



**The Community Roots School Board Meeting**  
Tuesday, December 3, 2019 6:30 p.m.  
229 Eureka Ave. Silverton

## Agenda

1. Call meeting to order – Dan
2. Reading of Community Roots School Mission Statement – Rhonda  
***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 November Meeting Minutes
  - Approve teacher contract
4. Audience with Visitors (Audience members may make comments to the board on any topic)
5. Administrator Report – Miranda Pickner **(6:45-6:55)**
6. Committee reports (Fundraising, Finance, School Growth) **(6:55-7:05)**
7. Discussion Items and Actions **(7:05-8:00)**
  - SIA and Contract Renewal Q & A with Kate Pattison
    - Discussion
  - Establish CRS board committee for Contract Renewal-Miranda
    - Discussion
    - Action
  - Strategic Plan Update - Miranda
    - Discussion
  - Staffing Plan 20-21 – Miranda
    - Discussion
  - Calendar-Jen
    - Discussion
    - Action

**(6:30-6:45)**

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**  
**November 5, 2019**  
**DRAFT Minutes**

Board members present: Jason, Jen, Astrid, Dan

Staff present: Miranda, Hilary

1. Consent agenda: Jason moves to approve, Astrid seconds. **Unanimously approved.**
2. Audience with visitors. Jackie suggested improvements to outdoor area and playground. She will talk with Miranda with her ideas. Some concerns with insurance requirements and overall cost. Hilary shared a story about a child-to-child interaction that demonstrated benefits of a multi-year classroom.
3. Administrator report-see handout. Seth from NCMPS will be here next week as well as Christine to work on equity. Miranda attended a Breakthrough training on organization and managerial skills from COSA. They offer many training options. Band update: Tyler Miller (middle school band teacher) will be presenting to 5<sup>th</sup> and 6<sup>th</sup> grade students. Band will be offered two days per week. We received the anonymous \$12,000 donation again this year. Must be used for teachers. They would like artist in residence, PE and bark chips among other things. Preliminary auction results: \$58,000 gross.
4. Equity audit: Christine is the EDI coach. There is a community survey-43 respondents. Staff survey open until the end of the week. Executive summary in one week. Timing is good as we can build this along with the strategic plan. There are three areas in the strategic plan umbrella: Montessori overall, Equity, ODE grant.
5. Annual report and ODE report card: see handouts. Jason moves to approve, Jen seconds. **Unanimously approved.**
6. Student Investment Account: Student Success Act: 3 areas of focus and we have access to \$500 per student with very few reporting requirements. Specific to how the funds are spent. There is an application process.



## The Community Roots School December 2019 Board Meeting Administrator Report

### 1. Enrollment

- a. Current 125 - enrolled
  - i. Looking to enroll 4 students in January

### 2. District Communication

- a. CRS to notify SFSD of our intent renew our charter school contract for another 5 years on January 1<sup>st</sup> with SFSD board hearing at SFSD board work session on February 24<sup>th</sup>.
  - i. CRS board to create committee to work on contract
- b. Presenting Annual Report to SFSD board in December
- c. CRS will have MOU with SFSD to access SIA funds.
- d. CRS is now responsible for the 504 process and duties have shifted to administrator
- e. CRS will be utilizing new sub automated system with support from the district
- f.

### 3. Educational Accountability

- a. Debbie has performed Dibbles assessment of all CRS students to more accurately assess students language and reading acquisition
- b. Child Study has been implemented twice a month during early releases. Formalized process of support for individual children.
- c. Lesson Study will be next process introduced into CRS
- d. 6+1 Traits of Writing PD in January/February
- e. NCMPS –
  - i. Seth supporting Leadership team with Strategic Planning on November 11<sup>th</sup>
    - 1. Leadership team worked through the beginning stages of the goal setting based on the NCMPS report from May 2019 utilizing the EER
  - ii. Child Study Support
  - iii. Coaching support
  - iv. DERS observation support
  - v. Seth returns to CRS in February
- f. DERS – Developmental Educational Rating Scale
  - i. Miranda is certified DERS observer now
  - ii. Seth conducted another round of DERS observation in November and Miranda meet with each staff member over conferences to go over the classroom observation. Each staff looked for areas of improvement and celebrated successes
  - iii. All the of CRS classrooms were rated a 3 or 4 (scale is 1-4) Our CRS classroom our rich learning environments

