



The Community Roots School Board Meeting
Tuesday, September 3, 2019 7:00 p.m.
229 Eureka Ave. Silverton

Agenda

1. Call meeting to order – Dan
2. 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.
3. Consent Agenda
 - Approve August 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 (Fundraising, Finance, School Growth) (7:25-7:35)
7. Discussion Items and Actions (7:35-8:30)
 - Reserve designation and movement of funds – Miranda
 - Discussion
 - Action
 - 1st read of July Policies-Miranda
 - Discussion
 - Meeting time-Astrid
 - Discussion
 - Action
 - Work session with staff to go over the NCMPS document-Dan
 - 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 Minutes – Draft

August 6, 2019

Board Members Present: Dan Kaplan, Jason Wagoner, and Astrid Potter

Staff present: Miranda Pickner and Hilary Conroy

Audience: Jon Lensen, Matt Rosen

1. Consent Agenda:
2. Equity – John Lensen will be contracting out with CRS to provide an equity audit for the school.
3. Strategic Plan & NCMPS report– Matt Rosen will be supporting the work of the board in creation of a strategic plan. Astrid mentioned that the NCMPS could be a tool for communication for the greater CRS community. Matt suggestion creation of action plans based on the NCMPS report with the filter of feasibility and using data to inform the process. Astrid talked about the need for an accountability plan versus the strategic plan. Jason suggested that the board needs a plan for communicating with parents. Monthly strategic plan check-ins would be an option. Matt will be looking at identifying the key categories. Dan suggested we have a work party with staff.
4. Executive Tool – Miranda will set-up webinar for use of NCMPS evaluation tool for next board meeting.
5. Dismissal – Miranda recommend 12:00 dismissal time and emailed staff and board members the draft of the use of that time for whole group PD, team level, PD, and prep time. Suggested that Miranda email out the community what that schedule would look like for parents to see. Jason moves to approve and Astrid seconds. **Unanimously Approved**
6. New Board member – Elected Rhonda Bostic as new board member. Jason moves to approve and Astrid seconds. **Unanimously Approved**
7. End of the year Financials – Miranda has requested movement of some funds so final 18-19 budget will be prepared for September meeting.
8. Lease Update: Astrid and Lisa Leslie have worked to modify clarifying language in the document. We are moving from a 2 year cycle to a 3 year cycle. We should see an increase in services with this contract, about an extra \$75 per month.

The Community Roots School September 2019 Board Meeting Administrator Report

1. **Enrollment**
 - a. Current 126 - enrolled
 - b. No plans for enrolling more students due to stabilizing the communities and funding allowances
2. **District Communication**
 - a. New superintendent will be working with CRS on contract renewal. Kate Pattison will help to facilitate.
 - b. Kate Pattison to help redo our Annual Report presented to SFSD in November
3. **Educational Accountability**
 - a. NCMPS –
 - i. Skills Inventory adopted by CRS (benchmarks K, 3rd, 6th, and (8th being created))
 - ii. Next step is portfolio system established by NCMPS
 - iii. Normalization Checklists for each child implemented to support the work of the classroom
 - b. Academic Accountability – 2 day workday with staff – August 14th and 15th.
 - i. Staff has adopted NCMPS
 1. Progress reports
 2. Normalization checklists
 3. Observations tools
 4. Inventories (benchmarks)
 5. Evaluation tools
 - c. Meet with ODE Dyslexic Specialist to review assessment and supports at CRS
 - d. DERS – Developmental Educational Rating Scale
 - i. Observation tools used by staff to assess the classroom with a more holistic approach. It is meant to support executive functions, prepared environment, concentration, and much more to improve the quality of Montessori pedagogy at CRS
 - e. Early Releases:
 - i. Child Study, Lesson Study, Prep, Team Level Assessment Analysis, Book Study, and more. Study options will rotate and coaching meetings will occur to improve practice in the classroom.
 - f. Authentic Montessori mission reflected in the academic Accountability of CRS. Focus on more concrete work with Montessori materials with support of lesson studies and Montessori coaching.
 - g. Staff Handbooks are being revised based on new Staff Evaluations from NCMPS
4. **Budget**
 - a. End of the Year Financials are finalized 18-19– Reserve Designations to occur at September meeting
 - i. Dyslexic Grant was posted July 1st and 17-18 adjustments – pull from reserves
5. **Lunch/Breakfast Program**
 - a. Lunch provided by Sudexo/SFSD for the 18-19 school year
 - b. CRS to offer Breakfast Option for 19-20 School year
6. **Community**
 - a. Debbie Stratton will be Volunteer Coordinator – supporting families
 - i. 30 hours of volunteering by each family being supported by new staff member at CRS
 - b. Book Study for Families
 - c. Family Handbook revised and out to families early this fall
 - d. Updated emails for communication to be collected in the registration packets
7. **Facilities**
 - a. Meeting with CRS/SFC monthly to discuss sharing space: grassy field, storage in classrooms and gym, end of the year clean up, carpet cleaning, waxing floors,
 - b. GeerCrest



