



The Community Roots School Board Meeting
Tuesday, February 4, 2020 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 December Meeting Minutes
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)**
 - 1st reading 5 year budget-Jason Wagoner
 - Discussion
 - Contract Renewal (hearing Feb 24th)-Dan Kaplan
 - Discussion
 - Student Investment Act (SIA)-Miranda Pickner
 - Discussion
 - Update on Lease-Astrid Potter
 - Discussion
 - Process/Timing of Executive Appraisal-Jennifer/Seth
 - Discussion
 - Policy Updates 1st reading- Miranda/Katy
 - Discussion

(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 February 2020 Board Meeting Administrator Report

1. Enrollment

- a. Current 126 - enrolled 3 new students
 - i. Looking to enroll 2 more students

2. District Communication

- a. Intent to renew was emailed to SFSD on January 1st and renewal application binder given the district on
 - i. Hearing to occur at SFSD work session on February 24th
- b. Presenting Annual Report to SFSD board in December
 - i. Our presentation was canceled due to board agenda too full
 - ii. Turned in annual report to SFSD electronically and paper copies given to district office for SFSD board members
- c. CRS will have MOU with SFSD to access SIA funds.
 - i. Meeting with Paul Peterson, Jennifer Hannan, Kathy Frank and Miranda Pickner will occur soon
- d. Dana Peterson, SPED director, will meet with Miranda Pickner and NCMPS consultant Seth Webb to explore SPED partnerships with the Montessori pedagogy

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. January 31st In-Service
 - i. Deep dive into STAR math assessments and plans for instruction
 - ii. Discipline Review
 - 1. Data and consistency of practice
 - 2. Staff to look at bringing forms to Transparent Classroom for data collection
- d. Lesson Study has begun with Christen Kelly – Montessori coach
- e. 6+1 Traits of Writing PD in January/February
- f. Miranda observed each classroom the first couple week of January to observe lesson presentation and follow-up work documented.
- g. NCMPS –
 - i. Seth supporting Leadership team with Strategic Planning on November 11th
 - 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 March 1st – 3rd
- h. 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. Anonymous Donor donated \$4000 to CRS for our playground
- b. 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
- c. Looking for parent volunteer to support our monthly Finance meetings
 - i. Parent Troy Barney will be joining
- d. SIA funds/budget to be looked at in January and February
 - i. New position created at CRS to support Student Needs
- e. Work load for admin is great and need to request ODE grant reimbursement in December
- f. Did not have finance meeting in January
- g. ReCharge Café money box was stolen from the classroom over the Winter break. Police report has been filed.

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 was analyzed by Leadership team and facilitated by Christine Moses for incorporation into our strategic plan
 - ii. Needs assessment for SIA funds
- b. Debbie Stratton will be Volunteer Coordinator – supporting families
 - i. 30 hours of volunteering by each family being supported by new staff member at CRS
- c. 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
 - i. SFC has requested space usage for next lease

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. **Seth to support CRS board on Tuesday, March 3rd with executive appraisal process.**
- b. Looking into new staffing options for 20-21 school year
- c. Jennifer Wiese will be hired as full-time as of February 3rd.
- d. Tyler Miller our band teacher will now be providing music instruction for the K-6 grade students starting the week of January 21st.

	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
SIA Funds						\$90,880		\$92,300		\$93,720
Paddle Up										
Birds from Auction										
Donor Funds		\$12,000		\$12,000		\$12,000				
Grants (Okotberfest, Lego, Judy's, misc.)										
School Related						\$7,000		\$7,000		\$7,000
Supply Fees - \$50 - \$75 in 19-20		\$7,680		\$7,560		\$8,100		\$8,100		\$8,100
ADM (\$6707 in 2019-2020)		\$834,636		\$892,031		\$958,500		\$965,600		\$972,700
Total Revenue		\$884,444		\$941,717		\$1,106,480		\$1,103,135		\$1,111,655

