



The Community Roots School Board Meeting
Tuesday, June 2, 2020 6:30 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 May Meeting Minutes
 - Guide Contracts
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)**
 - Budget-Miranda
 - Discussion
 - Action Miranda
 - Policy review-Katy and Miranda
 - Discussion – first reading
 - 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. (Administrator evaluation)
 - Administrator contract –Miranda
 - 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
May 5, 2020
DRAFT Minutes

Board members present: Jen, Dan, Astrid, Jason

Staff present: Miranda, Ginnie, Bridgett, Alyssa

Visitor: Jaqueline

Request to add the following topics to the agenda:

- Charter contract renewal
- Lease

1. Consent agenda: Astrid moves to approve, Jason seconds. **Unanimously approved.**
2. Audience: Ginnie (guide in the Raven classroom), guides are drafting a cover letter to send with progress reports. Doing their best to keep communication open. Bridgett, a student lost a parent and the community is working out how to support with social distancing. Bridgett asked the children to share personal narratives, brainstorming events that have happened since COVID and explain the emotions may have come up. Shared a poignant story from one of the children.
3. Administrator report: Garage sale in the fall. New guidance for k-8 schools. It is difficult as there will be something they cannot report out on. Staff are working hard, distribution is still happening on Monday.
4. Committee reports: Finance: Talking to Citizen's bank regarding small business loans. Fundraising: Auction moved to April
5. Calendar: Jen moves to approve, Jason seconds. **Unanimously approved.**
6. Elections: Need to publish new dates and wrap up the bios for the ballots. Ballots must be due after the annual meeting which coincides with the June Board meeting.
7. Lease: up at the end of the school year. Notice was provided to inform each party the desire to renew the lease. Entered a negotiations phase, review is in process. Church did not accept the schools last edits. Asking \$10,000 more and less access to facilities. Removing original lease increase calculation. Astrid will request a meeting and Dan will also attend.
8. Charter renewal: Renewed for the next five years. Negotiating the language. Did not accept the request for 85%. Review by leadership team next week, week after with SFSD.
9. Budget: Reviewed SFSD presentation. Timeline indicates they will approve their budget by June. They are projecting a lower ending fund balance due to PERS increase, teacher pay increase, building maintenance. ADM may decrease after May 20th. Current year 7,800 shortfall, 180,000 next year. May 20th budget, May 21st SFSD board meeting, 22nd meeting.
10. Hiring: 5 candidates, 1 dropped out. 1st round completed Saturday and Monday. Putting together second round interview. Reaching out to Jen Traeger about the SFSD process. 3 candidates moving to second round.

The Community Roots School Board Meeting
May 25, 2020
DRAFT Minutes

Board members present: Jason, Dan, Jen. Astrid

Staff present: Miranda, Hilary, Christen

Visitors: Irene. Shannon Wilson, Jackie Kemp introduced as board applicants

Also introduce Christen Kelly as the new CRS Administrator

1. Budget: See handout - Based on Budget forecast from 5/20, recommend 1.5 furlough days per week. Teachers will qualify for unemployment and CARES payment to cover some of the lost wages. Action Jason moves, Jen seconds. **Unanimously approved.**
2. Discussion on the SFSD board meeting information and considerations for next. May consider furloughs, after care. Will need a variety of options. Leadership team has been working on options. Jackie offered to serve as the board representative. The initial shortfall was 17% and is now lower. Initial estimates of \$180,000 shortfall will be reduced. Concern about less income from auction. Important to make budget work without fundraising funds. Currently nothing in contingency or reserves for 20/21 budget.