- i. MOU for greenhouse, tools, and tool shed created for 19-20 school year
 - ii. Service contract being worked out for 2 weeks every month at GeerCrest – just in the mornings – to sustain projects.
- 8. **Policy**
 - a. July 2019 OSBA policies for 1st review
- 9. **HR**
 - a. All staff have been hired
- 10. **Whole School**
 - a. Seth from NCMPS completed a whole school analysis based on the NCMPS Essential Elements document. Presented at CRS board meeting on Tuesday, August 6th.
 - i. Strategic Planning work to come from it and supported by parent Matt Rosen
 - b. Focus on the Montessori Prepared Environment for the 19-20 School Year
 - c. Protected Classroom Space
 - i. Minimizing the impact on Concentration by only having limited interruptions during the school day. Expectations for staff and parents will be established
 - d. Consistency of Practice with Jonathan Wolf
 - i. Jon will support CRS with helping to establish consistency of practice, to bring equity to classroom experiences and educational outcomes
 - e. OWLS curriculum brought to entire school and taught by Alyssa
 - i. Information will go out to families as to content
- 11. **Grant**
 - a. PD – summer work
 - i. Seth providing support to CRS over the summer.
 - ii. Staff being paid to inventory classrooms for August purchases
 - iii. Adolescent curriculum/album work
 - iv. Benchmark and portfolio work
 - v. 2 – day discipline workshop with outside consultant Dale Meyers
 - vi. 1 – child study workshop to support struggling students
 - vii. Leadership workshops with Montessori focus
 - viii. Montessori teacher training for new staff hire
 - ix. Dyslexic training for 3 staff members
 - x. Montessori for Social Justice Training
 - xi. Equity Training for CRS board and Equity Audit for school
 - xii. Purchasing beginning August 5th and 6th.

	2018-2019		2019-2020		2020-2021		2021-2022		2021-2022	
Revenue										
ADM/Enrollment -Total	<u>132</u>	<u>128</u>	<u>133</u>	<u>126</u>	<u>142</u>	<u>135</u>	<u>142</u>	<u>135</u>	<u>142</u>	<u>135</u>
Lunch Revenue		\$0		\$0		\$0		\$0		\$0
Fundraising		\$30,000		\$30,000		\$30,000		\$30,000		\$30,000
Dyslexic Grant from 18-19				\$1,902						
Supply Fees - \$50 - \$75 in 19-20		\$7,680		\$7,560		\$8,100		\$8,100		\$8,100
ADM (\$6323 in 2018-2019)		\$834,636		\$892,031		\$958,500		\$965,600		\$972,700
Total Revenue		\$872,444		\$931,619		\$996,600		\$1,003,835		\$1,010,935
Expenses										
Personnel										
<u>Certified</u>	7		8		8		8		8	
Salaries - 1% COLA		295,000		351,660		355,177		358,728		362,316
ESL, Extra Duty, mentoring		3,500		3,500		3,500		3,500		3,500
<u>Classified - not FTE</u>	6.5		5		5		5		5	
Wages (192 days) (includes GS, OS, art)		158,000		106,180		108,304		110,470		112,679
Total Wages		\$456,500		\$461,340		\$466,980		\$472,698		\$478,495
Benefits - full medical/health coverage		79,600		75,700		86,500		86,500		86,500
FICA/Medicare (7.65%)		34,922		35,293		35,724		36,161		36,605
Workers' Comp/Unemployment (.55%)		2,511		2,537		2,568		2,600		2,632
PERS - Employer (11.75%) 211		38,000	14.75%	63,500	14.75%	68,880	14.75%	69,723	14.75%	70,578
PERS - Employer (8%) 213		30,000		35,000		37,358		37,816		38,280
Substitutes - Teacher		\$15,000		\$6,000		\$6,000		\$6,000		\$6,000
Substitutes - Assistants		\$4,000		\$3,000		\$3,000		\$3,000		\$3,000
Total Teachers Expenses		660,533		682,370		707,011		714,498		722,089
<u>Administrator & Office Manager</u>	1		2.22		1		1		1	
Wages (205 days)		\$91,009		\$105,000.00		\$116,449.14		\$118,092.61		\$119,755.39
Benefits		12,831		11,000		13,750		13,750		13,750
FICA/Medicare (7.65%)		\$6,962		\$8,033		\$8,908		\$9,034		\$9,161
Workers' Comp/Unemployment (.55%)		501		578		640		650		659
PERS - Employer (11.75%) 211		10,694	14.75%	15,488	14.75%	17,176	14.75%	17,419	14.75%	17,664
PERS - Employer (8%) 213		7,281		8,400		9,316		9,447		9,580
Bookkeeper		\$2,000		\$2,000		\$2,000		\$2,000		\$2,000
Substitutes		700		700		700		700		700
Total Office Personnel Expenses		\$131,977		\$151,198		\$168,940		\$171,092		\$173,270
Subtotal Personnel		792,510		833,567		875,951		885,590		895,359

