



**The Community Roots School Board Meeting**  
Tuesday, December 1, 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 November 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)
  - All Students Belong Policies ACB and ACB-R first reading-Christen/Katie
    - Discussion (working on equity statement)
  - 2021-22 Budget DRAFT
    - Discussion
  - Title IX and Communicable Disease Policies - 2nd reading Christen/Katie
    - Discussion
    - Action
  - Board Calendar-Jen
    - 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**  
**November 3, 2020**  
**DRAFT Minutes**

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

Staff present: Alyssa, Christine

Audience: none

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

Alyssa: everyone is hanging in there, making socially distance home visits, teachers are recommending students for the visits. Teachers are working hard. Alyssa is helping with take home materials and nano books

Admin: See report.

Finance: need to work on changing our board members for signature designation with Citizens bank. Question on where the garden staff funds come from.

Fundraising: Move from auction to fundraising in general. There was a recent meeting. Ad hoc volunteers will consider various events. Letters will be sent to previous donors. Wreaths will be sold. Potential for online sales. Donate now link on the Facebook page.

Equity-need to determine for the session. Pick up workbooks from school and finish Survey on Saturday.

Annual report: Will be submitted to the SFSD. Jen moves to approve, Jason seconds. **Unanimously approved.**

Calendar: Added in-service dates. Jason moves to approve, Jen seconds. **Unanimously approved.**

Board Positions: Chair cannot be the secretary, Jackie is willing to be acting chair would like support for the remaining year with a "co-chair". Astrid moves to approve Jackie as acting Chair through August 2021, Jason seconds. **Unanimously approved.**

Policy-first reading: Christen as the Title IX coordinator checking to see if SFSD has one. Will need to go to some training.

## The Community Roots School DECEMBER 2020 Board Meeting Administrator Report

1. **Enrollment**
  - a. Current 122– enrolled
    - i. One more student in process of enrolling
2. **District Communication**
  - a. Continuing to work with Brett Milliken and the IT department to troubleshoot any IT issues with district devices and software
3. **Budget**
  - a. SFSD Business office finalized the Lunch Revenue and Dyslexic Grant from 2019/20.
  - b. Attached to the board packet are budget drafts for the 2021-22 school year with estimates for both on-site and hybrid scenarios.
4. **Community**
  - a. Family Engagement sessions on a break for the month of December; resuming again in the new year.
  - b. Amanda’s expanded community offering of the 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) is on break; resuming again in January
  - 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. School Community Feedback Surveys will go out in December.
5. **Facilities**
  - a. SFC is still working on repairs to Basement classrooms. We have a meeting with SFC on Wednesday, December 2<sup>nd</sup> and will find out on a possible rent reduction due to the basement repairs.
  - b. Proposals were sent to both Waldo Hills and Evan’s Valley Board Members expressing interest in their facilities as a possible future home for our Middle School program. We have a site visit meeting with Waldo Hills on December 1<sup>st</sup> to discuss further details.
6. **Whole School & Educational Accountability**
  - a. The first window of STAR Assessments have wrapped up for students in grades 3-8. Children were assessed in Reading and Math.
  - b. Second staff Session with Christine Moses and Kura is on November 30<sup>th</sup>. We will be discussing CRS’ Equity policy and solidifying it.
  - c. Jodie Mitchell and Jo Tucker’s SPED work continues to support children virtually, and IEP/504 meetings are taking place.
  - d. Amanda, Jodie, and I are collaborating on a revised SPED handbook that outlines CRS’ Child Study process for families. It will be available after January.
  - e. LIPI (Limited In Person Instruction) is on hold due to current health metrics.
  - f. SPED evaluations are ongoing, 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.
  - g. Child Study has been implemented once a week on Mondays, this is a formalize process of support for individual children.
  - h. Implementing Lesson study is a goal to be revisited after the new year.
  - i. Amanda has started her coaching and observational work with the staff.
  - j. Christen to attend COSA Law conference the first week of December. (It’s virtual this year).
  - k. NCMPS:
    - i. The first Leadership team meeting is scheduled for Dec 7<sup>th</sup>. This is in partnership with Seth Webb, Christine Moses, and Kura Myrrlin.
    - ii. Christen met with Jackie and Jen to set the baseline for Administrative review using the Executive Appraisal and Reflective Practice Inventory tools.



