



The Community Roots School Board Meeting
Tuesday, May 5, 2020 6:30 p.m.
229 Eureka Ave. Silverton

Agenda

1. Call meeting to order – Dan
2. Reading of Community Roots School Mission Statement – Jason
Rooted in our local community, we learn in an authentic Montessori environment, growing as conscientious and joyful learners, inspired to lead in the world community.
3. Consent Agenda
 - Approve April 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)**
 - 20-21 Calendar-Miranda
 - Discussion
 - Action Miranda
 - Summer Board Meetings –Miranda
 - Discussion
 - Board Ballots/Elections – Jen D.
 - Discussion
 - Teacher Contracts - Miranda
 - Discussion
 - 19-20 fiscal year & 20-21 Fiscal Year – Jason & Miranda
 - Discussion
 - HR – Admin Hiring update – Astrid
 - 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 Board Meeting
April 7, 2020
DRAFT Minutes

Board members present: Rhonda, Jen, Dan, Astrid, Jason

Staff present: Miranda, Debbie, Susan, Christine

Visitors: Nicole, Jaqueline and Jared

1. Consent agenda: Jason moves to approve, Jen seconds. **Unanimously approved.**
2. Administrator report: Lottery will be held online. Expecting for a full roster next year. No update on the contract-no information from Paul. Teacher contracts in May. 2% COLA and step increase.
3. Fundraising: No garage sale so there will likely not be a reserve.
4. Budget: ODE will calculate ADM based on the December numbers but it looks CRS December ADM was lower than other months. This will be reconciled next year. If 3 kids, that is a \$20,000 difference. Meeting on April 8th to find out more information. There are some savings for substitutes, consumables, janitorial and potentially utilities if that can be negotiated with the church. Grant work continues.
5. Distance Learning Plan: PPT presentation - Reached 100% of families. Survey and then teachers worked a contact list. Christine and Susan are leading the teacher led instruction. Designing a CRS website. Google sites page for each classroom. Google classroom will also be used as a tool, two way communication with teachers. There has not been clear guidance on how to monitor guidance. Each child will need to have their own computer. Not easily able to use tools used by virtual schools as they typically have a paid LMS platform. There will be some materials needed but they have to be cognizant of being equitable. Considering that the children are at varying levels of independence. Moving forward with a sense of normalcy and a sense of connection. Potential for reduced cost broadband Chromebooks will be handed out to families that need them.
6. Hiring: Two positions are out: curriculum director: four applicants. Postpones interview process until they are sure the funding is still a go. Excited about the applicant. Admin position posted on the Oregon education jobs posting site. COSA, OMA and Teach Montessori also. April 24th closes. Screening will be next. NCMPS has a great process which include observation. Need ways to assess finance and operational skill set
7. Elections: annual meeting will be combined with the June board meeting. Miranda will update the document with the new dates.

2020-2021 Admin/Office 205 day Calendar

The Community Roots School

Early Release every Monday

<u>August</u>		<u>September</u>		Class Days	No Student contact	Holidays	Contract Days											
3	4	5	6					7	1	2	3	4						
10	11	12	13	14	H	8	9	10	11									
17	18	19	20	21	*14	15	16	17	18									
24	25	26	27	28	*21	22	23	24	25									
31					*28	29	30											
Class Days					Class Days 17													
Other I-9					Other H-1 I-3													
TOTALS					17	12	1	30										
<u>October</u>		<u>November</u>		<u>December</u>														
	1	2	*2	3	4	5	6	1	2	3	4							
*5	6	7	8	I	*9	10	H	12	13	*7	8	9	10	11				
*12	13	14	15	16	*16	17	18	19	20	*14	15	16	17	18				
*19	20	21	22	23	23	24	25	26	27	21	22	23	24	25				
*27	28	29	30	31	*30					28	29	30	31					
Class Days 21					Class Days 15					Class Days 14								
Other I-1					Other H-1					Other								
PC-2, I-1					TOTALS					50	4	1	55					
<u>January</u>		<u>February</u>		<u>March</u>														
	1									*1	2	3	4	5				
*4	5	6	7	8	*1	2	3	4	5	*8	9	10	11	12				
*11	12	13	14	15	*8	9	10	11	12	15	16	17	18	19				
H	19	20	21	22	H	16	17	18	19	22	23	24	25	26				
*25	26	27	28	I	*22	23	24	25	26	*29	20	31						
Class Days 18					Class Days 19					Class Days 17								
Other H-1 I-1					Other H-1					PC-2								
TOTALS					TOTALS					53	3	2	58					
<u>April</u>		<u>May</u>		<u>June</u>														
	1	2	*3	4	5	6	7	1	2	3	4							
*5	6	7	8	9	*10	11	12	13	14	*7	8	9	10	11				
*12	13	14	15	16	*17	18	19	20	21	*14	15	16	17	I				
*19	20	21	22	23	*24	25	26	27	28	I	I	I	I	I				
*26	27	28	29	I	H					28	29	30						
Class Days 21					Class Days 20					Class Days 13								
Other I-1					Other H-1					Other I-6								
TOTALS					TOTALS					54	7	1	62					
2020-2021 TOTALS					2020-2021 TOTALS					175	26	5	205					