### 4. Budget

- a. Donor Money has been gifted to SFSD school again - \$12,000 teacher choice
  - i. Staff have chosen to upgrade our PE equipment
  - ii. Donor money has to be spend by January 30th
- b. Looking for parent volunteer to support our monthly Finance meetings
- c. SIA funds/budget to be looked at in January and February
  - i. New position created at CRS to support Student Needs
- d. 5 year budget process to start with Finance Committee in December
- e. Successful Auction
  - i. Large amount of money from fundraising will be able to go into reserves for the 19-20 school year
- f. Work load for admin is great and need to request ODE grant reimbursement in December



## 5. Lunch/Breakfast Program

- a. Dining Hall Upgrades from Paddle Up
  - i. Our auction provided funds for us to upgrade our Dining Hall and allow for a more peaceful lunch room experience. Alyssa has taken the lead and has ordered those items and transformation will occur soon.

## 6. Community

- a. Climate Survey went out to CRS families
  - i. Data was anonymous and will be analyzed by Equity Consultant for recommendations for equity improvements
  - ii. Needs assessment for SIA funds
- b. Communication Survey to CRS parents
  - i. Parents read and appreciate weekly newsletter options
  - ii. CRS parents would prefer online volunteer tracking over paper/pencil. Debbie to get that up and rolling for the spring
- c. Friday Coffee with Miranda starting December 13th
- d. Debbie Stratton will be Volunteer Coordinator – supporting families
  - i. 30 hours of volunteering by each family being supported by new staff member at CRS
- e. Focus group/Surveys going out
  - i. Climate
  - ii. Communication
  - iii. Demographic Data for SIA

## 7. Facilities

- a. Meeting with CRS/SFC monthly to discuss sharing space
- b. Church suggested possible sale last month, but after meeting with church they stated it is not an option
- c. New lights were replaced throughout entire building
- d. CRS purchased rugs to be placed throughout the building to minimize carpet impact
- e. January is our lease review month and we will need to have a group meeting with SFC to review expenses for the next school year

## 8. Policy

- a. Parent Katy Combest will be on hand at the board meeting to answer any policy questions
- b. OSBA sent another round of policy updates for the CRS board to do first reading in February

## 9. HR

- a. Looking into new staffing options for 20-21 school year
- b. Looking at salary schedules for all staff
- c. Miranda will recommend the addition of FTE and another office/admin support position
  - i. Miranda visited Ridgeline to get clarity on how their office/administrative team work. For our 2 office/admin positions at CRS (secretary at CRS is not full-time), Ridgeline has 5 full-time office/admin. CRS has 125 enrollment and Ridgeline 225.
- d. CRS is hiring Band teacher, CRS board to approve contract at December board meeting

