



The Community Roots School Board Meeting
Tuesday, November 3, 2020 6:30 p.m.
229 Eureka Ave. Silverton

Agenda

1. Call meeting to order – Astrid
2. Reading of Community Roots School Mission Statement – Jackie
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, Facilities) (6:55-7:05)
7. Discussion Items and Actions (7:05-8:00)
 - Policy review, first reading-Katie and Christen
 - Discussion
 - Equity Session-Jen
 - Discussion
 - Annual report
 - Discussion
 - Action
 - School Calendar-Christen
 - Discussion
 - Action
 - Admin Appraisal
 - Discussion
 - Board positions
 - 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
October 6, 2020
DRAFT Minutes

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

Staff present: Susan, Christine

Audience: Johnson family

Consent agenda: Jen moves to approve, Jason seconds. **Unanimously approved.**

Audience: Susan reported out: School started! Lots to get oriented to but all seems to be going pretty well. Yesterday was the first day for material pick up. First week of support services. Child study starts in the next few weeks. Working with the kids to meet their needs if there are problems to solve. Question on ways to insert social time. It will be teacher by teacher but there are activities being planned. There are drop-ins available with Castle from 9:00-11:30. Susan had all of her students show up but there are some that this model is not working as well for engagement. May start some home visits. Quite a few new students/families. Concerns about sustainable pacing in order to build enough curriculum with consideration of social-emotional well-being. May be an opportunity for parents to volunteer and supervise google meets or other hangouts. Training will be needed.

Admin report: See handout. Enrollment is at 125 and there is room but would like to see the school year get going and stabilized. Recommendation to start to advertise the openings. Christine will add something to the website.

Fundraising: Astrid reported that we need to rethink how the auction looks. Irene has resigned from her leadership role for the committee. Open to ideas and volunteers.

Finance: Jason reported that he had conversation with families responsible for the restricted funding donations and they are open to being flexible with those funds.

Facilities-Christine: need space for the adolescent community. Jackie's husband offered to help if the team can provide the list of specifications. Going through the communication process with the church to discuss the loss of the basement and other consideration.

Budget: Recommend with a 2% COLA with no step. Jason Jackie

Calendar: Mirrors the district calendar but waiting for the conference dates. Will look into more in-service time. Tabled for November meeting.



The Community Roots School November 2020 Board Meeting Administrator Report

1. **Enrollment**
 - a. Current 123– enrolled
 - b. Spaces still available to enroll Upper EI and Adolescent students
2. **District Communication**
 - a. Continuing to work with with Brett Milliken and the IT department to troubleshoot any IT issues with district devices and software
 - b. Submitted the 19-20 Annual Report to SFSD on October 30th, 2020 as outlined our Charter Contract
 - c. Working with the Business office to wrap up 2019-20 budget figures (see below)
 - d. Working with Jodie Mitchell to schedule on-site SPED evaluations for children.
3. **Budget**
 - a. Steve Nielsen to finalize/reconcile and close out the Lunch Revenue and Dyslexic Grant from 2019/20. The Lunch revenue broke even; Dyslexic Grant still TBD
4. **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 expanded 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. Monday messages are sent out to families weekly to keep them in the loop of any news and notables within the school community
 - d. Coats for Kids and Tree of Giving information was sent out to our school community
 - e. Advertised through social media for enrollment opportunities in Upper EI and Adolescent program
5. **Facilities**
 - a. SFC is still working on repairs to Basement classrooms. We are still waiting to hear back from their committee on a possible rent reduction since we are not able to use those rooms.
 - b. SFC granted us exclusive use of the Dining Hall space in the interim, while the basement rooms are being repaired.
 - c. The bathroom next to the Administrator’s office will be turned into the “wellness room” for the time being.
6. **Whole School**
 - a. STAR Assessments have begun for students in grades 3-8. This first testing window is from 10/11-11/20. Children are assessed in Reading and Math.
 - b. First staff Session with Christine Moses and Kura will be on November 9th.
 - c. SPED have begun, and IEP/504 meetings are taking place. As well, we are working on collaborating with Jodie Mitchell to form a Limited In-person Instructional model on site for students needing it, especially now that the metric requirements have changed. That schedule is still TBD.
 - d. SPED evaluations will start early this month, bringing children on campus for sessions with evaluators. A classroom will be used to conduct these sessions, and all health & safety protocols will be followed.
 - e. A positive case of COVID-19 was reported by a staff member on October 27th, 2020. Proper health and safety protocols were followed in collaboration with the District Nurse and LPHA. Individuals who had close contact with the individual were contacted, cleaning and disinfection protocols were followed, and staff were notified.
 - f. Leadership team meetings were scheduled in collaboration with Seth and Christine to continue the Strategic Plan work with an Equity lens.
 - g. Upper EI conducted Historical Halloween virtually this year!
 - h. Alyssa has been scheduling home visits with children and families needing more assistance and support with distance learning this year.
 - i. Picture Day has been scheduled for November 12th from 3:30-5:30



