



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

Agenda

1. Call meeting to order – Astrid
2. Reading of Community Roots School Mission Statement – Shannon
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 September Meeting Minutes
4. Audience with Visitors (Audience members may make comments to the board on any topic)
5. Administrator Report – Christen Kelly (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-Christen
 - Discussion
 - Action
 - School Calendar-Christen
 - 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
September 1, 2020
DRAFT Minutes

Board members present: Astrid, Jen Jackie, Shannon, Jason, Rhonda

Staff present: Christen, Susan

Audience: Aaron Wanstall

Consent Agenda: Jackie moves to approve pending edit, Rhonda seconds. **Unanimously approved.**

Audience with visitors: Teachers started yesterday getting used to learning management system (Guidepost), they have been doing home visits (virtual or social distance). Families are talking about how to support their children. Nice to be back in the classroom and have a plan for comprehensive distance learning (CDL). Teachers are prepared to figure this out together.

Administrator report: See handout. Enrollment is at 124. Working with SFSD technical team and they are very helpful working on device distribution. Transition to Parent Square as the main form of communication. One stop shop. Linking to the school calendar. Budget: need finalized lunch revenue and the dyslexic grant. Pick up location for lunches is Mark Twain but they can go to any location. Can pick up multiple lunches. Free lunch district wide may be possible. Nov 14 the SFSD may transition into the hybrid so the plan may change then. Reasons for not enroll include homeschool, other district school or other online school. Push in model virtually for support services. Families will hear from that team

Fundraising: Planned to have first auction meeting in August but decided to wait.

Finance: Discussed multiple options. Since then we have locked up the SIA funding. SIA is 1/3 of the original. CARES funding at \$10,000 came in through SFSD. The expansion grant is wrapping up and we will receive our last allotment.

Facilities: Lease signed. Considering options for next year.

Reserve funds: Jen moves to approve, Jason seconds. **Unanimously approved.**

Budget: Three options: 0 step or cola, 2% cola, no step and 2% cola and step. Christen will look at a potential option with an increased COLA and bring to the October meeting.

20/21 plan: minimum hours set by State, add "the Nest" when we are permitted on campus time, return to classroom if it is feasible, no hybrid (staffing issues). Nest – 6 ft, staff and students wearing masks. Like a study hall with staff member. One week late start, coincide with district, lunch provided through district. Meeting schedule will stagger to accommodate multiple children. Tactile "boxes" available based on guide and classroom. Jason – move to approve, Jen second. **Unanimously approved.**

Policy packet – 1st reading.



The Community Roots School September 2019 Board Meeting Administrator Report

1. **Enrollment**
 - a. Current 125– enrolled
 - b. Spaces still available to enroll Upper EI and Adolescent students
2. **District Communication**
 - a. Working with Brett Milliken and the IT department to troubleshoot any IT issues with district devices and software
 - b. Parent Square – connecting families district-wide and school-wide.
3. **Budget**
 - a. Still waiting for Steve Neilsen to finalize/reconcile and close out the Lunch Revenue and Dyslexic Grant from 2019/20
4. **Lunch Program**
 - a. Beginning October 5th, the District’s no-cost meal service program for all children ages 1-18 will be expanded in a drive-thru pickup model from 11am-1pm every school day at 8 school locations.
5. **Community**
 - a. Family Engagement sessions are ongoing. They take place every Monday from 6-7pm. Information is on the school calendar and on Distance Learning Portal on Website.
 - b. Amanda will expand community offerings to include bi-monthly “Reading Club” for parents to specifically discuss how they can support and teach reading at home for emerging readers and readers of all abilities.
 - c. A COVID-19 Parent Guidebook was created and distributed to families. It’s also posted on our Distance Learning Portal.
 - d. Registration packets are being returned, and we had a successful device pickup before school started.
 - e. Guides had home visits with families to connect before the first day of school.
 - f. Utilization of Parent Square to centralize communication
 - g. The Distance Learning portal has been updated to include more resources (Parent Guidebook, Onboarding Resources, etc...)
6. **Facilities**
 - a. Meeting with CRS/SFC monthly to discuss current issues. The basement of the church flooded after the heavy rains mid-September. SFC is working to replace carpet and drywall; in the meantime the basement rooms are unusable, and the furniture has been displaced and distributed to the dining hall and other classrooms.
7. **Whole School**
 - a. Seth from NCMPS will provide the following support this academic year:
 - i. 40 hours of Strategic Planning Project Management, Process Facilitation, and Collaboration (Scheduling in the works)
 - ii. 4 hours of Board of Directors Training and Support (Scheduling in the works)
 - iii. Ongoing Leadership Support (begins week of Oct 12th)
 - b. Ongoing professional development in the works for SEL during Distance Learning
 - c. Benchmark assessment system was purchased to assess Reading in grades K-8
 - d. For continuing development with DEI, Christine Moses will be working with the staff this year, guiding us through the Racial Healing Handbook and would also like to work with the Board around using an Equity Lens for decision making processes. Last year Christine worked with staff centering around Culturally Responsive Teaching and the Brain. Her work was invaluable.
 - e. SPED services begin the second week of school. As well, we are working on collaborating with Jodie Mitchell to form a Limited In-person Instructional model on site for students needing it. That schedule is still TBD.
8. **Grant**



- a. The last day for expenditures is now closed. WE DID IT! ODE wrap-up report is due November 15th.