School starts Sept. 8 and ends June 17. Admin/Office contracts begin August 19th and end June 25th

- No Student Contact
- Parent Conferences
- Progress Reports Due
- I=Inservice, G=Grading
- Early Release**
- H** Holiday - Paid holiday
- *16** Progress Report prep
- Vacation

Nov. 25 -- 7:30 a.m. - 3:30 p.m. Grades/Conference Prep; -----3:30-7:30 p.m. Parent Conferences
 Nov. 26 -- 7:30 a.m. - 7:30 p.m. Parent Conferences

INCLEMENT WEATHER

1st snow day = no make-up
 2nd snow day = 3/15 conf. day changed to student contact day
 3rd snow day = 3/12 conf./prep day changed to student contact day
 4th snow day = 5/17, 4/26, 3/29 early releases omitted
 5 or more snow days = decision to made at that time

2020-2021 Teacher Calendar

The Community Roots School

Early Release every Monday

<u>August</u>		<u>September</u>		Class Days	No Student contact	Holidays	Contract Days											
3	4	5	6					7	1	2	3	4						
10	11	12	13	14	H	8	9	10	11									
17	18	19	20	21	*14	15	16	17	18									
24	25	26	27	28	*21	22	23	24	25									
31					*28	29	30											
Class Days	21				Class Days	17												
Other	I-1				Other	H-1												
TOTALS					17	4	1	22										
<u>October</u>		<u>November</u>		<u>December</u>		Class Days	No Student contact	Holidays	Contract Days									
1	2	*2	3	4	5					6	1	2	3	4				
*5	6	7	8	I	*9	10	H	12	13	*7	8	9	10	11				
*12	13	14	15	16	*16	17	18	19	20	*14	15	16	17	18				
*19	20	21	22	23	23	24	25	26	27	21	22	23	24	25				
*26	27	28	29	30	*30					28	29	30	31					
Class Days	21				Class Days	15				Class Days	14							
Other	I-1				Other	I-1 H-1				Other	H-1							
TOTALS					50	4	1	55										
<u>January</u>		<u>February</u>		<u>March</u>		Class Days	No Student contact	Holidays	Contract Days									
1		*1	2	3	4					5	*1	2	3	4	5			
*4	5	6	7	8	*1	2	3	4	5	*8	9	10	11	12				
*11	12	13	14	15	*8	9	10	11	12	15	16	17	18	19				
H	19	20	21	22	H	16	17	18	19	22	23	24	25	26				
*25	26	27	28	I	*22	23	24	25	26	*29	30	31						
Class Days	18				Class Days	19				Class Days	16							
Other	H-1 I-1				Other	H-1				Other	PC-2							
TOTALS					53	3	2	58										
<u>April</u>		<u>May</u>		<u>June</u>		Class Days	No Student contact	Holidays	Contract Days									
1	2	*3	4	5	6					7	1	2	3	4				
*5	6	7	8	9	*10	11	12	13	14	*7	8	9	10	11				
*12	13	14	15	16	*17	18	19	20	21	*14	15	16	17	18				
*19	20	21	22	23	*24	25	26	27	28	21	22	23	24	25				
*26	27	28	29	I	H					28	29	30						
Class Days	21				Class Days	20				Class Days	13							
Other	I-1				Other	H-1				Other	I-1							
TOTALS					54	2	1	57										
2020-2021 TOTALS					175	13	5	192										

School starts Sept. 8 and ends June 17. Teacher contracts begin August 28 and end June 18

No Student Contact	Parent Conferences	Progress Reports Due
I=Inservice, G=Grading		
Early Release	H Holiday - Paid holiday	Progress Report prep
Vacation		