7. **Grant**

- a. The wrap-up report is being finalized with Miranda's help.
- b. EGMS access request form was signed and submitted so that Christen can have access to the system to close out the paperwork.

8. **Policy**

- a. Parent Katy Combest will be on hand to answer any policy questions
- b. OSBA sent a round of Policy Updates in July; the first reading of those updates will be included in this board meeting.

19-20 CRS - SSF Budget
10/31/2020

Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
<u>Revenue</u>						
760.0000.1760.142.000.000	Fund Raising (Paddle up & Auction)	9500.00	0.00	9500.00	0.00	9500.00
760.0000.1990.142.000.000	Miscellaneous - School Related	12250.00	5001.58	7248.42	0.00	7248.42
760.0000.3101.142.000.000	State School Fund—General Support (131.82) \$6719	894716.00	367993.79	526722.21	0.00	526722.21
	SIA Funds	27057.00	0.00	27057.00		27057.00
	CARES	10000.00				
760.0000.5400.142.000.000	BEGINNING FUND BALANCE	83000.00	83000.00	0.00	0.00	0.00
	<u>Total Revenue</u>	1036523.00	455995.37	570527.63	0.00	570527.63
<u>Expenditures</u>						
760.1111.0111.142.000.000	Licensed Salaries	288000.00	13882.33	274117.67	322233.54	-48115.87
760.1111.0112.142.000.000	Classified Salaries	91000.00	6828.03	84171.97	105813.22	-21641.25
760.1111.0117.142.000.000	Unused Leave	5000.00	0.00	5000.00	0.00	5000.00
760.1111.0211.142.000.000	Employer Contribution, Tier I and Tier II	70470.00	3334.07	67135.93	36799.94	30335.99
760.1111.0213.142.000.000	PERS UAL Contribution	31320.00	1656.83	29663.17	18288.67	11374.50
760.1111.0220.142.000.000	Social Security Administration	29950.00	1547.47	28402.53	17174.73	11227.80
760.1111.0231.142.000.000	Workers' Compensation	500.00	13.43	486.57	103.64	382.93
760.1111.0240.142.000.000	Contractual Employee Benefits	51500.00	0.00	51500.00	0.00	51500.00
760.1111.0251.142.000.000	ER Health Insurance Benefits Licensed		2719.77	-2719.77	29917.47	-32637.24
760.1111.0252.142.000.000	ER Health Insurance Benefits Class		1535.34	-1535.34	16888.74	-18424.08
760.1111.0311.142.000.000	Instruction Services - ESL	2500.00	0.00	2500.00	0.00	2500.00
760.1111.0312.142.000.000	Instructional Programs Improvement Services - Professional Dev.	1000.00	0.00	1000.00	0.00	1000.00
760.1111.0410.142.000.000	Consumable Supplies and Materials	6500.00	2657.10	3842.90	1320.68	2522.22
760.1121.0240.142.000.000	Contractual Employee Benefits		0.00	0.00	0.00	0.00
760.1121.0311.142.000.000	Instruction Services - ESL		0.00	0.00	0.00	0.00
760.1111.0640.142.000.000	Dues and Fees (Guidepost Curriculum)	55000.00	9752.45	45247.55	40792.97	4454.58
760.1121.0111.142.050.000	Licensed Salaries	0.00	9638.00	-9638.00	171410.13	-181048.13
760.1121.0121.142.050.000	Classified Salaries	0.00	633.60	-633.60	12759.00	-13392.60
760.1121.0211.142.000.000	Employer Contribution, Tier I and Tier II	0.00	1653.34	-1653.34	18247.49	-19900.83
760.1121.0213.142.000.000	PERS UAL Contribution	0.00	821.73	-821.73	9069.87	-9891.60
760.1121.0220.142.050.000	Social Security Administration	0.00	781.12	-781.12	8620.72	-9401.84
760.1121.0231.142.050.000	Workers' Compensation	0.00	5.02	-5.02	39.48	-44.50