Staff Development					
Staff/Curriculum Development	\$2,000	\$0	\$0	\$3,000	\$3,000
Subtotal Staff Development	\$2,000	\$0	\$0	\$3,000	\$3,000
Operation & Maintenance					
Rent	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
Custodial	\$5,000	\$7,500	\$7,500	\$7,500	\$7,500
GeerCrest	\$1,600	\$8,000	\$8,000	\$8,000	\$8,000
Subtotal Operation & Maintenance	\$46,600	\$55,500	\$55,500	\$55,500	\$55,500
Classroom Supplies & Equipment					
Teacher Supplies	\$6,000	\$2,000	\$6,000	\$6,000	\$6,000
Intervention Programs/assessment	\$2,000	\$2,000	\$5,000	\$5,000	\$5,000
Subtotal Supplies & Equipment	\$8,000	\$4,000	\$11,000	\$11,000	\$11,000
Administration Costs					
Printing/Copies/Office Supplies	\$2,534	\$2,179	\$5,000	\$5,000	\$5,000
Transportation	\$600	\$1,000	\$1,000	\$1,000	\$1,000
Subtotal Administration Costs	\$3,134	\$3,179	\$6,000	\$6,000	\$6,000
Board of Education Services					
Audit	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
Policy & Dues	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Legal	\$6,200				
Annual Report	\$500	\$500	\$500	\$500	\$500
Insurance	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500
Subtotal Board of Education	\$20,200	\$14,000	\$14,000	\$14,000	\$14,000
Cont Fund 1.25%	\$0	\$11,645	\$12,458	\$12,548	\$12,637
Reserve Fund .6%	\$0	\$5,590	\$0	\$0	\$0
Total Expenses	\$872,444	\$927,481	\$974,908	\$987,638	\$997,495
Revenue less Expenses	\$0	\$4,138	\$21,692	\$16,197	\$13,440

Donor Funds 18-19
8/29/2019

	Account	Description	Account Type	YTD Transactions	Balance
1	760.0000.1920.142.000.912	CONTRIBUTIONS FROM PRIVATE SOURCES	REVENUE	-12000.00	12000.00
2	760.1111.0410.142.000.912	Consumable Supplies and Materials	EXPENDITURE	11420.00	-11420.00
3	760.1111.0460.142.000.912	Non-consumable Items	EXPENDITURE	0.00	0.00
4	760.1111.0470.142.000.912	Computer Software	EXPENDITURE	0.00	0.00
5	760.1111.0480.142.000.912	Computer Hardware	EXPENDITURE	0.00	0.00
6	760.1111.0640.142.000.912	Dues and Fees	EXPENDITURE	580.00	-580.00
7	760.1121.0410.142.050.912	Consumable Supplies and Materials	EXPENDITURE	394.71	-394.71
8	760.1121.0470.142.050.912	Computer Software	EXPENDITURE	0.00	0.00
9	760.1121.0480.142.050.912	Computer Hardware	EXPENDITURE	129.00	-129.00
10	760.1121.0640.142.000.912	Dues and Fees	EXPENDITURE	0.00	0.00
11	760.1121.0640.142.050.912	Dues and Fees	EXPENDITURE	0.00	0.00
12	760.2550.0330.142.000.912	Student Transportation Services	EXPENDITURE	0.00	0.00
				\$523.71	(\$523.71)