NOTE: November 23rd and 24th make up 3 days= 2- 12 hr days
 Nov. 23 -- 7:30 a.m. - 3:30 p.m. Grades/Conference Prep; ----- 3:30-7:30 p.m. Parent Conferences
 Nov. 24 -- 7:30 a.m. - 7:30 p.m. Parent Conferences

INCLEMENT WEATHER
 1st snow day = no make-up
 2nd snow day = 3/15 conf. day changed to student contact day
 3rd snow day = 3/12 conf./prep day changed to student contact day
 4th snow day = 5/17, 4/26, 3/29 early releases omitted
 5 or more snow days = decision to made at that time

The Community Roots School Profit & Loss by Class July 2019 through April 2020

	Contribution	Amazon (Fundraising)	Auction (Fundraising)	Box Tops (Fundraising)	Wreath (Fundraising)
Ordinary Income/Expense					
Income					
2000 - Fundraising	0.00	618.20	57,644.31	32.90	4,213.92
2010 - School Related	0.00	0.00	0.00	0.00	0.00
2550 - Capital Campaign	4,000.00	0.00	0.00	0.00	0.00
520 - Grant	0.00	0.00	0.00	0.00	0.00
Total Income	<u>4,000.00</u>	<u>618.20</u>	<u>57,644.31</u>	<u>32.90</u>	<u>4,213.92</u>
Gross Profit	4,000.00	618.20	57,644.31	32.90	4,213.92
Expense					
380 - Professional Services	0.00	0.00	901.00	0.00	0.00
410 - Consumable Supplies & Materials	0.00	0.00	1,861.79	0.00	2,011.10
640 - Dues & Fees	0.00	0.00	6,262.65	0.00	0.00
Total Expense	<u>0.00</u>	<u>0.00</u>	<u>9,025.44</u>	<u>0.00</u>	<u>2,011.10</u>
Net Ordinary Income	4,000.00	618.20	48,618.87	32.90	2,202.82
Net Income	<u><u>4,000.00</u></u>	<u><u>618.20</u></u>	<u><u>48,618.87</u></u>	<u><u>32.90</u></u>	<u><u>2,202.82</u></u>

The Community Roots School
Profit & Loss by Class
 July 2019 through April 2020

	<u>Total Fundraising</u>	<u>Grant</u>	<u>School Related</u>	<u>Unclassified</u>	<u>TOTAL</u>
Ordinary Income/Expense					
Income					
2000 - Fundraising	62,509.33	0.00	0.00	0.00	62,509.33
2010 - School Related	0.00	0.00	8,804.07	0.00	8,804.07
2550 - Capital Campaign	0.00	0.00	0.00	0.00	4,000.00
520 - Grant	0.00	115,793.99	0.00	0.00	115,793.99
Total Income	<u>62,509.33</u>	<u>115,793.99</u>	<u>8,804.07</u>	<u>0.00</u>	<u>191,107.39</u>
Gross Profit	62,509.33	115,793.99	8,804.07	0.00	191,107.39
Expense					
380 - Professional Services	901.00	0.00	0.00	0.00	901.00
410 - Consumable Supplies & Materials	3,872.89	0.00	1,942.85	0.00	5,815.74
640 - Dues & Fees	6,262.65	115,493.99	1,739.53	0.00	123,496.17
Total Expense	<u>11,036.54</u>	<u>115,493.99</u>	<u>3,682.38</u>	<u>0.00</u>	<u>130,212.91</u>
Net Ordinary Income	<u>51,472.79</u>	<u>300.00</u>	<u>5,121.69</u>	<u>0.00</u>	<u>60,894.48</u>
Net Income	<u><u>51,472.79</u></u>	<u><u>300.00</u></u>	<u><u>5,121.69</u></u>	<u><u>0.00</u></u>	<u><u>60,894.48</u></u>