19-20 CRS - SSF Budget
10/31/2020

Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
760.1121.0231.142.050.000	Unemployment Compensation	0	563.57	-563.57	0	-563.57
760.1121.0240.142.050.000	Contractual Employee Benefits	0.00	0.00	0.00	0.00	0.00
760.1121.0251.142.050.000	ER Health Insurance Benedits Licensed	0.00	1506.15	-1506.15	16567.65	-18073.80
760.1121.0410.142.250.000	Consumables	0.00	0.00	0.00	0.00	0.00
760.2310.0381.142.000.000	Audit Services	7000.00	3670.00	3330.00	0.00	3330.00
760.2310.0382.142.000.000	Legal Services	0.00	0.00	0.00	0.00	0.00
760.2310.0410.142.000.000	Consumable Supplies and Materials	500.00	0.00	500.00	0.00	500.00
760.2310.0640.142.000.000	Dues and Fees - Workers Comp	2500.00	8567.32	-6067.32	1095.00	-7162.32
760.2310.0650.142.000.000	Insurance and Judgments	5500.00	0.00	5500.00	0.00	5500.00
760.2310.0670.142.000.000	Taxes and Licenses - tax prep	500.00	0.00	500.00	0.00	500.00
760.2490.0111.142.000.000	Certified Salaries	57000.00	0.00	57000.00	0.00	57000.00
760.2490.0112.142.000.000	Classified Salaries	24555.00	3932.16	20622.84	19660.78	962.06
760.2490.0113.142.000.000	Administrators	64000.00	25308.16	38691.84	94635.84	-55944.00
760.2490.0211.142.000.000	Employer Contribution, Tier I and Tier II	26200.00	0.00	26200.00	0.00	26200.00
760.2490.0213.142.000.000	PERS UAL Contribution	11644.00	0.00	11644.00	0.00	11644.00
760.2490.0220.142.000.000	Social Security Administration	11135.00	2200.26	8934.74	8413.96	520.78
760.2490.0231.142.000.000	Workers' Compensation	801.00	7.47	793.53	42.15	751.38
760.2490.0240.142.000.000	Contractual Employee Benefits	16000.00	0.00	16000.00	0.00	16000.00
760.2490.0240.142.000.000	ER Health Insurance Benedits Licensed	0.00	1415.43	-1415.43	4723.11	-6138.54
760.2490.0312.142.000.000	Instructional Programs Improvement Services	0.00	0.00	0.00	0.00	0.00

19-20 CRS - SSF Budget
10/31/2020

Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
760.2490.0350.142.000.000	Communication	0.00	0.00	0.00	200.00	-200.00
760.2490.0410.142.000.000	Consumable Supplies and Materials	10328.00	41.61	10286.39	1458.39	8828.00
760.2490.0640.142.000.000	Dues & Fees / OSBA policy charge /Bookkeeper/	4000.00	638.83	3361.17	1166.49	2194.68
760.2520.0380.142.000.000	Non-instructional Professional and Technical	225.00	0.00	225.00	0.00	225.00
760.2540.0320.142.000.000	Property Services	11100.00	169.25	10930.75	4280.75	6650.00
760.2540.0324.142.000.000	Rentals	40800.00	11466.15	29333.85	38533.85	-9200.00
760.2550.0330.142.000.000	Student Transportation Services	0.00	0.00	0.00	0.00	0.00
760.3100.0450.142.000.000	Food	0.00	0.00	0.00	0.00	0.00
760.3100.0112.142.000.000	Food Classified Salary	0.00	0.00	0.00	9197.43	-9197.43
760.3100.0640.142.000.000	Dues and Fees	0.00	0.00	0.00	0.00	0.00
760.6110.0810.142.000.000	Contingency	26995.00	0.00	26995.00	0.00	26995.00
760.7000.0820.142.000.000	Reserved for Next Year	83000.00	83000.00	0.00	0.00	0.00
		\$1,036,523.00	\$199,945.99	\$836,577.01	\$1,009,455.69	(\$172,878.68)