ODE Expansion Grant 2018-2019

8/29/2019

	Account	Description	Account Type	YTD Transactions
1	760.0000.3299.142.000.760	Other Restricted Grants-in-aid	REVENUE	-42448.38
2	760.1111.0311.142.000.760	Instruction Services	EXPENDITURE	2251.28
3	760.1111.0312.142.000.760	Instructional Programs Improvement Services	EXPENDITURE	363.90
4	760.1111.0410.142.000.760	Consumable Supplies and Materials	EXPENDITURE	874.26
5	760.1121.0130.142.050.760	Additional Salary	EXPENDITURE	0.00
6	760.1121.0310.142.050.760	Instructional, Professional & Tech Svc - OCSP	EXPENDITURE	0.00
7	760.1121.0340.142.050.760	Travel Expenses - OCSP	EXPENDITURE	524.74
8	760.1121.0410.142.000.760	Consumable Supplies and Materials	EXPENDITURE	6218.98
9	760.1121.0410.142.050.760	Supplies & Materials - OCSP	EXPENDITURE	1592.34
10	760.1121.0460.142.000.760	Non-consumable Items	EXPENDITURE	3004.00
11	760.1121.0460.142.050.760	Non Consumable Supplies - OCSP	EXPENDITURE	4840.96
12	760.1121.0470.142.050.760	Computer Software - OCSP	EXPENDITURE	0.00
13	760.1121.0480.142.050.760	Computer Hardware - OCSP	EXPENDITURE	7530.00
14	760.1121.0640.142.050.760	Dues & Fees - OCSP	EXPENDITURE	357.10
15	760.2210.0130.142.000.760	Additional Salary	EXPENDITURE	6160.52
16	760.2210.0211.142.000.760	PERS ER Contribution - I, II, OPSRP	EXPENDITURE	723.35
17	760.2210.0213.142.000.760	PERS UAL Contribution	EXPENDITURE	492.47
18	760.2210.0220.142.000.760	ER Social Security/Medicare	EXPENDITURE	465.08
19	760.2210.0231.142.000.760	Workers' Compensation	EXPENDITURE	2.64
20	760.2210.0232.142.000.760	Unemployment Compensation	EXPENDITURE	0.00
21	760.2210.0311.142.000.760	Instruction Services	EXPENDITURE	1200.00
22	760.2210.0340.142.000.760	Travel Expenses - OCSP	EXPENDITURE	9062.82
23	760.2210.0410.142.000.760	Supplies & Materials - OCSP	EXPENDITURE	1976.54
24	760.2210.0460.142.000.760	Non-Consumable Supplies - OCSP	EXPENDITURE	3873.73
25	760.2210.0470.142.000.760	Computer Software - OCSP	EXPENDITURE	0.00
26	760.2210.0480.142.000.760	Computer Hardware - OCSP	EXPENDITURE	0.00
27	760.2210.0640.142.000.760	Dues & Fees - OCSP	EXPENDITURE	46104.42
28	760.2490.0310.142.000.760	Instructional, Professional and Technical Services	EXPENDITURE	1501.26
				\$56,672.01