The Community Roots School  
**Balance Sheet**  
As of November 26, 2019

Nov 26, 19

**ASSETS**

Current Assets

Checking/Savings

100 · Current Assets

101 · Citizens Bank 63,770.01

Total 100 · Current Assets 63,770.01

103 · Petty Cash 200.00

Total Checking/Savings 63,970.01

Total Current Assets 63,970.01

**TOTAL ASSETS** 63,970.01

**LIABILITIES & EQUITY**

Equity

32000 · Unrestricted Net Assets 54,341.79

Net Income 9,628.22

Total Equity 63,970.01

**TOTAL LIABILITIES & EQUITY** 63,970.01

CRS ODE Expansion Grant 19-20  
11/27/2019

	Account	Description	Account Type	YTD Transactions	Balance	Encumbrance	Budget Balance
1	760.0000.3299.142.000.760	Other Restricted Grants-in-aid	REVENUE	-58651.82	58651.82	0.00	58651.82
2	760.1111.0311.142.000.760	Instruction Services	EXPENDITURE	0.00	0.00	0.00	0.00
3	760.1111.0312.142.000.760	Instructional Programs Improvement Services	EXPENDITURE	0.00	0.00	0.00	0.00
4	760.1111.0410.142.000.760	Consumable Supplies and Materials	EXPENDITURE	0.00	0.00	592.08	-592.08
5	760.1121.0130.142.050.760	Additional Salary	EXPENDITURE	0.00	0.00	0.00	0.00
6	760.1121.0310.142.050.760	Instructional, Professional & Tech Svc - OCS	EXPENDITURE	0.00	0.00	0.00	0.00
7	760.1121.0340.142.050.760	Travel Expenses - OCS	EXPENDITURE	10337.73	-10337.73	466.93	-10804.66
8	760.1121.0410.142.000.760	Consumable Supplies and Materials	EXPENDITURE	0.00	0.00	0.00	0.00
9	760.1121.0410.142.050.760	Supplies & Materials - OCS	EXPENDITURE	21413.37	-21413.37	16836.01	-38249.38
10	760.1121.0460.142.000.760	Non-consumable Items	EXPENDITURE	0.00	0.00	0.00	0.00
11	760.1121.0460.142.050.760	Non Consumable Supplies - OCS	EXPENDITURE	17385.93	-17385.93	687.00	-18072.93
12	760.1121.0470.142.050.760	Computer Software - OCS	EXPENDITURE	0.00	0.00	0.00	0.00
13	760.1121.0480.142.050.760	Computer Hardware - OCS	EXPENDITURE	279.95	-279.95	4530.00	-4809.95
14	760.1121.0640.142.050.760	Dues & Fees - OCS	EXPENDITURE	53588.20	-53588.20	2849.00	-56437.20
15	760.2210.0130.142.000.760	Additional Salary	EXPENDITURE	0.00	0.00	0.00	0.00
16	760.2210.0131.142.000.760	Extra Duty - Licensed	EXPENDITURE	4845.27	-4845.27	0.00	-4845.27
17	760.2210.0132.142.000.760	Extra Duty - Classified	EXPENDITURE	2584.00	-2584.00	0.00	-2584.00
18	760.2210.0133.142.000.760	Extra Duty - Admin, Confid, Supervisory	EXPENDITURE	5225.81	-5225.81	0.00	-5225.81
19	760.2210.0211.142.000.760	PERS ER Contribution - I, II, OPSRP	EXPENDITURE	1637.98	-1637.98	0.00	-1637.98
20	760.2210.0213.142.000.760	PERS UAL Contribution	EXPENDITURE	489.50	-489.50	0.00	-489.50
21	760.2210.0220.142.000.760	ER Social Security/Medicare	EXPENDITURE	963.18	-963.18	0.00	-963.18
22	760.2210.0231.142.000.760	Workers' Compensation	EXPENDITURE	4.81	-4.81	0.00	-4.81
23	760.2210.0232.142.000.760	Unemployment Compensation	EXPENDITURE	0.00	0.00	0.00	0.00
24	760.2210.0311.142.000.760	Instruction Services	EXPENDITURE	0.00	0.00	0.00	0.00
25	760.2210.0340.142.000.760	Travel Expenses - OCS	EXPENDITURE	1642.83	-1642.83	0.00	-1642.83
26	760.2210.0410.142.000.760	Supplies & Materials - OCS	EXPENDITURE	6948.90	-6948.90	2375.89	-9324.79
27	760.2210.0460.142.000.760	Non-Consumable Supplies - OCS	EXPENDITURE	1301.69	-1301.69	0.00	-1301.69
28	760.2210.0470.142.000.760	Computer Software - OCS	EXPENDITURE	0.00	0.00	0.00	0.00
29	760.2210.0480.142.000.760	Computer Hardware - OCS	EXPENDITURE	0.00	0.00	0.00	0.00
30	760.2210.0640.142.000.760	Dues & Fees - OCS	EXPENDITURE	14496.10	-14496.10	0.00	-14496.10
31	760.2240.0131.142.000.760	Extra Duty - Licensed	EXPENDITURE	26331.83	-26331.83	0.00	-26331.83
32	760.2240.0132.142.000.760	Extra Duty - Classified	EXPENDITURE	4415.99	-4415.99	0.00	-4415.99
33	760.2240.0211.142.000.760	PERS ER Contribution - I, II, OPSRP	EXPENDITURE	4470.12	-4470.12	0.00	-4470.12
34	760.2240.0212.142.000.760	PERS Pick-Up, ER Contribution	EXPENDITURE	15.27	-15.27	0.00	-15.27
35	760.2240.0213.142.000.760	PERS UAL Contribution	EXPENDITURE	2261.15	-2261.15	0.00	-2261.15
36	760.2240.0220.142.000.760	ER Social Security/Medicare	EXPENDITURE	2336.73	-2336.73	0.00	-2336.73
37	760.2240.0231.142.000.760	Workers' Compensation	EXPENDITURE	17.75	-17.75	0.00	-17.75
38	760.2240.0232.142.000.760	Unemployment Compensation	EXPENDITURE	0.00	0.00	0.00	0.00
39	760.2490.0310.142.000.760	Instructional, Professional and Technical Services	EXPENDITURE	0.00	0.00	0.00	0.00
				\$124,342.27	(\$124,342.27)	\$28,336.91	(\$152,679.18)