7. **Grant**

- a. Final claims paperwork was submitted to both the ODE Smartsheet and the EGMS portal.
- b. Miranda is working with Christen on the final report documents that are due 12/29/2020.

8. **Policy**

- a. Parent Katy Combest will be on hand to answer any policy questions
- b. The newest set of policies that we are working on in collaboration with Christine Moses and Kura Myrrlin is All Students Belong, partnered with the Bias Incident Complaint Procedures. It will be ready for a second reading at the February Board Meeting; a draft will be included in the December Board Meeting.

9. **Fundraising**

- a. The wreath sale is wrapping up, a good success – lots of orders with the ease of ordering online.
- b. The fundraising committee meets once a month and has been hard at work designing some virtual events that we're pretty excited to share including:
  - i. Giving Tuesday
  - ii. Add a Leaf to the CRS Tree: similar to SACA's "Fill the Bowl". They are just in the planning stages now, working with a graphic artist and our website managers, but we hope to have more details on this goal-oriented event in the near future that incorporates the beautiful tree in our CRS logo.
  - iii. Local Business Donations

10% Less F

10% Less F

	2020-2021		2020-2021	
<b>Revenue</b>				
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
<b>Total Revenue</b>		<b>\$953,523</b>		<b>\$939,605</b>
<b>Expenses</b>				
<b>Personnel</b>				
<b>Certified</b>		6		6
Salaries - 1% COLA	2% + 0 Steps	288,000	2% + 0 Steps	288,000
ESL		2,500		2,500
<b>Classified - not FTE</b>		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
<b>Total Wages</b>		<b>\$381,500</b>		<b>\$381,500</b>
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 &amp; 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
<b>Subtotal Personnel</b>		<b>784,210</b>		<b>784,210</b>
<b>Staff Development</b>				
Staff/Curriculum Development		\$1,000		\$1,000
<b>Subtotal Staff Development</b>		<b>\$1,000</b>		<b>\$1,000</b>
<b>Operation &amp; Maintenance</b>				
Rent		\$40,800		\$40,800
PPE & Cleaning Supplies		\$5,000		\$5,000
Utilities		\$2,500		\$2,500
Custodial		\$3,600		\$3,600
GeerCrest				
<b>Subtotal Operation &amp; Maintenance</b>		<b>\$51,900</b>		<b>\$51,900</b>

<b>Classroom Supplies &amp; Equipment</b>		
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		
<b>Subtotal Supplies &amp; Equipment</b>	<b>\$61,500</b>	<b>\$61,500</b>
<b>Administration Costs</b>		
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		
Transportation		
<b>Subtotal Administration Costs</b>	<b>\$10,328</b>	<b>\$10,328</b>
<b>Board of Education Services</b>		
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
<b>Subtotal Board of Education</b>	<b>\$18,000</b>	<b>\$18,000</b>
<b>Cont Fund .125%</b>	<b>\$11,919</b>	<b>\$11,745</b>
<b>Reserve Fund .6%</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Expenses</b>	<b><u>\$938,857</u></b>	<b><u>\$938,683</u></b>
<b>Revenue less Expenses</b>	<b><u>\$14,666</u></b>	<b><u>\$922</u></b>



The Community Roots School  
**Profit & Loss**  
July 1 through November 16, 2020

Jul 1 - Nov 16, 20

<b>Ordinary Income/Expense</b>	
<b>Income</b>	
2000 · Fundraising	798.78
2010 · School Related	4,600.51
2550 · Capital Campaign	400.00
<b>Total Income</b>	<u>5,799.29</u>
<b>Gross Profit</b>	<u>5,799.29</u>
<b>Expense</b>	
640 · Dues & Fees	5,001.58
<b>Total Expense</b>	<u>5,001.58</u>
<b>Net Ordinary Income</b>	<u>797.71</u>
<b>Net Income</b>	<u><u>797.71</u></u>