	10% Less F		10% Less F		10% Less F		10% Less F	
	2020-2021		2020-2021		2020-2021		2020-2021	
Revenue								
ADM/Enrollment -Total	<u>129.5</u>	<u>125</u>	<u>129.5</u>	<u>125</u>	<u>129.5</u>	<u>125</u>	<u>129.5</u>	<u>125</u>
Lunch Revenue		\$12,000		\$12,000		\$12,000		\$12,000
Fundraising		\$6,000		\$6,000		\$6,000		\$6,000
SIA Funds		\$27,057		\$27,057		\$27,057		\$27,057
Paddle Up		\$2,500		\$2,500		\$2,500		\$2,500
ReCharge Café		\$0		\$0		\$0		\$0
Birds from Auction		\$1,000		\$1,000		\$1,000		\$1,000
CARES		\$10,000		\$10,000		\$10,000		\$10,000
Supply Fees - \$60		\$6,250		\$6,250		\$6,250		\$6,250
Rollover from 19/20 Furlough		\$6,000		\$6,000		\$6,000		\$6,000
Furlough Days								
ADM (\$6909 in 2020-2021)	\$6,909	\$894,716	\$6,909	\$894,716	\$6,909	\$894,716	\$6,909	\$894,716
Total Revenue		\$965,523		\$965,523		\$965,523		\$965,523
Expenses								
Personnel								
Certified		6		6		6		6
Salaries - 1% COLA	0% + 0 Steps	283,000	2% + 0 Steps	288,000	2% + Steps	294,000	3% + 0 Steps	291,500
ESL		2,500		2,500		2,500		2,500
Classified - not FTE		3 @ .88FTE .75 Garden		3 @ .88FTE .75 Garden		3 @ .88FTE .75 Garden		3 @ .88FTE .75 Garden
Wages (192 days) (includes GS)	0% + 0 Steps	88,000	2% + 0 Steps	91,000	2% + Steps	95,000	3% + 0 Steps	93,730
Music								
Art & Lego Robotics								
Lunch Provider Wages		10,000		10,000		10,000		10,000
Total Wages		\$383,500		\$391,500		\$401,500		\$397,730
Benefits - full medical/health coverage	\$850/mo	51,500	\$850/mo	51,500	\$850/mo	51,500	\$850/mo	51,500
FICA/Medicare (7.65%)		29,338		29,950		30,715		30,426
Workers' Comp/Unemployment		500		500		500		500
PERS - Employer (18%) 211	18.00%	69,030	18.00%	70,470	18.00%	72,270	18.00%	71,591
PERS - Employer (8%) 213		30,680		31,320		32,120		31,818
End of year payout of leave		5,000		5,000		5,000		5,000
Substitutes - Teacher/Assistants								

Total Teachers Expenses		573,548	584,240	597,605	592,566
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<u>Administrator & Office Manager</u>									
Total Office Personnel Wages			<u>\$145,555.00</u>		<u>\$145,555.00</u>		<u>\$145,555.00</u>		<u>\$145,555.00</u>
Benefits			16,000		16,000		16,000		16,000
FICA/Medicare (7.65%)			\$11,135		\$11,135		\$11,135		\$11,135
Workers' Comp/Unemployment (.55%)			801		801		801		801
PERS - Employer (18%) 211	18.00%		26,200	18.00%	26,200	18.00%	26,200	18.00%	26,200
PERS - Employer (8%) 213			11,644		11,644		11,644		11,644
Bookkeeper			\$2,000		\$2,000		\$2,000		\$2,000
Substitutes									
Total Office Personnel Expenses			\$213,335		\$213,335		\$213,335		\$213,335
Subtotal Personnel			786,883		797,575		810,940		805,901
Staff Development									
Staff/Curriculum Development			\$1,000		\$1,000		\$1,000		\$1,000
Subtotal Staff Development			\$1,000		\$1,000		\$1,000		\$1,000
Operation & Maintenance									
Rent			\$40,800		\$40,800		\$40,800		\$40,800
PPE & Cleaning Supplies			\$5,000		\$5,000		\$5,000		\$5,000
Utilities			\$2,500		\$2,500		\$2,500		\$2,500
Custodial			\$3,600		\$3,600		\$3,600		\$3,600
GeerCrest									
Subtotal Operation & Maintenance			\$51,900		\$51,900		\$51,900		\$51,900