The Community Roots School  
**Profit & Loss**  
July 1 through November 26, 2019

	<u>Jul 1 - Nov 26, 19</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
2000 · Fundraising	11,084.26
2010 · School Related	7,188.68
520 · Grant	<u>58,651.82</u>
<b>Total Income</b>	<u>76,924.76</u>
<b>Gross Profit</b>	76,924.76
<b>Expense</b>	
380 · Professional Services	565.00
410 · Consumable Supplies & Materials	5,053.17
640 · Dues & Fees	<u>61,678.37</u>
<b>Total Expense</b>	<u>67,296.54</u>
<b>Net Ordinary Income</b>	<u>9,628.22</u>
<b>Net Income</b>	<u><u>9,628.22</u></u>

The Community Roots School  
**Profit & Loss by Class**  
 July 1 through November 26, 2019

	<u>Amazon</u> <u>(Fundraising)</u>	<u>Auction</u> <u>(Fundraising)</u>	<u>Wreath</u> <u>(Fundraising)</u>	<u>Total Fundraising</u>	<u>Grant</u>	<u>School Related</u>	<u>TOTAL</u>
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
2000 · Fundraising	108.13	10,901.13	75.00	11,084.26	0.00	0.00	11,084.26
2010 · School Related	0.00	0.00	0.00	0.00	0.00	7,188.68	7,188.68
520 · Grant	0.00	0.00	0.00	0.00	58,651.82	0.00	58,651.82
<b>Total Income</b>	<u>108.13</u>	<u>10,901.13</u>	<u>75.00</u>	<u>11,084.26</u>	<u>58,651.82</u>	<u>7,188.68</u>	<u>76,924.76</u>
<b>Gross Profit</b>	108.13	10,901.13	75.00	11,084.26	58,651.82	7,188.68	76,924.76
<b>Expense</b>							
380 · Professional Services	0.00	565.00	0.00	565.00	0.00	0.00	565.00
410 · Consumable Supplies & Materials	0.00	1,338.34	1,963.50	3,301.84	0.00	1,751.33	5,053.17
640 · Dues & Fees	0.00	2,283.32	0.00	2,283.32	58,651.82	743.23	61,678.37
<b>Total Expense</b>	<u>0.00</u>	<u>4,186.66</u>	<u>1,963.50</u>	<u>6,150.16</u>	<u>58,651.82</u>	<u>2,494.56</u>	<u>67,296.54</u>
<b>Net Ordinary Income</b>	<u>108.13</u>	<u>6,714.47</u>	<u>-1,888.50</u>	<u>4,934.10</u>	<u>0.00</u>	<u>4,694.12</u>	<u>9,628.22</u>
<b>Net Income</b>	<u><b>108.13</b></u>	<u><b>6,714.47</b></u>	<u><b>-1,888.50</b></u>	<u><b>4,934.10</b></u>	<u><b>0.00</b></u>	<u><b>4,694.12</b></u>	<u><b>9,628.22</b></u>