Expenses										
Personnel										
<u>Certified</u>	7		8.25		8.5	.5 Intervention	8.5	.5 Intervention	8.5	.5 Intervention
Salaries - 1% COLA		295,000		350,000		370,000		373,700		377,437
ESL, Lego, 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
Lunch Provider Wages										
Total Wages		\$456,500		\$459,680		\$481,804		\$487,670		\$493,616
Benefits - full medical/health coverage		79,600		70,000		80,000		80,000		80,000
FICA/Medicare (7.65%)		34,922		35,166		36,858		37,307		37,762
Workers' Comp/Unemployment (.55%)		2,511		2,528		2,650		2,682		2,715
PERS - Employer (11.75%) 211		38,000	14.75%	63,500	14.75%	71,066	14.75%	71,931	14.75%	72,808
PERS - Employer (8%) 213		30,000		35,000		38,544		39,014		39,489
End of year payout of leave						5,000		5,000		5,000
Substitutes - Teacher		\$15,000		\$6,000		\$7,000		\$7,000		\$7,000
Substitutes - Assistants		\$4,000		\$3,000		\$4,000		\$4,000		\$4,000
Total Teachers Expenses		660,533		674,874		726,922		734,603		742,390
<u>Administrator & Office Manager</u>	1		2.22		3.25		3.25		3.25	
Admin		70,791		72,500		73,000		74,000		75,000
Pedagogical Director - SIA funds						60,000		61,000		62,000
Secretary			\$14.00	\$7,896	\$14.00	\$0	\$14.42	\$0	\$14.85	\$0
Office Mangage	\$14.98	\$20,218	\$16.41	\$22,154	\$18.40	\$30,176	\$18.95	\$30,323	\$19.52	\$31,233
Total Office Personnel Wages		\$91,009		\$102,549.50		\$163,176.00		\$165,323.20		\$168,232.90
Benefits		12,831		11,000		35,000		35,000		35,000
FICA/Medicare (7.65%)		\$6,962		\$7,845		\$12,483		\$12,647		\$12,870
Workers' Comp/Unemployment (.55%)		501		564		897		909		925
PERS - Employer (11.75%) 211		10,694	14.75%	15,126	14.75%	24,068	14.75%	24,385	14.75%	24,814
PERS - Employer (8%) 213		7,281		8,204		13,054		13,226		13,459
Bookkeeper		\$2,000		\$2,000		\$2,000		\$2,000		\$2,000
Substitutes		700		700		1,500		1,500		1,500
Total Office Personnel Expenses		\$131,977		\$147,989		\$252,179		\$254,991		\$258,801
Subtotal Personnel		792,510		822,862		979,101		989,594		1,001,191

Staff Development					
Staff/Curriculum Development	\$2,000	\$0	\$0	\$6,000	\$6,000
Subtotal Staff Development	\$2,000	\$0	\$0	\$6,000	\$6,000
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					
Grants					
Donor Supplies for Teachers	\$12,000	\$12,000	\$12,000		
Teacher Supplies	\$6,000	\$2,000	\$7,000	\$7,000	\$7,000
Intervention Programs/assessment	\$2,000	\$2,000	\$5,000	\$5,000	\$5,000
Subtotal Supplies & Equipment	\$20,000	\$16,000	\$24,000	\$12,000	\$12,000
Administration Costs					
Printing/Copies/Office Supplies	\$2,534	\$2,179	\$5,000	\$5,000	\$5,000
Misc. Office			\$4,000	\$4,000	\$4,000
December staff gear			\$1,000	\$1,000	\$1,000
Transportation	\$600	\$1,000	\$1,000	\$1,000	\$1,000
Subtotal Administration Costs	\$3,134	\$3,179	\$11,000	\$11,000	\$11,000
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	\$11,771	\$13,831	\$13,789	\$13,896
Reserve Fund .6%	\$0	\$5,650	\$6,639	\$0	\$0
Total Expenses	\$884,444	\$928,963	\$1,104,071	\$1,101,883	\$1,113,587
Revenue less Expenses	\$0	\$12,754	\$2,409	\$1,252	-\$1,932

19-20 CRS - SSF Budget
1/22/2020

Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
<u>Revenue</u>						
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	38618.00	0.00	38618.00	0.00	38618.00
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	513889.39	378141.61	0.00	378141.61
760.0000.5400.142.000.000	BEGINNING FUND BALANCE	80005.00	80005.00	0.00	0.00	0.00
	<u>Total Revenue</u>	<u>1031476.35</u>	<u>593894.39</u>	<u>437581.96</u>	<u>0.00</u>	<u>437581.96</u>
<u>Expenditures</u>						
760.1111.0111.142.000.000	Licensed Salaries (215000.00	70066.10	144933.90	128232.07	16701.83
760.1111.0112.142.000.000	Classified Salaries	126000.00	44519.04	81480.96	70041.98	11438.98
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	39316.27	14068.46	25247.81	23285.00	1962.81
760.1111.0213.142.000.000	PERS UAL Contribution	20001.15	6529.81	13471.34	11539.92	1931.42
760.1111.0220.142.000.000	Social Security Administration	25149.56	8649.16	16500.40	14911.76	1588.64
760.1111.0231.142.000.000	Workers' Compensation	300.00	74.34	225.66	82.12	143.54
760.1111.0240.142.000.000	Contractual Employee Benefits	51286.00	17010.52	34275.48	34275.36	0.12
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	2480.08	519.92	0.00	519.92
760.1111.0312.142.000.000	Instructional Programs Improvement Services - Subs	2000.00	797.99	1202.01	0.00	1202.01
760.1111.0410.142.000.000	Consumable Supplies and Materials	14618.00	4949.35	9668.65	4581.56	5087.09
760.1111.0640.142.000.000	Dues and Fees (Robotics and Art)	2500.00	1744.98	755.02	0.00	755.02
760.1121.0111.142.050.000	Licensed Salaries	126687.89	42135.32	84552.57	83895.00	657.57
760.1121.0121.142.050.000	Classified Salaries	14023.06	4674.36	9348.70	9348.70	0.00
760.1121.0211.142.000.000	Employer Contribution, Tier I and Tier II	20000.00	6353.39	13646.61	12706.80	939.81
760.1121.0213.142.000.000	PERS UAL Contribution	10000.00	3156.09	6843.91	6312.16	531.75
760.1121.0220.142.050.000	Social Security Administration	10650.00	3552.16	7097.84	7088.97	8.87
760.1121.0231.142.050.000	Workers' Compensation	500.00	24.37	475.63	31.72	443.91