The Community Roots School Balance Sheet

As of May 28, 2020

May 28, 20

ASSETS

Current Assets

Checking/Savings

100 - Current Assets

101 - Citizens Bank 117,650.23

Total 100 - Current Assets 117,650.23

103 - Petty Cash 200.00

Total Checking/Savings 117,850.23

Total Current Assets 117,850.23

TOTAL ASSETS 117,850.23

LIABILITIES & EQUITY

Equity

32000 - Unrestricted Net Assets 54,341.79

Net Income 63,508.44

Total Equity 117,850.23

TOTAL LIABILITIES & EQUITY 117,850.23

ODE Expansion Grant

May 27, 2020

	Account	Description	Account Type	YTD Transactions	Balance	Encumbrance	Budget Balance
1	760.0000.3299.142.000.760	Other Restricted Grants-in-aid	REVENUE	-115493.99	115493.99	0.00	115493.99
2	760.0000.5400.142.000.760	Resources—Beginning Fund Balance	FUND BALANCE	41826.87	-41826.87	0.00	-41826.87
3	760.0000.5400.142.050.760	Resources—Beginning Fund Balance	FUND BALANCE	15036.54	-15036.54	0.00	-15036.54
4	760.1111.0311.142.000.760	Instruction Services	EXPENDITURE	116.51	-116.51	0.00	-116.51
5	760.1111.0312.142.000.760	Instructional Programs Improvement Services	EXPENDITURE	103.29	-103.29	0.00	-103.29
6	760.1111.0410.142.000.760	Consumable Supplies and Materials	EXPENDITURE	0.00	0.00	0.00	0.00
7	760.1121.0130.142.050.760	Additional Salary	EXPENDITURE	0.00	0.00	0.00	0.00
8	760.1121.0310.142.050.760	Instructional, Professional & Tech Svc - OCSP	EXPENDITURE	0.00	0.00	0.00	0.00
9	760.1121.0340.142.050.760	Travel Expenses - OCSP	EXPENDITURE	10790.67	-10790.67	0.00	-10790.67
10	760.1121.0410.142.000.760	Consumable Supplies and Materials	EXPENDITURE	0.00	0.00	0.00	0.00
11	760.1121.0410.142.050.760	Supplies & Materials - OCSP	EXPENDITURE	59022.94	-59022.94	4976.53	-63999.47
12	760.1121.0460.142.000.760	Non-consumable Items	EXPENDITURE	0.00	0.00	0.00	0.00
13	760.1121.0460.142.050.760	Non Consumable Supplies - OCSP	EXPENDITURE	18072.93	-18072.93	0.00	-18072.93
14	760.1121.0470.142.050.760	Computer Software - OCSP	EXPENDITURE	1386.00	-1386.00	0.00	-1386.00
15	760.1121.0480.142.050.760	Computer Hardware - OCSP	EXPENDITURE	5630.69	-5630.69	600.00	-6230.69
16	760.1121.0640.142.050.760	Dues & Fees - OCSP	EXPENDITURE	67379.81	-67379.81	1764.75	-69144.56
17	760.2210.0130.142.000.760	Additional Salary	EXPENDITURE	0.00	0.00	0.00	0.00
18	760.2210.0131.142.000.760	Extra Duty - Licensed	EXPENDITURE	9273.07	-9273.07	0.00	-9273.07
19	760.2210.0132.142.000.760	Extra Duty - Classified	EXPENDITURE	8913.96	-8913.96	0.00	-8913.96
20	760.2210.0133.142.000.760	Extra Duty - Admin, Confid, Supervisory	EXPENDITURE	8649.62	-8649.62	0.00	-8649.62
21	760.2210.0211.142.000.760	PERS ER Contribution - I, II, OPSRP	EXPENDITURE	2875.39	-2875.39	0.00	-2875.39
22	760.2210.0213.142.000.760	PERS UAL Contribution	EXPENDITURE	762.33	-762.33	0.00	-762.33
23	760.2210.0220.142.000.760	ER Social Security/Medicare	EXPENDITURE	2044.38	-2044.38	0.00	-2044.38
24	760.2210.0231.142.000.760	Workers' Compensation	EXPENDITURE	10.05	-10.05	0.00	-10.05
25	760.2210.0232.142.000.760	Unemployment Compensation	EXPENDITURE	0.00	0.00	0.00	0.00
26	760.2210.0311.142.000.760	Instruction Services	EXPENDITURE	0.00	0.00	0.00	0.00
27	760.2210.0340.142.000.760	Travel Expenses - OCSP	EXPENDITURE	6177.82	-6177.82	0.00	-6177.82

