions*
- *JHFF – Reporting Requirements Regarding Sexual Conduct - Yes, adopt revisions*
- *KN-AR(1) – Relations with Law Enforcement Agencies - currently do not have KN policy to adopt KN-AR policy.*

Frequently Asked Questions about Drones

The expanding use of unmanned aerial vehicles (UAVS), also known as drones, has created a number of questions about use, federal rules, and potential liability. To assist members in decision-making around their use, PACE staff developed this guidance document in August 2016.

Drones are aircraft either controlled by “pilots” from the ground or, increasingly, autonomously following a pre-programmed mission. Drones take a wide variety of forms, ranging from small indoor-use children’s toys to large and sophisticated equipment. For purposes of this FAQ we will use the term “drone” to refer to all types of unmanned aircraft likely to be operated by schools, education service districts (ESDs) and community colleges.

How are drones being used today? They are being used for:

- a. crime, accident and fire scene investigations and documentation;
- b. search and rescue operations;
- c. law enforcement surveillance;
- d. fire suppression activities;
- e. tactical advantage and live imaging in hostile situations;
- f. monitoring and inspecting infrastructure;
- g. aerial photography, filming of events;
- h. property inspections and appraisals;
- i. survey of agricultural lands;
- j. just to have fun.

On June 21, 2016, the Federal Aviation Administration (FAA) issued rules governing drones. The rules specified operational limitations, aircraft requirements and certification and responsibilities for remote pilots who are in command of the drone.

The FAA has issued “certificates of authorization” (COA) to public entities, such as NASA, National Oceanic and Atmospheric Administration and other federal agencies, police departments, cities, counties and universities.

The following are some of the questions that PACE has been receiving about the use of drones:

1. My district wants to buy a drone for use around the district, including both infrastructure and instructional uses. What is required?

If a member is going to purchase its own drone, it must develop a plan for use which should include the development of an appropriate policy¹, secure an operator whose credentials meet the requirements of the FAA and obtain a COA.

2. What about the use of third-party drone operators?

This may be an easier solution as long as the third-party has the necessary authorization,

equipment, and is a qualified operator who fits within the exemptions outlined in [Part 107 Advisory Rule](#).

3. **What if community member owns a drone and is willing to use it for the benefit of the district?**

A community member is no longer considered a recreational user if they use the drone for the benefit of the district. For them to be using a drone legally, they would need to obtain a COA from the FAA as if they were district employees. As agents of the district, the FAA requires them to follow the same rules as employees.

4. **What are some of the potential risks associated with the use of drones?**

- piloting errors;
- inadequate training of personnel controlling drones or overseeing drone use;
- mechanical failure or technical failure of drone;
- mechanical or technical failure of associated drone software, hardware or associated systems;
- maintenance and storage of data and information, including images captured via drone use;
- inappropriate use of a drone by an employee;
- unauthorized breach of drone technology systems, including data and information storage and control systems;
- drone accidents;
- contracts related to drone use and operations.

5. **What are some of the key points for districts from the recently released FAA drone regulations?**

- Any use of a drone by a public entity requires a COA from the FAA.
- Drones may not be operated over any persons not directly participating in the operation.
- There are standards for height, speed, visual-line-of-site, weather visibility, and time of day for drone operations.
- Drones are allowed to carry objects or packages, within stated limits and with secure attachment.
- There are limits for use of drone near an airport, and from an aircraft or moving vehicle.
- Drone pilots are required to report certain accidents and injuries, if resulting from drone operation.
- There is opportunity for waiver of certain use requirements where potential users can demonstrate safety of the proposed use. The mechanism for such waiver is not yet determined.
- Although the FAA still does not assume the responsibility for privacy issues, it will conduct a campaign to inform users about privacy issues and will test operators about privacy issues in the pilot certification process.

6. **Can teachers use drones as an instructional tool?**

If the teacher and/or staff member is going to operate the drone they need to obtain a COA. So long as the student is the sole operator of the drone there is no need to obtain a COA. The district needs to follow the requirements in Section 336- [Public Law -- Unmanned Aircraft Systems](#) for student use as part of the education process.

7. **Can we use a drone for maintenance inspections?**

There are several ways a drone can be used in performing maintenance inspections for members. The best option is to contract with a third-party provider who is properly certified and carries the proper liability insurance. Make sure as part of the contract that the third-party provider is following all requirements of the FAA. A staff person can only operate the drone to conduct the inspection if they have obtained a COA from the FAA.

8. **Can a drone be used to take pictures of students during events?**

There are going to be a number of issues that need to be considered when looking to use a drone in this capacity. The operation of the drone needs to be in compliance with state and federal laws; which could include having a qualified third-party operator or a COA from the FAA if an employee or agent of the district is in control of the drone. In addition, whether pictures of students are allowable will be determined based on what the district has defined as directory information or whether the picture is a student record governed by Family Education Records Protection Act (FERPA). If the event is an athletic event, drone use may be governed by the rules governing Oregon School Activities Association (OSAA) events. [OSAA Policy on Drones](#)

9. **Can a drone be used during athletic events?**

OSAA prohibits the use of drones by any person at all OSAA-sanctioned events. PACE recommends following OSAA requirements for all athletic events, whether sanctioned or not.

10. **Can we prohibit/allow the use of drones on district property?**

Districts have the right to establish the rules and regulations for how their property is used, whether during the school day or after school hours. While staff are not there monitoring district property all the time, if staff were to see someone flying a drone on district property they would have the right to ask them to stop or leave district property.

11. **Does PACE offer liability coverage for the use of drones?**

As of July 1, 2016, PACE added liability coverage for the use of drones by a member district so long as all state, federal and local laws are being followed.

¹Please contact the OSBA Policy department at (800) 578-6722.

Question on coverage: Please contact Risk Management at (800) 285-5461 or losscontrol@sdao.com