



The Community Roots School Board Meeting
Tuesday, June 1, 2021 6:30 p.m.
229 Eureka Ave. Silverton

Agenda

1. Call meeting to order – Jackie
2. Reading of Community Roots School Mission Statement – Jen
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
 - Approve Teacher Contracts
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)**
 - 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
 - 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

April 6, 2021

DRAFT Minutes

Board members: Jen, Jackie, Virginia, Jason, Rhonda

Staff: Christen, Susan

Visitor: Seth Webb

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

Agenda update to add an action on the Calendars.

Audience with Visitors (Susan) Everyone is in the groove with hybrid instruction. Kids have their hands on materials and energy. Work of the hands! The learning is one component but the social aspects are the important. Individualize is a focus for middle school and high school prep.

Admin report (see handout): Second half of May will be testing and parent teacher conference. Amanda the curriculum director will be the test coordinator. Teacher appreciation week. Going to the SFSD Board meeting to present on Monday. Getting SPED program ready next year.

Fundraising (Christen): Online portion of plant sale is over but the in-person sale is on the 15th. Read-a-thon is a potential fundraiser over the summer.

Finance (Jason): More discussion about next biennium and facilitating payments for staff. What it looks like without the SIA funds. Christen was looking into options for increasing staff salaries. Discussion getting the numbers back up to pre-Covid. We are looking good. Discussion on staff changes as well.

Facilities (Virginia): Septic denied at the grange when inspected. Best case scenario, we will need to add to the drain field and may be able to use the existing lines. Looked into getting an estimate but need to know what we need to do to get a better estimate. Decided to submit the conditional use application to get the building permit. Looking to produce data about water usage from a similar small school. Grange is aware and would be happy for us to extend the septic system but they do not have any additional funds. Maybe they would consider reducing rent.

Salary schedule (see handout): Three schedules. Admin: The peach column is the current (70%) the one in blue is the 75%. Teaching: Discussed extending to step 11 and 12. It is 83% of SFSD (no change). Classified is 97% of the SFSD (previously 95%). PERS went down. This proposal is only \$3,400 more than the estimated budget. Jen moves to approve the three salary schedules with the 75% for the Administrator, Rhonda seconds, **unanimously approved.**

Strategic priorities (see handout): Reviewed a slide deck the background on the engagement with NCMS. The last five months was focused on SWOT. Mountain of data collected. Leadership team met and took the data and broke it down into the three years. Placed the priorities to a bucket for each year. Priorities will be managed with a tool like Trello with assignments and dates.

Calendar: Admin/office (205 days) calendar and Teacher calendar (192). Mirrors SFSD other than the ½ day early release Mondays. Jen moves, Jason seconds, **unanimously approved.**

Equity policy: Discussed feedback from attorney, remove the word “Predictability” from #3 on page 2. #6 on page 3 was revised replaced “said” with “given” with a period after “culture” and the list of partners is not limited to the list in the policy. Removed the sentence in paragraph 1 that start with “In a recent community gathering. . .” #4 on page three, “the district” should be replaced with “the school”. Virginia moves to approve, Jason seconds, **unanimously approved.**



The Community Roots School June 2021 Board Meeting Administrator Report

Enrollment:

- Current 117 – enrolled
1. **Enrollment**
 - a. Holding steady to finish out the year
 - b. Still space available in the fall in grades 5-8
 2. **District Communication**
 - a. Working with the IT Dept to complete the Cyber Security Questionnaire for PACE
 3. **Educational Accountability & School News**
 - a. All SBAC (those who opted in), STAR, ELPA assessments completed by end of school.
 - b. Last Day of Parent/Teacher Conferences is June 7th
 - c. Kindergarten (Virtual) Orientation is scheduled for June 9th – Heather and Amanda are hosting.
 - d. SPED IEP and 504 work continues through the end of the school year; Jodie and Amanda are wrapping up final meetings and plans for next year.
 - e. Christine and Kura continue to work with staff, Board and DEI Committee on a monthly basis to examine ABAR practices, work through the Racial Healing Handbook, and disrupting white supremacy in our work.
 4. **Budget & Finances**
 - a. Annual audit continues.
 - b. Finance committee looked at several scenarios regarding staffing for next year, factoring in 1 new Guide and 3 Assistants to the staff, as well as moving a staff member to full time with benefits.
 - c. Sent a check to SFSD for Grant expenses.
 - d. Working with Miranda to close out the books for this year.
 5. **Community & Fundraising**
 - a. Annual Climate Survey complete; results in Executive Appraisal Portfolio submitted to the Board.
 - b. Plant Fundraiser complete
 - c. Last fundraising committee meeting in June to take stock and make plans for next year.
 - d. 8th Grade Graduation picnic scheduled for June 14th
 6. **Facilities**
 - a. CRS/SFC lease was signed for 2021/22 school year.
 - b. Working through completing projects on the wear and tear list to finish by July 1.
 - c. Need Volunteers to help move furniture from Room 5 to storage; the room needs to be vacant, cleaned, and restored to the church by June 30th
 - d. Conditional Use application for the Grange is in flux until details can be ironed out with the neighbor to the north of the property regarding well usage and easement.
 7. **HR**
 - a. Employment openings will be posted at SFSD for Assistant positions for next year
 - b. Ylai Leon hired as the Upper EI Guide for the Falcons
 - c. Looking to contract out Ramya Fernando for Montessori mentorship/staff support for 2021/22