ODE Expansion Grant
May 27, 2020

28	760.2210.0410.142.000.760	Supplies & Materials - OCSP	EXPENDITURE	7485.93	-7485.93	1602.70	-9088.63
29	760.2210.0460.142.000.760	Non-Consumable Supplies - OCSP	EXPENDITURE	1301.69	-1301.69	0.00	-1301.69
30	760.2210.0470.142.000.760	Computer Software - OCSP	EXPENDITURE	0.00	0.00	0.00	0.00
31	760.2210.0480.142.000.760	Computer Hardware - OCSP	EXPENDITURE	0.00	0.00	0.00	0.00
32	760.2210.0640.142.000.760	Dues & Fees - OCSP	EXPENDITURE	27172.10	-27172.10	4050.00	-31222.10
33	760.2240.0131.142.000.760	Extra Duty - Licensed	EXPENDITURE	34411.16	-34411.16	0.00	-34411.16
34	760.2240.0132.142.000.760	Extra Duty - Classified	EXPENDITURE	5043.86	-5043.86	0.00	-5043.86
35	760.2240.0211.142.000.760	PERS ER Contribution - I, II, OPSRP	EXPENDITURE	5834.03	-5834.03	0.00	-5834.03
36	760.2240.0212.142.000.760	PERS Pick-Up, ER Contribution	EXPENDITURE	15.27	-15.27	0.00	-15.27
37	760.2240.0213.142.000.760	PERS UAL Contribution	EXPENDITURE	2948.76	-2948.76	0.00	-2948.76
38	760.2240.0220.142.000.760	ER Social Security/Medicare	EXPENDITURE	2999.64	-2999.64	0.00	-2999.64
39	760.2240.0231.142.000.760	Workers' Compensation	EXPENDITURE	21.38	-21.38	0.00	-21.38
40	760.2240.0232.142.000.760	Unemployment Compensation	EXPENDITURE	0.00	0.00	0.00	0.00
41	760.2490.0310.142.000.760	Instructional, Professional and Technical Services	EXPENDITURE	0.00	0.00	0.00	0.00
				\$229,812.70	(\$229,812.70)	\$12,993.98	(\$242,806.68)

The Community Roots School Profit & Loss

July 1, 2019 through May 28, 2020

Jul 1, '19 - May 28, 20

Ordinary Income/Expense	
Income	
2000 - Fundraising	62,509.33
2010 - School Related	8,804.07
2550 - Capital Campaign	4,000.00
520 - Grant	199,743.76
Total Income	<u>275,057.16</u>
Gross Profit	<u>275,057.16</u>
Expense	
380 - Professional Services	40,051.00
410 - Consumable Supplies & Materials	8,370.74
640 - Dues & Fees	163,126.98
Total Expense	<u>211,548.72</u>
Net Ordinary Income	<u>63,508.44</u>
Net Income	<u><u>63,508.44</u></u>

19-20 CRS - SSF Budget
5/27/2020

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	888817.43	807540.47	81276.96	0.00	81276.96
760.0000.5400.142.000.000	BEGINNING FUND BALANCE	80005.00	80005.00	0.00	0.00	0.00
	<u>Total Revenue</u>	<u>1029409.78</u>	<u>889447.82</u>	<u>139961.96</u>	<u>0.00</u>	<u>139961.96</u>
<u>Expenditures</u>						
760.1111.0111.142.000.000	Licensed Salaries	213000.00	162357.84	50642.16	50587.02	55.14
760.1111.0112.142.000.000	Classified Salaries	123310.00	93293.32	30016.68	30014.00	2.68
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	49069.00	37143.45	11925.55	11925.00	0.55
760.1111.0213.142.000.000	PERS UAL Contribution	22740.00	16973.81	5766.19	5762.35	3.84
760.1111.0220.142.000.000	Social Security Administration	25148.00	19269.19	5878.81	5878.68	0.13
760.1111.0231.142.000.000	Workers' Compensation	175.00	159.71	15.29	8.31	6.98
760.1111.0240.142.000.000	Contractual Employee Benefits	51286.00	38432.62	12853.38	12853.26	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	10065.00	10062.10	2.90	0.00	2.90
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	14300.00	14135.94	164.06	164.00	0.06
760.1111.0640.142.000.000	Dues and Fees (Robotics and Art)	3125.00	3123.63	1.37	0.00	1.37
760.1121.0111.142.050.000	Licensed Salaries	126844.00	95383.09	31460.91	31460.70	0.21
760.1121.0121.142.050.000	Classified Salaries	14024.00	10517.31	3506.69	3505.75	0.94
760.1121.0211.142.000.000	Employer Contribution, Tier I and Tier II	21050.00	15431.22	5618.78	5612.67	6.11
760.1121.0213.142.000.000	PERS UAL Contribution	10300.00	7589.02	2710.98	2709.90	1.08
760.1121.0220.142.050.000	Social Security Administration	10692.00	8032.76	2659.24	2658.37	0.87
760.1121.0231.142.050.000	Workers' Compensation	56.00	53.32	2.68	2.88	-0.20