The Community Roots School
Profit & Loss by Class
 July 2018 through June 2019

	<u>Cash Donation - Building Fund</u>	<u>Amazon (Fundraising)</u>	<u>Auction (Fundraising)</u>	<u>Box Tops (Fundraising)</u>
Ordinary Income/Expense				
Income				
2000 · Fundraising	0.00	820.18	59,259.95	124.50
2010 · School Related	0.00	0.00	0.00	0.00
2030 · Lunches	0.00	0.00	0.00	0.00
2550 · Capital Campaign	400.00	0.00	0.00	0.00
Total Income	<u>400.00</u>	<u>820.18</u>	<u>59,259.95</u>	<u>124.50</u>
Gross Profit	400.00	820.18	59,259.95	124.50
Expense				
380 · Professional Services	0.00	0.00	545.00	0.00
410 · Consumable Supplies & Materials	0.00	0.00	7,523.92	0.00
640 · Dues & Fees	0.00	0.00	3,044.45	0.00
Total Expense	<u>0.00</u>	<u>0.00</u>	<u>11,113.37</u>	<u>0.00</u>
Net Ordinary Income	<u>400.00</u>	<u>820.18</u>	<u>48,146.58</u>	<u>124.50</u>
Net Income	<u><u>400.00</u></u>	<u><u>820.18</u></u>	<u><u>48,146.58</u></u>	<u><u>124.50</u></u>

The Community Roots School
Profit & Loss by Class
July 2018 through June 2019

	<u>Garage Sale</u> <u>(Fundraising)</u>	<u>Wreath</u> <u>(Fundraising)</u>	<u>Fundraising - Other</u> <u>(Fundraising)</u>	<u>Total Fundraising</u>	<u>Grant</u>
Ordinary Income/Expense					
Income					
2000 · Fundraising	3,784.56	4,766.25	0.00	68,755.44	0.00
2010 · School Related	0.00	0.00	0.00	0.00	42,444.38
2030 · Lunches	0.00	0.00	0.00	0.00	0.00
2550 · Capital Campaign	0.00	0.00	0.00	0.00	0.00
Total Income	<u>3,784.56</u>	<u>4,766.25</u>	<u>0.00</u>	<u>68,755.44</u>	<u>42,444.38</u>
Gross Profit	3,784.56	4,766.25	0.00	68,755.44	42,444.38
Expense					
380 · Professional Services	0.00	0.00	37,850.00	38,395.00	0.00
410 · Consumable Supplies & Materials	0.00	2,272.90	4,367.00	14,163.82	0.00
640 · Dues & Fees	200.00	1.38	0.00	3,245.83	42,448.38
Total Expense	<u>200.00</u>	<u>2,274.28</u>	<u>42,217.00</u>	<u>55,804.65</u>	<u>42,448.38</u>
Net Ordinary Income	<u>3,584.56</u>	<u>2,491.97</u>	<u>-42,217.00</u>	<u>12,950.79</u>	<u>-4.00</u>
Net Income	<u><u>3,584.56</u></u>	<u><u>2,491.97</u></u>	<u><u>-42,217.00</u></u>	<u><u>12,950.79</u></u>	<u><u>-4.00</u></u>

The Community Roots School
Profit & Loss by Class
 July 2018 through June 2019

	<u>Lunch</u>	<u>School Related</u>	<u>Unclassified</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
2000 · Fundraising	0.00	0.00	0.00	68,755.44
2010 · School Related	0.00	15,603.29	0.00	58,047.67
2030 · Lunches	1,086.98	0.00	0.00	1,086.98
2550 · Capital Campaign	0.00	0.00	0.00	400.00
Total Income	<u>1,086.98</u>	<u>15,603.29</u>	<u>0.00</u>	<u>128,290.09</u>
Gross Profit	1,086.98	15,603.29	0.00	128,290.09
Expense				
380 · Professional Services	0.00	962.50	0.00	39,357.50
410 · Consumable Supplies & Materials	0.00	15,822.83	0.00	29,986.65
640 · Dues & Fees	0.00	8.62	0.00	45,702.83
Total Expense	<u>0.00</u>	<u>16,793.95</u>	<u>0.00</u>	<u>115,046.98</u>
Net Ordinary Income	<u>1,086.98</u>	<u>-1,190.66</u>	<u>0.00</u>	<u>13,243.11</u>
Net Income	<u><u>1,086.98</u></u>	<u><u>-1,190.66</u></u>	<u><u>0.00</u></u>	<u><u>13,243.11</u></u>

The Community Roots School
Profit & Loss
July 2018 through June 2019

	<u>Jul '18 - Jun 19</u>
Ordinary Income/Expense	
Income	
2000 · Fundraising	68,755.44
2010 · School Related	58,047.67
2030 · Lunches	1,086.98
2550 · Capital Campaign	400.00
Total Income	<u>128,290.09</u>
Gross Profit	<u>128,290.09</u>
Expense	
380 · Professional Services	39,357.50
410 · Consumable Supplies & Materials	29,986.65
640 · Dues & Fees	45,702.83
Total Expense	<u>115,046.98</u>
Net Ordinary Income	<u>13,243.11</u>
Net Income	<u><u>13,243.11</u></u>