# The Community Roots School Balance Sheet

As of November 16, 2020

Nov 16, 20

## ASSETS

### Current Assets

#### Checking/Savings

##### 100 - Current Assets

101 - Citizens Bank 35,108.69

Total 100 - Current Assets 35,108.69

103 - Petty Cash 200.00

Total Checking/Savings 35,308.69

Total Current Assets 35,308.69

**TOTAL ASSETS 35,308.69**

## LIABILITIES & EQUITY

### Equity

32000 - Unrestricted Net Assets 34,510.98

Net Income 797.71

Total Equity 35,308.69

**TOTAL LIABILITIES & EQUITY 35,308.69**

THE COMMUNITY ROOMS SOCIETY  
**Profit & Loss by Class**  
 July 1 through November 16, 2020

Ordinary Income/Expense	Cash Donation - Building Fund	Amazon (Fundraising)	Auction (Fundraising)	Wreath (Fundraising)	Total Fundraising	School Related	TOTAL
Income							
2000 - Fundraising	0.00	213.78	500.00	85.00	798.78	0.00	798.78
2010 - School Related	0.00	0.00	0.00	0.00	0.00	4,600.51	4,600.51
2550 - Capital Campaign	400.00	0.00	0.00	0.00	0.00	0.00	400.00
Total Income	400.00	213.78	500.00	85.00	798.78	4,600.51	5,798.29
Gross Profit	400.00	213.78	500.00	85.00	798.78	4,600.51	5,798.29
Expense							
640 - Dues & Fees	0.00	0.00	0.00	0.00	0.00	5,001.58	5,001.58
Total Expense	0.00	0.00	0.00	0.00	0.00	5,001.58	5,001.58
Net Ordinary Income	400.00	213.78	500.00	85.00	798.78	-401.07	797.71
Net Income	400.00	213.78	500.00	85.00	798.78	-401.07	797.71

19-20 CRS - SSF Budget  
11/18/2020

Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
<b><u>Revenue</u></b>						
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	441592.55	453123.45	0.00	453123.45
	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
	<b><u>Total Revenue</u></b>	<b>1036523.00</b>	<b>529594.13</b>	<b>496928.87</b>	<b>0.00</b>	<b>496928.87</b>
<b><u>Expenditures</u></b>						
760.1111.0111.142.000.000	Licensed Salaries	288000.00	28319.88	259680.12	181313.02	78367.10
760.1111.0112.142.000.000	Classified Salaries	91000.00	13985.14	77014.86	94958.16	-17943.30
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	6793.32	63676.68	33340.69	30335.99
760.1111.0213.142.000.000	PERS UAL Contribution	31320.00	3377.20	27942.80	16568.30	11374.50
760.1111.0220.142.000.000	Social Security Administration	29950.00	3171.01	26778.99	15551.19	11227.80
760.1111.0231.142.000.000	Workers' Compensation	500.00	26.86	473.14	90.21	382.93
760.1111.0232.142.000.000	Unemployment Compensation		106.11		1016.40	-1016.40
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 Benedits Licensed		5439.54	-5439.54	27197.70	-32637.24
760.1111.0252.142.000.000	ER Health Insurance Benedits Class		3070.68	-3070.68	15353.40	-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	3144.20	3355.80	1016.00	2339.80
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	6435.75	48564.25	34689.25	13875.00
760.1121.0111.142.050.000	Licensed Salaries	0.00	19661.46	-19661.46	117867.64	-137529.10
760.1121.0121.142.050.000	Classified Salaries	0.00	1267.20	-1267.20	11376.19	-12643.39
760.1121.0211.142.000.000	Employer Contribution, Tier I and Tier II	0.00	3367.42	-3367.42	16533.41	-19900.83
760.1121.0213.142.000.000	PERS UAL Contribution	0.00	1674.30	-1674.30	8217.30	-9891.60
760.1121.0220.142.050.000	Social Security Administration	0.00	1591.63	-1591.63	7810.21	-9401.84
760.1121.0231.142.050.000	Workers' Compensation	0.00	10.14	-10.14	34.36	-44.50