19-20 CRS - SSF Budget
5/27/2020

Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
760.1121.0240.142.050.000	Contractual Employee Benefits	19027.00	14261.27	4765.73	4765.71	0.02
760.1122.0124.142.250.000	Temporary Classified - Lego Robotics	954.00	953.16	0.84	0.00	0.84
760.1122.0124.220.250.000	Social Security Administration	73.00	72.92	0.08	0.00	0.08
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	21.00	20.35	0.65	0.00	0.65
760.2240.0213.142.280.000	PERS UAL	10.50	10.33	0.17	0.00	0.17
760.2240.0220.142.280.000	SOCIAL SECURITY	10.00	9.69	0.31	0.00	0.31
760.2310.0350.142.000.000	WORKERS COMP	1.00	0.14	0.86	0.00	0.86
	Communication	396.00	395.64	0.36	0.00	0.36
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	238.00	237.50	0.50	0.00	0.50
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	24836.00	20341.78	4494.22	4494.12	0.10
760.2490.0113.142.000.000	Administrators	73906.00	61591.30	12314.70	12314.20	0.50
760.2490.0211.142.000.000	Employer Contribution, Tier I and Tier II	15559.00	12909.43	2649.57	2649.00	0.57
760.2490.0213.142.000.000	PERS UAL Contribution	7800.00	6490.00	1310.00	1302.65	7.35
760.2490.0220.142.000.000	Social Security Administration	7480.00	6206.09	1273.91	1270.54	3.37
760.2490.0231.142.000.000	Workers' Compensation	36.00	32.61	3.39	2.64	0.75
760.2490.0240.142.000.000	Contractual Employee Benefits	17950.00	13363.12	4586.88	4580.62	6.26
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
5/27/2020

Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
760.2490.0410.142.000.000	Consumable Supplies and Materials	1600.00	1194.46	405.54	377.94	27.60
760.2490.0640.142.000.000	Dues and Fees / OSBA policy charge /Bookkeeper/	6800.00	6481.26	318.74	259.22	59.52
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	840.00	839.25	0.75	0.00	0.75
760.3100.0112.142.000.000	Classified Salaries	10200.00	7590.26	2609.74	2596.92	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	820.00	410.28	409.72	409.26	0.46
760.3100.0213.142.000.000	PERS UAL Contribution	405.00	201.76	203.24	201.27	1.97
760.3100.0220.142.000.000	Social Security Administration	785.00	585.03	199.97	198.66	1.31
760.3100.0231.142.000.000	Workers' Compensation	10.00	8.69	1.31	0.47	0.84
760.3100.0389.142.000.000	Non-instructional Professional and Technical Servi	193.00	192.69	0.31	0.00	0.31
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	368.00	368.00	0.00	0.00	0.00
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
		\$1,037,476.50	\$829,983.77	\$207,492.73	\$207,227.37	\$265.36

Budget YTD Transactions

Revenue	\$1,029,409.78	\$889,447.82
Expenditures	\$1,037,476.50	\$829,983.77
Balance	(\$8,066.72)	\$59,464.05

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