19-20 CRS - SSF Budget - Final  
11/27/2019

Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
<b><u>Revenue</u></b>						
760.0000.1600.142.000.000	Food Service	11420.00	0.00	11420.00	0.00	11420.00
	Dyslexia Grant - 1902.35 (posted July 1, 2019)	1902.35		1902.35	0.00	1902.35
760.0000.1760.142.000.000	Fund Raising	30000.00	0.00	30000.00	0.00	30000.00
760.0000.1990.142.000.000	Miscellaneous - School Related	7500.00	0.00	7500.00	0.00	7500.00
760.0000.3101.142.000.000	State School Fund—General Support	892031.00	440476.62	451554.38	0.00	451554.38
760.0000.5400.142.000.000	BEGINNING FUND BALANCE	80005.00	80005.00	0.00	0.00	0.00
	<b><u>Total Revenue</u></b>	<b><u>1022858.35</u></b>	<b><u>520481.62</u></b>	<b><u>502376.73</u></b>	<b><u>0.00</u></b>	<b><u>502376.73</u></b>
<b><u>Expenditures</u></b>						
760.1111.0111.142.000.000	Licensed Salaries	203026.54	51901.75	151124.79	144261.08	6863.71
760.1111.0112.142.000.000	Classified Salaries	126000.00	31391.46	94608.54	94174.48	434.06
760.1111.0117.142.000.000	Unused Leave	4000.00		4000.00	0.00	4000.00
760.1111.0211.142.000.000	Employer Contribution, Tier I and Tier II	49316.27	10141.21	39175.06	28620.01	10555.05
760.1111.0213.142.000.000	PERS UAL Contribution	27001.15	4737.53	22263.62	14212.62	8051.00
760.1111.0220.142.000.000	Social Security Administration	25149.56	6286.93	18862.63	17952.03	910.60
760.1111.0231.142.000.000	Workers' Compensation	300.00	60.05	239.95	112.91	127.04
760.1111.0240.142.000.000	Contractual Employee Benefits	50000.00	12337.38	37662.62	37415.34	247.28
760.1111.0310.142.000.000	PRIMARY INSTRUCTION/SERVICES	0.00		0.00	0.00	0.00
760.1111.0311.142.000.000	Instruction Services - Substitutes	3000.00	2185.69	814.31	0.00	814.31
760.1111.0312.142.000.000	Instructional Programs Improvement Services - Subs	2000.00	207.06	1792.94	0.00	1792.94
760.1111.0410.142.000.000	Consumable Supplies and Materials	2000.00	886.99	1113.01	0.00	1113.01
760.1111.0640.142.000.000	Dues and Fees (Robotics and Art)	1000.00	396.70	603.30	0.00	603.30
760.1121.0111.142.050.000	Licensed Salaries	126687.89	31590.73	95097.16	94382.16	715.00
760.1121.0121.142.050.000	Classified Salaries	14023.06	3505.77	10517.29	10517.29	0.00
760.1121.0211.142.000.000	Employer Contribution, Tier I and Tier II	22000.00	4765.04	17234.96	14295.15	2939.81
760.1121.0213.142.000.000	PERS UAL Contribution	12000.00	2367.07	9632.93	7101.18	2531.75
760.1121.0220.142.050.000	Social Security Administration	10650.00	2661.07	7988.93	7975.09	13.84
760.1121.0231.142.050.000	Workers' Compensation	500.00	19.58	480.42	39.34	441.08

19-20 CRS - SSF Budget - Final  
11/27/2019

Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
760.1121.0240.142.050.000	Contractual Employee Benefits	18633.00	4658.13	13974.87	13974.39	0.48
760.2210.0410.142.000.000	Consumable Supplies and Materials	0.00	26.95	-26.95	0.00	-26.95
760.1291.0130.142.280.000	Additional Salary	1000.00		1000.00	0.00	1000.00
760.1291.0211.142.280.000	ESL PROGRAM/DISTRICT PERS	140.00		140.00	0.00	140.00
760.1291.0212.142.280.000	ESL PROGRAM/PERS PICKUP	75.00		75.00	0.00	75.00
760.1291.0213.142.280.000	ESL PROGRAM/PERS UAL	80.00		80.00	0.00	80.00
760.1291.0220.142.280.000	ESL PROGRAM/SOCIAL SECURITY	80.00		80.00	0.00	80.00
760.1291.0231.142.280.000	ESL PROGRAM/WORKERS COMP	10.00		10.00	0.00	10.00
760.2240.0132.142.000.000	Extra Duty - Classified	100.00	96.72	3.28	0.00	3.28
760.2240.0211.142.280.000	DISTRICT PERS	140.00	15.24	124.76	0.00	124.76
760.2240.0213.142.280.000	PERS UAL	80.00	7.74	72.26	0.00	72.26
760.2240.0220.142.280.000	SOCIAL SECURITY	80.00	7.28	72.72	0.00	72.72
760.2240.0231.142.280.000	WORKERS COMP	10.00	0.11	9.89	0.00	9.89
760.2310.0650.142.000.000	Dues and Fees - Workers Comp	2850.00	3275.91	-425.91	0.00	-425.91
760.2310.0650.142.000.000	Insurance and Judgments	5500.00	5204.00	296.00	0.00	296.00
760.2310.0670.142.000.000	Taxes and Licenses	300.00		300.00	0.00	300.00
760.2490.0112.142.000.000	Classified Salaries	22707.00	7569.00	15138.00	15138.00	0.00
760.2490.0113.142.000.000	Administrators	73885.00	24648.82	49236.18	49256.68	-20.50
760.2490.0211.142.000.000	Employer Contribution, Tier I and Tier II	15488.00	5074.30	10413.70	10148.64	265.06
760.2490.0213.142.000.000	PERS UAL Contribution	8400.00	2575.80	5824.20	5151.60	672.60
760.2490.0220.142.000.000	Social Security Administration	8000.00	2445.09	5554.91	4865.04	689.87
760.2490.0231.142.000.000	Workers' Compensation	50.00	12.62	37.38	23.02	14.36
760.2490.0240.142.000.000	Contractual Employee Benefits	11050.00	3780.13	7269.87	7232.16	37.71
760.2490.0310.142.000.000	Instructional, Professional and Technical Services	2000.00		2000.00	153.19	1846.81
760.2490.0312.142.000.000	Instructional Programs Improvement Services	1000.00	481.89	518.11	0.00	518.11
760.2490.0350.142.000.000	Communication	200.00		200.00	200.00	0.00
760.2490.0410.142.000.000	Consumable Supplies and Materials	2200.00	388.40	1811.60	1327.46	484.14
760.2490.0640.142.000.000	Dues and Fees / OSBA policy charge /Bookkeeper/	6500.00	4748.60	1751.40	1511.88	239.52