Classroom Supplies & Equipment					
Paddle Up		\$2,500	\$2,500	\$2,500	\$2,500
Fundraising Birds		\$1,000	\$1,000	\$1,000	\$1,000
ReCharge Café		\$0	\$0	\$0	\$0
Donor Supplies for Teachers					
Teacher Supplies		\$3,000	\$3,000	\$3,000	\$3,000
Distance Learning Curriculum		\$55,000	\$55,000	\$55,000	\$55,000
Intervention Programs/STAR					
Subtotal Supplies & Equipment		\$61,500	\$61,500	\$61,500	\$61,500
Administration Costs					
Printing/Copies/Office Supplies		\$4,328	\$4,328	\$4,328	\$4,328
Copier Lease		\$2,000	\$2,000	\$2,000	\$2,000
Misc. Office - TC, etc.		\$4,000	\$4,000	\$4,000	\$4,000
December staff gear		\$0	\$0	\$0	\$0
Transportation					
Subtotal Administration Costs		\$10,328	\$10,328	\$10,328	\$10,328
Board of Education Services					
Audit - tax prep		\$7,500	\$7,500	\$7,500	\$7,500
Policy & Dues		\$2,000	\$2,000	\$2,000	\$2,000
Legal					
Annual Report		\$500	\$500	\$500	\$500
Worker's Compensation		\$2,500	\$2,500	\$2,500	\$2,500
Insurance		\$5,500	\$5,500	\$5,500	\$5,500
Subtotal Board of Education		\$18,000	\$18,000	\$18,000	\$18,000
Cont Fund .125%		\$12,069	\$12,069	\$12,069	\$12,069
Reserve Fund .6%		\$0	\$0	\$0	\$0
Total Expenses		<u>\$941,680</u>	<u>\$952,372</u>	<u>\$965,737</u>	<u>\$960,698</u>
Revenue less Expenses		<u>\$23,843</u>	<u>\$13,151</u>	<u>-\$214</u>	<u>\$4,825</u>

The Community Roots School

Balance Sheet

As of September 1, 2020

Sep 1, 20

ASSETS

Current Assets

Checking/Savings

100 · Current Assets

101 · Citizens Bank 29,309.40

Total 100 · Current Assets 29,309.40

103 · Petty Cash 200.00

Total Checking/Savings 29,509.40

Other Current Assets

12000 · Undeposited Funds 500.00

Total Other Current Assets 500.00

Total Current Assets 30,009.40

TOTAL ASSETS 30,009.40

LIABILITIES & EQUITY

Equity

32000 · Unrestricted Net Assets 34,510.98

Net Income -4,501.58

Total Equity 30,009.40

TOTAL LIABILITIES & EQUITY 30,009.40

The Community Roots School
Profit & Loss
July 1 through September 1, 2020
Jul 1 - Sep 1, 20

Ordinary Income/Expense	
Income	
2010 · School Related	100.00
2550 · Capital Campaign	400.00
Total Income	<u>500.00</u>
Gross Profit	500.00
Expense	
640 · Dues & Fees	5,001.58
Total Expense	<u>5,001.58</u>
Net Ordinary Income	<u>-4,501.58</u>
Net Income	<u><u>-4,501.58</u></u>

The Community Roots School
Profit & Loss by Class
 July 1 through September 1, 2020

	<u>Cash Donation - Building Fund</u>	<u>School Related</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
2010 · School Related	0.00	100.00	100.00
2550 · Capital Campaign	400.00	0.00	400.00
Total Income	400.00	100.00	500.00
Gross Profit	400.00	100.00	500.00
Expense			
640 · Dues & Fees	0.00	5,001.58	5,001.58
Total Expense	0.00	5,001.58	5,001.58
Net Ordinary Income	400.00	-4,901.58	-4,501.58
Net Income	400.00	-4,901.58	-4,501.58

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	H									
10	11	12	13	14										
17	18	19	20	21										
24	25	26	27	28	21	22	23	24	25					
31					28	29	30							
Class Days					Class Days	3								
Other					Other	H-1								
TOTALS					3	9	1	13						
<u>October</u>		<u>November</u>				<u>December</u>								
1	2	2	3	4	5	6	1	2	3	4				
5	6	7	8	9	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	22	Class Days	18				Class Days	14						
Other		Other	H-1				Other							
TOTALS					54		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	15	16	17	18	19	22	23	24	25	26
25	26	27	28	29	22	23	24	25	26	29	30	31		
Class Days	19	Class Days	20				Class Days	18						
Other	H-1	Other					Other							
TOTALS					57		1	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	18
19	20	21	22	23	24	25	26	27	28	21	22	23	24	25
26	27	28	29	30	H					28	29	30		
Class Days	22	Class Days	20				Class Days	14						
Other		Other	H-1				Other	I-1						
TOTALS					56		1	57						
2020-2021 TOTALS					170	9	4	183						

School starts Sept. 28 and ends June 18. Teacher contracts begin August 31 and end June 21

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

NOTE:

Parent/Teacher Conference Days and Grading/Prep Days TBD