	Budget	YTD Transactions
Revenue	\$1,036,523.00	\$455,995.37
Expenditures	\$1,036,523.00	\$199,945.99
Balance	\$0.00	\$256,049.38

Reserve Designations	19-20 actual	20-21 Budgeted
Assigned		
Total in SSF Reserve	\$83,000	\$83,000
Assigned		
Reserve - roll over - Fundraising group	\$31,000	\$31,000
Play ground Donation	\$4,000	\$4,000
Restricted		
Reserve - Restricted Donor funds - facility	\$4,313	\$4,713
Restricted		
Reserve - CRS Longevity Fund	\$29,692	\$29,692
Total Reserves	\$152,005	\$152,405

10% Less F

10% Less F

	2020-2021		2020-2021	
Revenue				
ADM/Enrollment -Total	<u>129.5</u>	<u>125</u>	<u>127.5</u>	<u>123</u>
Lunch Revenue		\$0		\$0
Fundraising		\$6,000		\$6,000
SIA Funds		\$27,057		\$27,057
Paddle Up		\$2,500		\$2,500
ReCharge Café		\$0		\$0
Birds from Auction		\$1,000		\$1,000
CARES		\$10,000		\$10,000
Supply Fees - \$60		\$6,250		\$6,150
Rollover from 19/20 Furlough		\$6,000		\$6,000
Furlough Days				
ADM (\$6909 in 2020-2021)	\$6,909	\$894,716	\$6,909	\$880,898
Total Revenue		\$953,523		\$939,605
Expenses				
Personnel				
Certified		6		6
Salaries - 1% COLA	2% + 0 Steps	288,000	2% + 0 Steps	288,000
ESL		2,500		2,500
Classified - not FTE		3 @ .88FTE .75 Garden		3 @ .88FTE .75 Garden
Wages (192 days) (includes GS)	2% + 0 Steps	91,000	2% + 0 Steps	91,000
Music				
Art & Lego Robotics				
Lunch Provider Wages		0		0
Total Wages		\$381,500		\$381,500
Benefits - full medical/health coverage	\$850/mo	51,500	\$850/mo	51,500
FICA/Medicare (7.65%)		29,185		29,185
Workers' Comp/Unemployment		500		500
PERS - Employer (18%) 211	18.00%	68,670	18.00%	68,670
PERS - Employer (8%) 213		30,520		30,520
End of year payout of leave		5,000		5,000
Substitutes - Teacher/Assistants				

Total Teachers Expenses	570,875	570,875
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<u>Administrator & Office Manager</u>				
Total Office Personnel Wages		<u>\$145,555.00</u>		<u>\$145,555.00</u>
Benefits		16,000		16,000
FICA/Medicare (7.65%)		\$11,135		\$11,135
Workers' Comp/Unemployment (.55%)		801		801
PERS - Employer (18%) 211	18.00%	26,200	18.00%	26,200
PERS - Employer (8%) 213		11,644		11,644
Bookkeeper		\$2,000		\$2,000
Substitutes				
Total Office Personnel Expenses		\$213,335		\$213,335
Subtotal Personnel		784,210		784,210
Staff Development				
Staff/Curriculum Development		\$1,000		\$1,000
Subtotal Staff Development		\$1,000		\$1,000
Operation & Maintenance				
Rent		\$40,800		\$40,800
PPE & Cleaning Supplies		\$5,000		\$5,000
Utilities		\$2,500		\$2,500
Custodial		\$3,600		\$3,600
GeerCrest				
Subtotal Operation & Maintenance		\$51,900		\$51,900