18-19 CRS - SSF Budget - Final
8/29/2019

	Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
	<u>Revenue</u>						
1	760.0000.1500.142.000.000	Earnings on Investments	1100.00	1100.00	0.00	0.00	0.00
2	760.0000.1600.142.000.000	Food Service	10550.00	0.00	10550.00	11617.49	-1067.49
		Dyslexia Grant - 1902.35 (posted July 1, 2019)	2700.00	0.00	2700.00	0.00	2700.00
3	760.0000.1760.142.000.000	Fund Raising	42517.00	42217.00	300.00	0.00	300.00
	760.0000.1990.142.000.000	Miscellaneous - Ice Skating donation		291.38	-291.38	0.00	-291.38
6	760.0000.1990.142.000.000	Miscellaneous - School Related	12291.38	14123.46	-1832.08	0.00	-1832.08
7	760.0000.3101.142.000.000	State School Fund—General Support	834636.00	835520.78	-884.78	0.00	-884.78
9	760.0000.5400.142.000.000	BEGINNING FUND BALANCE	84209.00	84209.00	0.00	0.00	0.00
		<u>Total Revenue</u>	988003.38	977461.62	10541.76	11617.49	-1075.73
	<u>Expenditures</u>						
12	760.1111.0111.142.000.000	Licensed Salaries	250394.78	244469.66	5925.12	0.00	5925.12
13	760.1111.0112.142.000.000	Classified Salaries	138220.59	137326.02	894.57	0.00	894.57
14	760.1111.0117.142.000.000	Unused Leave	1500.00	0.00	1500.00	0.00	1500.00
15	760.1111.0121.142.000.000	Substitutes Licensed	3000.00	3061.70	-61.70	0.00	-61.70
17	760.1111.0130.142.000.000	Additional Salary	12.75	69.14	-56.39	0.00	-56.39
18	760.1111.0211.142.000.000	Employer Contribution, Tier I and Tier II	39498.24	39372.16	126.08	0.00	126.08
20	760.1111.0213.142.000.000	PERS UAL Contribution	26892.37	26806.48	85.89	0.00	85.89
21	760.1111.0220.142.000.000	Social Security Administration	30713.99	30217.35	496.64	0.00	496.64
22	760.1111.0231.142.000.000	Workers' Compensation	2556.87	2556.08	0.79	0.00	0.79
24	760.1111.0240.142.000.000	Contractual Employee Benefits	71816.29	71816.29	0.00	0.00	0.00
25	760.1111.0310.142.000.000	PRIMARY INSTRUCTION/SERVICES	970.00	1510.00	-540.00	0.00	-540.00
26	760.1111.0311.142.000.000	Instruction Services - Substitutes	15000.00	21184.07	-6184.07	0.00	-6184.07
27	760.1111.0312.142.000.000	Instructional Programs Improvement Services - Subs	3827.07	7007.64	-3180.57	0.00	-3180.57
29	760.1111.0410.142.000.000	Consumable Supplies and Materials	9670.00	8876.07	793.93	0.00	793.93
	760.1111.0420.142.000.000	Textbooks	1523.00	1523.00	0.00	0.00	0.00
33	760.1111.0460.142.000.000	Non-consumable Items	5000.00	400.00	4600.00	0.00	4600.00
34	760.1111.0470.142.000.000	Computer Software	690.00	690.00	0.00	0.00	0.00
34	760.1111.0480.142.000.000	Computer Hardware	25.99	25.99	0.00	0.00	0.00