19-20 CRS - SSF Budget
4/30/2020

Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
<u>Revenue</u>						
760.0000.1600.142.000.000	Food Service	11980.00	0.00	11980.00	0.00	11980.00
	Dyslexia Grant - 1902.35 (posted July 1, 2019)	1902.35	1902.35	0.00	0.00	0.00
760.0000.1760.142.000.000	Fund Raising	41705.00	0.00	41705.00	0.00	41705.00
760.0000.1990.142.000.000	Miscellaneous - School Related	5000.00	0.00	5000.00	0.00	5000.00
760.0000.3101.142.000.000	State School Fund—General Support (131.82) \$6719	885198.00	660714.93	224483.07	0.00	224483.07
760.0000.5400.142.000.000	BEGINNING FUND BALANCE	80005.00	80005.00	0.00	0.00	0.00
	<u>Total Revenue</u>	<u>1025790.35</u>	<u>742622.28</u>	<u>283168.07</u>	<u>0.00</u>	<u>283168.07</u>
<u>Expenditures</u>						
760.1111.0111.142.000.000	Licensed Salaries	215000.00	144232.55	70767.45	64116.03	6651.42
760.1111.0112.142.000.000	Classified Salaries	123310.00	83288.56	40021.44	40019.11	2.33
760.1111.0117.142.000.000	Unused Leave	3000.00		3000.00	3000.00	0.00
760.1111.0211.142.000.000	Employer Contribution, Tier I and Tier II	48738.15	32838.04	15900.11	15900.11	0.00
760.1111.0213.142.000.000	PERS UAL Contribution	22700.00	15017.27	7682.73	7683.13	-0.40
760.1111.0220.142.000.000	Social Security Administration	24916.00	17156.00	7760.00	7838.24	-78.24
760.1111.0231.142.000.000	Workers' Compensation	175.00	141.57	33.43	25.70	7.73
760.1111.0240.142.000.000	Contractual Employee Benefits	51286.00	34148.20	17137.80	17137.68	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	10207.00	10206.10	0.90	0.00	0.90
760.1111.0312.142.000.000	Instructional Programs Improvement Services - Subs	1938.00	1937.00	1.00	0.00	1.00
760.1111.0410.142.000.000	Consumable Supplies and Materials	14000.00	13756.36	243.64	231.12	12.52
760.1111.0640.142.000.000	Dues and Fees (Robotics and Art)	3000.00	2931.63	68.37	0.00	68.37
760.1121.0111.142.050.000	Licensed Salaries	126383.00	84434.78	41948.22	41947.61	0.61
760.1121.0121.142.050.000	Classified Salaries	14024.00	9348.72	4675.28	4674.34	0.94
760.1121.0211.142.000.000	Employer Contribution, Tier I and Tier II	21000.00	13487.62	7512.38	7483.56	28.82
760.1121.0213.142.000.000	PERS UAL Contribution	10264.00	6649.95	3614.05	3613.20	0.85
760.1121.0220.142.050.000	Social Security Administration	10662.59	7118.10	3544.49	3544.49	0.00
760.1121.0231.142.050.000	Workers' Compensation	56.00	47.05	8.95	8.94	0.01

19-20 CRS - SSF Budget
4/30/2020

Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
760.1121.0240.142.050.000	Contractual Employee Benefits	19027.00	12672.70	6354.30	6354.28	0.02
760.1122.0124.142.250.000	Temporary Classified - Lego Robotics	955.00	953.16	1.84	0.00	1.84
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	27.00	26.95	0.05	0.00	0.05
760.2240.0132.142.000.000	Extra Duty - Classified	130.00	129.14	0.86	0.00	0.86
760.2240.0211.142.280.000	DISTRICT PERS	25.00	20.35	4.65	0.00	4.65
760.2240.0213.142.280.000	PERS UAL	15.00	10.33	4.67	0.00	4.67
760.2240.0220.142.280.000	SOCIAL SECURITY	15.00	9.69	5.31	0.00	5.31
760.2310.0350.142.000.000	WORKERS COMP	1.00	0.14	0.86	0.00	0.86
	Communication	400.00	395.64	4.36	0.00	4.36
760.2310.0381.142.000.000	Audit Services	250.00	250.00	0.00	0.00	0.00
760.2310.0382.142.000.000	Legal Services	240.00	237.50	2.50	0.00	2.50
760.2310.0640.142.000.000	Dues and Fees - Workers Comp - Audit	10430.00	10429.90	0.10	0.00	0.10
760.2310.0650.142.000.000	Insurance and Judgments	5205.00	5204.00	1.00	0.00	1.00
760.2310.0670.142.000.000	Taxes and Licenses - tax prep	1460.00	1457.00	3.00	0.00	3.00
760.2490.0112.142.000.000	Classified Salaries	24850.00	18094.71	6755.29	6741.19	14.10
760.2490.0113.142.000.000	Administrators	73906.00	55434.22	18471.78	18471.28	0.50
760.2490.0211.142.000.000	Employer Contribution, Tier I and Tier II	15559.00	11584.93	3974.07	3973.50	0.57
760.2490.0213.142.000.000	PERS UAL Contribution	7900.00	5838.68	2061.32	1953.97	107.35
760.2490.0220.142.000.000	Social Security Administration	7480.00	5570.82	1909.18	1905.81	3.37
760.2490.0231.142.000.000	Workers' Compensation	36.00	28.91	7.09	6.34	0.75
760.2490.0240.142.000.000	Contractual Employee Benefits	18000.00	11072.81	6927.19	6870.93	56.26
760.2490.0312.142.000.000	Instructional Programs Improvement Services	1003.00	1002.94	0.06	0.00	0.06
760.2490.0350.142.000.000	Communication	200.00	0.00	200.00	200.00	0.00