19-20 CRS - SSF Budget  
11/18/2020

Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
760.1121.0231.142.050.000	Unemployment Compensation	0	52.97	-52.97	510.6	-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 Insrance Benedits Licensed	0.00	3012.30	-3012.30	15061.50	-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	225.00	-225.00	0.00	-225.00
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	9797.32	-7297.32	1095.00	-8392.32
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	5898.24	18656.76	17694.70	962.06
760.2490.0113.142.000.000	Administrators	64000.00	35303.49	28696.51	84640.51	-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	3110.54	8024.46	7535.55	488.91
760.2490.0231.142.000.000	Workers' Compensation	801.00	12.98	788.02	36.34	751.68
760.2490.0232.142.000.000	Unemployment Compensation		59.50		492.50	-492.50
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 Insrance Benedits Licensed	0.00	2465.01	-2465.01	4198.32	-6663.33
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  
11/18/2020

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	220.51	10107.49	1279.49	8828.00
760.2490.0640.142.000.000	Dues & Fees / OSBA policy charge /Bookkeeper/	4000.00	1207.53	2792.47	1036.88	1755.59
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	591.70	10508.30	3858.30	6650.00
760.2540.0324.142.000.000	Rentals	40800.00	15976.19	24823.81	34023.81	-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	8007.17	-8007.17
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	\$266,045.12	\$770,643.49	\$762,604.10	\$8,039.39

	Budget	YTD Transactions
<b>Revenue</b>	\$1,036,523.00	\$529,594.13
<b>Expenditures</b>	\$1,036,523.00	\$266,045.12
<b>Balance</b>	\$0.00	<b>\$263,549.01</b>

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



Middle School Rent			\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
<b>Subtotal Operation &amp; Maintenance</b>	\$51,900	\$51,900	\$63,300	\$63,300	\$63,300	\$63,300	\$63,300	\$63,300	\$63,300
<b>Classroom Supplies &amp; Equipment</b>									
Paddle Up	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Fundraising Birds	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
ReCharge Café	\$0	\$0	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Donor Supplies for Teachers									
Teacher Supplies	\$3,000	\$3,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
Distance Learning Curriculum	\$55,000	\$55,000	\$0	\$0	\$0	\$36,500	\$38,250	\$40,000	\$40,000
Intervention Programs/STAR									
Adolescent Start-up	\$0	\$0	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
<b>Subtotal Supplies &amp; Equipment</b>	\$61,500	\$61,500	\$10,500	\$10,500	\$10,500	\$47,000	\$48,750	\$50,500	\$50,500
<b>Administration Costs</b>									
Printing/Copies/Office Supplies	\$4,328	\$4,328	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Copier Lease	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Misc. Office - TC, etc.	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
December staff gear									
Transportation									
<b>Subtotal Administration Costs</b>	\$10,328	\$10,328	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000
<b>Board of Education Services</b>									
Audit - tax prep	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Policy & Dues	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Legal									
Annual Report	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500
Worker's Compensation	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Insurance	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500
<b>Subtotal Board of Education</b>	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000
<b>Cont Fund .125%</b>	\$11,919	\$11,745	\$11,882	\$12,360	\$12,881	\$11,732	\$12,210	\$12,731	\$12,731
<b>Reserve Fund .6%</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$938,857	\$934,683	\$1,020,903	\$1,021,381	\$1,021,902	\$1,041,215	\$1,043,443	\$1,045,714	\$1,045,714
<b>Revenue less Expenses</b>	\$14,666	\$4,922	-\$70,380	-\$32,608	\$8,574	-\$102,692	-\$66,670	-\$27,238	-\$27,238





## Board/Financial Calendar

### August

- 1st - Certificates of insurance review
- 15th - 16.67% of SSF
- Financial Audit
- Annual inventory review (biannual?)

### September

- 15th - 8.33% of SSF
- End of fiscal year financial statements created
- New PERS numbers
- Draft Annual Report

### 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
- *Semi-annual Executive Appraisal Instrument completed*

### 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*