The Community Roots School Balance Sheet

As of April 30, 2021

Apr 30, 21

ASSETS

Current Assets

Checking/Savings

100 · Current Assets

101 · Citizens Bank 95,038.46

Total 100 · Current Assets 95,038.46

103 · Petty Cash 200.00

Total Checking/Savings 95,238.46

Total Current Assets 95,238.46

TOTAL ASSETS 95,238.46

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 · Accounts Payable 800.00

Total Accounts Payable 800.00

Total Current Liabilities 800.00

Total Liabilities 800.00

Equity

32000 · Unrestricted Net Assets 34,510.98

Net Income 59,927.48

Total Equity 94,438.46

TOTAL LIABILITIES & EQUITY 95,238.46

The Community Roots School
Profit & Loss by Class
 July 2020 through April 2021

	<u>Cash Donation - Building Fund</u>	<u>Amazon (Fundraising)</u>
Ordinary Income/Expense		
Income		
2000 · Fundraising	0.00	639.11
2010 · School Related	0.00	0.00
2550 · Capital Campaign	400.00	0.00
520 · Grant	0.00	0.00
Total Income	<u>400.00</u>	<u>639.11</u>
Gross Profit	400.00	639.11
Expense		
410 · Consumable Supplies & Materials	0.00	0.00
640 · Dues & Fees	0.00	0.00
Total Expense	<u>0.00</u>	<u>0.00</u>
Net Ordinary Income	400.00	639.11
Net Income	<u><u>400.00</u></u>	<u><u>639.11</u></u>

The Community Roots School Profit & Loss by Class July 2020 through April 2021

	Auction (Fundraising)	Fundraising Others (Fundraising)	Plant Sale (Fundraising)
Ordinary Income/Expense			
Income			
2000 · Fundraising	500.00	6,561.34	2,636.23
2010 · School Related	0.00	0.00	0.00
2550 · Capital Campaign	0.00	0.00	0.00
520 · Grant	0.00	0.00	0.00
Total Income	<u>500.00</u>	<u>6,561.34</u>	<u>2,636.23</u>
Gross Profit	500.00	6,561.34	2,636.23
Expense			
410 · Consumable Supplies & Materials	0.00	0.00	0.00
640 · Dues & Fees	0.00	72.90	0.00
Total Expense	<u>0.00</u>	<u>72.90</u>	<u>0.00</u>
Net Ordinary Income	<u>500.00</u>	<u>6,488.44</u>	<u>2,636.23</u>
Net Income	<u><u>500.00</u></u>	<u><u>6,488.44</u></u>	<u><u>2,636.23</u></u>

The Community Roots School Profit & Loss by Class

July 2020 through April 2021

Wreath

	(Fundraising)	Total Fundraising	Grant
Ordinary Income/Expense			
Income			
2000 · Fundraising	3,222.69	13,559.37	0.00
2010 · School Related	0.00	0.00	0.00
2550 · Capital Campaign	0.00	0.00	0.00
520 · Grant	0.00	0.00	48,596.58
Total Income	3,222.69	13,559.37	48,596.58
Gross Profit	3,222.69	13,559.37	48,596.58
Expense			
410 · Consumable Supplies & Materials	1,406.85	1,406.85	0.00
640 · Dues & Fees	197.65	270.55	0.00
Total Expense	1,604.50	1,677.40	0.00
Net Ordinary Income	1,618.19	11,881.97	48,596.58
Net Income	1,618.19	11,881.97	48,596.58