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	Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
34	760.1111.0640.142.000.000	Dues and Fees (Robotics and Art)	4055.85	5914.66	-1858.81	0.00	-1858.81
44	760.1121.0111.142.050.000	Licensed Salaries	44359.00	44416.50	-57.50	0.00	-57.50
45	760.1121.0112.142.050.000	Classified Salaries	17738.41	17549.09	189.32	0.00	189.32
18	760.1121.0211.142.000.000	Employer Contribution, Tier I and Tier II	3337.28	2566.16	771.12	0.00	771.12
20	760.1121.0213.142.000.000	PERS UAL Contribution	2570.05	1747.15	822.90	0.00	822.90
50	760.1121.0220.142.050.000	Social Security Administration	4690.83	4690.69	0.14	0.00	0.14
51	760.1121.0231.142.050.000	Workers' Compensation	35.32	34.34	0.98	0.00	0.98
53	760.1121.0240.142.050.000	Contractual Employee Benefits	7393.08	7447.08	-54.00	0.00	-54.00
	760.1121.0410.142.000.000	Consumable Supplies and Materials	0.00	575.07	-575.07	0.00	-575.07
69	760.1291.0130.142.280.000	Additional Salary	1000.00	1146.80	-146.80	0.00	-146.80
70	760.1291.0211.142.280.000	ESL PROGRAM/DISTRICT PERS	140.00	134.76	5.24	0.00	5.24
71	760.1291.0212.142.280.000	ESL PROGRAM/PERS PICKUP	75.00	68.82	6.18	0.00	6.18
72	760.1291.0213.142.280.000	ESL PROGRAM/PERS UAL	80.00	91.75	-11.75	0.00	-11.75
73	760.1291.0220.142.280.000	ESL PROGRAM/SOCIAL SECURITY	80.00	84.63	-4.63	0.00	-4.63
74	760.1291.0231.142.280.000	ESL PROGRAM/WORKERS COMP	10.00	8.07	1.93	0.00	1.93
89	760.2210.0130.142.000.000	Additional Salary	700.00	358.32	341.68	0.00	341.68
90	760.2210.0211.142.000.000	Employer Contribution, Tier I and Tier II	30.63	30.63	0.00	0.00	0.00
92	760.2210.0213.142.000.000	PERS UAL Contribution	20.85	20.85	0.00	0.00	0.00
93	760.2210.0220.142.000.000	Social Security Administration	27.19	27.19	0.00	0.00	0.00
	760.2210.410.142.000.000	Consumable Supplies and Materials		156.15	-156.15	0.00	-156.15
94	760.2210.0231.142.000.000	Workers' Compensation	0.25	0.25	0.00	0.00	0.00
108	760.2240.0130.142.000.000	Additional Salary	865.57	865.57	0.00	0.00	0.00
109	760.2240.0211.142.000.000	Employer Contribution, Tier I and Tier II	101.71	101.71	0.00	0.00	0.00
110	760.2240.0213.142.000.000	PERS UAL Contribution	69.24	69.24	0.00	0.00	0.00
111	760.2240.0220.142.000.000	Social Security Administration	80.61	80.61	0.00	0.00	0.00
112	760.2240.0231.142.000.000	Workers' Compensation	1.07	1.07	0.00	0.00	0.00
114	760.2240.0240.142.000.000	Contractual Employee Benefits	-19.11	-19.11	0.00	0.00	0.00
115	760.2240.0310.142.000.000	Instructional, Professional and Technical Services	2189.25	2189.25	0.00	0.00	0.00
116	760.2240.0340.142.000.000	Travel	179.85	179.85	0.00	0.00	0.00