19-20 CRS - SSF Budget - Final  
11/27/2019

Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
760.2520.0380.142.000.000	Non-instructional Professional and Technical Servi	2500.00	225.00	2275.00	2275.00	0.00
760.2540.0320.142.000.000	Property Services	500.00		500.00	0.00	500.00
760.2540.0324.142.000.000	Rentals	47000.00	18849.43	28150.57	26150.57	2000.00
760.2550.0330.142.000.000	Student Transportation Services	1000.00	211.96	788.04		788.04
760.3100.0112.142.000.000	Classified Salaries	10500.00	2577.82	7922.18	7790.76	131.42
760.3100.0132.142.000.000	Extra Duty - Classified	105.00	50.92	54.08	0.00	54.08
760.3100.0220.142.000.000	Social Security Administration	800.00	201.10	598.90	595.98	2.92
760.3100.0231.142.000.000	Workers' Compensation	15.88	3.42	12.46	6.38	6.08
760.3100.0389.142.000.000	Non-instructional Professional and Technical Servi	200.00	192.69	7.31	0.00	7.31
760.3100.0450.142.000.000	Food	0.00	0.00	0.00	0.00	0.00
760.3100.0640.142.000.000	Dues and Fees	500.00	368.00	132.00	0.00	132.00
760.6110.0810.142.000.000	Planned Reserve	12000.00	0.00	12000.00	0.00	12000.00
760.7000.0820.142.000.000	Reserved for Next Year	88525.00	88525.00	0.00	0.00	0.00
		\$1,022,858.35	\$341,664.08	\$681,194.27	\$616,859.43	\$64,334.84

	Budget	YTD Transactions
<b>Revenue</b>	\$1,022,858.35	\$520,481.62
<b>Expenditures</b>	\$1,022,858.35	\$341,664.08
<b>Balance</b>	\$0.00	\$178,817.54

Reserve Designations	18-19 actual	19-20 Budgeted
<b>Assigned</b>		
Total in SSF Reserve	\$80,005	\$88,525
<b>Assigned</b>		
Reserve - roll over - Fundraising group	\$20,939	\$40,000
<b>Restricted</b>		
Reserve - Restricted Donor funds - facility	\$4,313	\$4,313
<b>Restricted</b>		
Reserve - CRS Longevity Fund	\$29,692	\$29,692
<b>Total Reserves</b>	<b>\$134,949</b>	<b>\$162,530</b>



## **Board/Financial Calendar**

### **August**

- 1st - Certificates of insurance review
- 15th - 16.67% of SSF
- Financial Audit
- Annual inventory review

### **September**

- 15th - 8.33% of SSF
- End of fiscal year financial statements created

### **October**

- 15th - 8.33% of SSF
- Annual report is due to SFSD and copy to ODE (Oct 31<sup>st</sup>)

### **November**

- 15th - 8.33% of SSF
- OSBA conference

### **December**

- 15th - 8.33% of SSF

### **January**

- 15th - 8.33% of SSF
- Lease review
- Finance Committee Five-year budget review

### **February**

- First review of 5-year budget
- 15th - 8.33% of SSF
- Prepare for elections

### **March**

- Conduct community survey
- Administrator self-evaluation
- CRS Board approves budget for next year and 5-year budget
- 15th - 8.33% of SSF

### **April**

- Administrator submit annual review portfolio
- Essential Elements Rubric
- DERS
- Teacher/Admin contracts
- 1st - CRS budget due to SFSD
- 15th - 8.33% of SSF

### **May**

- Goal setting
- 15th - Balance of SSF
- Begin Communications with Auditor- Provide SFSD copies of all letters from its auditors to the Community Roots Board

### **June**

- Insurance/coverage amounts review
- Elections/Annual meeting (end of May, beginning of June)