19-20 CRS - SSF Budget
1/22/2020

Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
760.1121.0240.142.050.000	Contractual Employee Benefits	19027.00	6318.42	12708.58	12708.56	0.02
760.1122.0124.142.250.000	Temporary Classified - Lego Robotics	1000.00	953.16	46.84	0.00	46.84
760.1122.0124.220.250.000	Social Security Administration	75.00	72.92	2.08	0.00	2.08
760.1122.0124.231.250.000	WORKERS COMP	1.00	0.47	0.53	0.00	0.53
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	4000.00	3638.91	361.09	0.00	361.09
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	25707.00	9461.25	16245.75	13245.75	3000.00
760.2490.0113.142.000.000	Administrators	73885.00	30805.90	43079.10	43099.60	-20.50
760.2490.0211.142.000.000	Employer Contribution, Tier I and Tier II	15488.00	6342.87	9145.13	8880.06	265.07
760.2490.0213.142.000.000	PERS UAL Contribution	8000.00	3219.75	4780.25	4507.65	272.60
760.2490.0220.142.000.000	Social Security Administration	8000.00	3054.61	4945.39	4865.04	80.35
760.2490.0231.142.000.000	Workers' Compensation	50.00	15.32	34.68	18.67	16.01
760.2490.0240.142.000.000	Contractual Employee Benefits	19500.00	4684.15	14815.85	6328.14	8487.71
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	1002.94	-2.94	0.00	-2.94
760.2490.0350.142.000.000	Communication	200.00		200.00	200.00	0.00

19-20 CRS - SSF Budget
1/22/2020

Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
760.2490.0410.142.000.000	Consumable Supplies and Materials	2200.00	643.83	1556.17	1327.46	228.71
760.2490.0640.142.000.000	Dues and Fees / OSBA policy charge /Bookkeeper/	6500.00	5427.82	1072.18	832.66	239.52
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	22728.54	24271.46	22271.46	2000.00
760.2550.0330.142.000.000	Student Transportation Services	1000.00	402.21	597.79		597.79
760.3100.0112.142.000.000	Classified Salaries	10500.00	3341.62	7158.38	6925.12	233.26
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	259.54	540.46	529.76	10.70
760.3100.0231.142.000.000	Workers' Compensation	15.88	4.09	11.79	5.15	6.64
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	0.00	0.00	0.00	0.00	0.00
760.7000.0820.142.000.000	Reserved for Next Year	88525.00	88525.00	0.00	0.00	0.00
		\$1,030,905.81	\$427,883.49	\$603,022.32	\$534,506.39	\$68,515.92

	Budget	YTD Transactions
Revenue	\$1,031,476.35	\$593,894.39
Expenditures	\$1,030,905.81	\$427,883.49
Balance	\$570.54	\$166,010.90

Reserve Designations		18-19 actual	19-20 Budgeted
Assigned	Total in SSF Reserve	\$80,005	\$88,525
Assigned	Reserve - roll over - Fundraising group	\$20,939	\$40,000
	Play ground Donation		\$4,000
Restricted	Reserve - Restricted Donor funds - facility	\$4,313	\$4,313
Restricted	Reserve - CRS Longevity Fund	\$29,692	\$29,692
Total Reserves		\$134,949	\$166,530

Board Meeting: February 2020

Presenter(s): Miranda Pickner

Type of Board Topic: 1st Reading of Policies

Topic: Policy Review Process

Background:

Katy Combest and Miranda will review the proposed OSBA policies and make recommendations for the CRS board. Katy has created a system for review that will hopefully streamline the review process.

Policy Review Key:

- All OSBA recommended additions and deletions were adopted with no marking.
 - See original policy template from OSBA for all markup. (Miranda to provide paper copies of the originals at the February board meeting for review)
- When OSBA recommended more than one option, it is highlighted in gray. In most of these cases an option was selected but the text is still highlighted in gray to indicate that a choice was made.
 - There are a few instances when a choice was not recommended and the Board will need to make a selection.
- Text that is light gray and highlighted in yellow indicates an area that cannot be finalized at this time.
 - February 2020 review: there are two areas that need to be finalized with input from the district.



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 31st)

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)