19-20 CRS - SSF Budget
4/30/2020

Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
760.2490.0410.142.000.000	Consumable Supplies and Materials	1600.00	1069.21	530.79	500.21	30.58
760.2490.0640.142.000.000	Dues and Fees / OSBA policy charge /Bookkeeper/	6500.00	6201.65	298.35	388.83	-90.48
760.2520.0380.142.000.000	Non-instructional Professional and Technical Servi	225.00	225.00	0.00	0.00	0.00
760.2540.0320.142.000.000	Property Services	0.00		0.00	0.00	0.00
760.2540.0324.142.000.000	Rentals	45000.00	39538.74	5461.26	5461.26	0.00
760.2550.0330.142.000.000	Student Transportation Services	1000.00	839.25	160.75	0.00	160.75
760.3100.0112.142.000.000	Classified Salaries	10200.00	6724.62	3475.38	3462.56	12.82
760.3100.0132.142.000.000	Extra Duty - Classified	105.00	57.29	47.71	0.00	47.71
760.3100.0211.142.000.000	Employer Contribution, Tier I and Tier II	200.00	273.86	-73.86	545.68	-619.54
760.3100.0213.142.000.000	PERS UAL Contribution	100.00	134.67	-34.67	268.36	-303.03
760.3100.0220.142.000.000	Social Security Administration	785.00	518.81	266.19	264.88	1.31
760.3100.0231.142.000.000	Workers' Compensation	15.88	7.71	8.17	1.45	6.72
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	375.00	368.00	7.00	0.00	7.00
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	83000.00	83000.00	0.00	0.00	0.00
		\$1,037,155.62	\$756,388.91	\$280,766.71	\$274,593.79	\$6,172.92

Budget YTD Transactions

Revenue	\$1,025,790.35	\$742,622.28
Expenditures	\$1,037,155.62	\$756,388.91
Balance	(\$11,365.27)	(\$13,766.63)

Reserve Designations		18-19 actual	19-20 Budgeted
Assigned	Total in SSF Reserve	\$80,005	\$83,000
Assigned	Reserve - roll over - Fundraising group	\$20,939	\$31,000
	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	\$152,005

<u>CRS Teachers 7-FTE</u>	
Salary - 0%COLA - no steps	\$318,191
FICA/Medicare (7.65%)	\$24,342
PERS (26%)	\$82,730
Workers' Compensation (.5%)	\$1,591
Total 20-21 Salaries with 2% COLA	\$426,853
	Baseline

<u>CRS Teachers 7-FTE</u>	
Salary - --0% COLA + Steps	\$325,218
FICA/Medicare (7.65%)	\$24,879
PERS (26%)	\$84,557
Workers' Compensation (.5%)	\$1,626
Total 20-21 Salaries with 0% COLA + Steps	\$436,280
	\$9,427

<u>CRS Teachers 7FTE</u>	
Salary - --2% COLA - no steps	\$324,555
FICA/Medicare (7.65%)	\$24,828
PERS (26%)	\$84,384
Workers' Compensation (.5%)	\$1,623
Total 20-21 Salaries with 0% COLA + 0 Steps	\$435,391
	\$8,537

<u>CRS Teachers 7FTE</u>	
Salary - --2% COLA + Step	\$331,721
FICA/Medicare (7.65%)	\$25,377
PERS (26%)	\$86,247
Workers' Compensation (.5%)	\$1,659
Total 20-21 Salaries with 0% COLA + 0 Steps	\$445,004
	\$18,150

19-20 Furlough /day	
<u>All CRS Employees</u>	
Daily Wages	\$3,050
FICA/Medicare (7.65%)	\$233
PERS (26%)	\$793
Workers' Compensation (.5%)	\$15
Total 20-21 Salaries with 0% COLA + 0 Steps	\$4,092
\$4092 per day	