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	Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
119	760.2310.0380.142.000.000	Non-instructional Professional and Technical Servi	1095.00	1095.00	0.00	0.00	0.00
119	760.2310.0381.142.000.000	Audit Services	6850.00	6850.00	0.00	0.00	0.00
120	760.2310.0382.142.000.000	Legal Services	6163.00	6163.00	0.00	0.00	0.00
	760.2310.0410.142.000.000	Consumable Supplies and Materials		58.00	-58.00	0.00	-58.00
122	760.2310.0640.142.000.000	Dues and Fees	1205.50	1385.50	-180.00	0.00	-180.00
123	760.2310.0650.142.000.000	Insurance and Judgments	5348.00	5348.00	0.00	0.00	0.00
	760.2310.0670.142.000.000	Taxes and Licenses	313.00	313.00	0.00	0.00	0.00
126	760.2490.0112.142.000.000	Classified Salaries	20857.00	21114.60	-257.60	0.00	-257.60
127	760.2490.0113.142.000.000	Administrators	70791.00	71320.69	-529.69	0.00	-529.69
132	760.2490.0211.142.000.000	Employer Contribution, Tier I and Tier II	10768.59	10861.10	-92.51	0.00	-92.51
134	760.2490.0213.142.000.000	PERS UAL Contribution	7331.88	7394.86	-62.98	0.00	-62.98
135	760.2490.0220.142.000.000	Social Security Administration	7011.02	7071.25	-60.23	0.00	-60.23
136	760.2490.0231.142.000.000	Workers' Compensation	43.53	38.42	5.11	0.00	5.11
138	760.2490.0240.142.000.000	Contractual Employee Benefits	12648.77	12648.77	0.00	0.00	0.00
139	760.2490.0310.142.000.000	Instructional, Professional and Technical Services	1323.00	1169.81	153.19	153.19	0.00
139	760.2490.0312.142.000.000	Instructional Programs Improvement Services	241.60	604.00	-362.40	0.00	-362.40
140	760.2490.0350.142.000.000	Communication	200.00	19.65	180.35	180.35	0.00
142	760.2490.0410.142.000.000	Consumable Supplies and Materials	1400.00	1126.04	273.96	0.00	273.96
143	760.2490.0640.142.000.000	Dues and Fees	2900.41	3121.41	-221.00	0.00	-221.00
151	760.2520.0380.142.000.000	Non-instructional Professional and Technical Servi	2620.00	1240.00	1380.00	1260.00	120.00
159	760.2540.0320.142.000.000	Property Services	500.00	500.00	0.00	0.00	0.00
160	760.2540.0324.142.000.000	Rentals	45000.00	44382.54	617.46	0.00	617.46
172	760.2550.0330.142.000.000	Student Transportation Services	800.00	582.59	217.41		217.41
181	760.3100.0112.142.000.000	Classified Salaries	8000.00	0.00	8000.00	0.00	8000.00
182	760.3100.0130.142.000.000	Additional Salary	102.71	0.00	102.71	0.00	102.71
185	760.3100.0220.142.000.000	Social Security Administration	700.00	0.00	700.00	0.00	700.00
186	760.3100.0231.142.000.000	Workers' Compensation	15.00	0.00	15.00	0.00	15.00
189	760.3100.0450.142.000.000	Food	25.00	0.00	25.00	0.00	25.00
189	760.3100.0640.142.000.000	Dues and Fees	1708.50	0.00	1708.50	0.00	1708.50

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	Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
191	760.4120.0530.142.000.000	Improvements Other Than Buildings	5600.00	5600.00	0.00	0.00	0.00
196	760.6110.0810.142.000.000	Planned Reserve	0.00	0.00	0.00	0.00	0.00
197	760.7000.0820.142.000.000	Reserved for Next Year	82917.00	80004.59	2912.41	0.00	2912.41
			\$995,603.38	\$977,461.62	\$18,141.76	\$1,593.54	\$16,548.22

Revenue	\$988,003.38	\$977,461.62
Expenditures	\$995,603.38	\$977,461.62
Balance	(\$7,600.00)	\$0.00

Reserve Designations		18-19 budgets	18-19 actual	changes
Assigned	Total in SSF Reserve	\$82,917	\$80,005	-\$2,912
				(-1902.35 dyslexia & 1028.01 17-18 adjustments ODE)
Assigned	Reserve - roll over - Fundraising group	\$7,989	\$20,939	\$12,950
Restricted	Reserve - Restricted Donor funds - facility	\$3,913	\$4,313	\$400
Restricted	Reserve - CRS Longevity Fund	\$29,692	\$29,692	\$0
Total Reserves		\$124,511	\$134,949	

Board Meeting: September 2019

Presenter(s): Miranda Pickner

Type of Board Topic: Budget - reserve designations

Topic: Reserve Designations

Background: Each year the board reviews their reserves and designates those reserves based on our accounting practices and recommendation from the auditor. The 18-19 SSF budget lists the reserves from both our SSF account and our account with Citizen's Bank. Recommendations for designations are found on this document. We will have to pull from our SSF reserve to cover expenses above and beyond to cover dyslexic grant that was posted July 1st and cannot be counted toward 18-19 fiscal year, and 17-18 reconciliation adjustments.

Policy Questions or Concerns:

Recommendation: Board approve designation of reserve funds and use of reserve funds to balance 18-19 school year.