Classroom Supplies & Equipment		
Paddle Up	\$2,500	\$2,500
Fundraising Birds	\$1,000	\$1,000
ReCharge Café	\$0	\$0
Donor Supplies for Teachers		
Teacher Supplies	\$3,000	\$3,000
Distance Learning Curriculum	\$55,000	\$55,000
Intervention Programs/STAR		
Subtotal Supplies & Equipment	\$61,500	\$61,500
Administration Costs		
Printing/Copies/Office Supplies	\$4,328	\$4,328
Copier Lease	\$2,000	\$2,000
Misc. Office - TC, etc.	\$4,000	\$4,000
December staff gear	\$0	\$0
Transportation		
Subtotal Administration Costs	\$10,328	\$10,328
Board of Education Services		
Audit - tax prep	\$7,500	\$7,500
Policy & Dues	\$2,000	\$2,000
Legal		
Annual Report	\$500	\$500
Worker's Compensation	\$2,500	\$2,500
Insurance	\$5,500	\$5,500
Subtotal Board of Education	\$18,000	\$18,000
Cont Fund .125%	\$11,919	\$11,745
Reserve Fund .6%	\$0	\$0
Total Expenses	<u>\$938,857</u>	<u>\$938,683</u>
Revenue less Expenses	<u>\$14,666</u>	<u>\$922</u>

The Community Roots School Balance Sheet

As of October 20, 2020

Oct 20, 20

ASSETS

Current Assets

Checking/Savings

100 · Current Assets

101 · Citizens Bank 33,893.69

Total 100 · Current Assets 33,893.69

103 · Petty Cash 200.00

Total Checking/Savings 34,093.69

Total Current Assets 34,093.69

TOTAL ASSETS 34,093.69

LIABILITIES & EQUITY

Equity

32000 · Unrestricted Net Assets 34,510.98

Net Income -417.29

Total Equity 34,093.69

TOTAL LIABILITIES & EQUITY 34,093.69

The Community Roots School
Profit & Loss by Class
 July 1 through October 20, 2020

	<u>Cash Donation - Building Fund</u>	<u>Amazon (Fundraising)</u>	<u>Total Fundraising</u>
Ordinary Income/Expense			
Income			
2000 · Fundraising	0.00	213.78	213.78
2010 · School Related	0.00	0.00	0.00
2550 · Capital Campaign	400.00	0.00	0.00
Total Income	<u>400.00</u>	<u>213.78</u>	<u>213.78</u>
Gross Profit	400.00	213.78	213.78
Expense			
640 · Dues & Fees	0.00	0.00	0.00
Total Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Ordinary Income	<u>400.00</u>	<u>213.78</u>	<u>213.78</u>
Net Income	<u><u>400.00</u></u>	<u><u>213.78</u></u>	<u><u>213.78</u></u>

The Community Roots School Profit & Loss

July 1 through October 20, 2020
Jul 1 - Oct 20, 20

Ordinary Income/Expense	
Income	
2000 · Fundraising	213.78
2010 · School Related	3,970.51
2550 · Capital Campaign	400.00
Total Income	<u>4,584.29</u>
Gross Profit	4,584.29
Expense	
640 · Dues & Fees	5,001.58
Total Expense	<u>5,001.58</u>
Net Ordinary Income	<u>-417.29</u>
Net Income	<u><u>-417.29</u></u>

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	I	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	1	2	3	4	5			
4	5	6	7	8	1	2	3	4	5	I	9	10	11	12
I	12	13	14	15	I	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	I	11	12	13	14	7	8	9	10	11
I	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

I=Inservice, G=Grading	C Parent Conferences	End of Term
	H Holiday - Paid holiday	Progress Report prep
	Vacation	

NOTE:

Parent/Teacher Conference Days and Grading/Prep Days TBD



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
- New PERS numbers

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
- *Executive Appraisal Instrument*

February

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

March

- CRS Board approves budget for next year and 5-year budget
- 15th - 8.33% of SSF

April

- *Conduct community survey*
- *Administrator self-evaluation*
- *Administrator submit annual review portfolio*
- *Essential Elements Rubric*
- DERS
- Teacher contracts
- 15th - 8.33% of SSF
- 1st - CRS budget due to SFSD

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)
- *Executive Appraisal Instrument (goal setting)*
- *Admin contract*