The Community Roots School
Profit & Loss by Class
 July 2020 through April 2021

	<u>School Related</u>	<u>TOTAL</u>
Ordinary Income/Expense		
Income		
2000 · Fundraising	0.00	13,559.37
2010 · School Related	4,600.51	4,600.51
2550 · Capital Campaign	0.00	400.00
520 · Grant	0.00	48,596.58
Total Income	<u>4,600.51</u>	<u>67,156.46</u>
Gross Profit	4,600.51	67,156.46
Expense		
410 · Consumable Supplies & Materials	0.00	1,406.85
640 · Dues & Fees	5,551.58	5,822.13
Total Expense	<u>5,551.58</u>	<u>7,228.98</u>
Net Ordinary Income	<u>-951.07</u>	<u>59,927.48</u>
Net Income	<u><u>-951.07</u></u>	<u><u>59,927.48</u></u>

The Community Roots School Profit & Loss

July 2020 through April 2021

Jul '20 - Apr 21

Ordinary Income/Expense	
Income	
2000 · Fundraising	13,559.37
2010 · School Related	4,600.51
2550 · Capital Campaign	400.00
520 · Grant	48,596.58
Total Income	<u>67,156.46</u>
Gross Profit	<u>67,156.46</u>
Expense	
410 · Consumable Supplies & Materials	1,406.85
640 · Dues & Fees	5,822.13
Total Expense	<u>7,228.98</u>
Net Ordinary Income	<u>59,927.48</u>
Net Income	<u><u>59,927.48</u></u>

19-20 CRS - SSF Budget
5/19/2021

Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
Revenue						
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	899249.16	-4533.16	0.00	-4533.16
	SIA Funds	27057.00		27057.00		27057.00
	CARES	10000.00		10000.00		10000.00
760.0000.5400.142.000.000	BEGINNING FUND BALANCE	83000.00	190099.77	-107099.77	0.00	-107099.77
	Total Revenue	1036523.00	1094350.51	-57827.51	0.00	-57827.51
Expenditures						
760.1111.0111.142.000.000	Licensed Salaries	288000.00	134980.15	153019.85	78381.81	74638.04
760.1111.0112.142.000.000	Classified Salaries	91000.00	54731.80	36268.20	32592.73	3675.47
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	30929.85	39540.15	15338.52	24201.63
760.1111.0213.142.000.000	PERS UAL Contribution	31320.00	15416.96	15903.04	7644.52	8258.52
760.1111.0220.142.000.000	Social Security Administration	29950.00	14499.18	15450.82	7188.31	8262.51
760.1111.0231.142.000.000	Workers' Compensation	500.00	103.97	396.03	23.35	372.68
760.1111.0232.142.000.000	Unemployment Compensation		831.35		469.76	-469.76
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		25200.15	-25200.15	12600.08	-37800.23
760.1111.0252.142.000.000	ER Health Insurance Benedits Class		1556.32	-1556.32	778.16	-2334.48
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	10096.55	-3596.55	4851.27	-8447.82
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	28612.35	26387.65	12512.65	13875.00
760.1121.0111.142.050.000	Licensed Salaries	0.00	53945.21	-53945.21	31398.33	-85343.54
760.1121.0121.142.050.000	Classified Salaries	0.00	5114.88	-5114.88	3757.06	-8871.94
760.1121.0211.142.050.000	Employer Contribution, Tier I and Tier II	0.00	9586.60	-9586.60	4794.91	-14381.51
760.1121.0213.142.050.000	PERS UAL Contribution	0.00	4724.79	-4724.79	2363.00	-7087.79
760.1121.0220.142.050.000	Social Security Administration	0.00	4489.83	-4489.83	2245.47	-6735.30
760.1121.0231.142.050.000	Workers' Compensation	0.00	27.35	-27.35	6.11	-33.46
Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance

19-20 CRS - SSF Budget
5/19/2021

760.1121.0231.142.050.000	Unemployment Compensation	0	257.51	-257.51	146.8	-404.31
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	8607.21	-8607.21	4303.60	-12910.81
760.1121.0410.142.250.000	Consumables	0.00	0.00	0.00	0.00	0.00
760.2120.0130.142.000.000	Additional Salary - Jenn W	0.00	521.02	-521.02	0.00	-521.02
760.2120.0211.142.000.000	Employer Contribution, Tier I and Tier II	0.00	82.11	-82.11	0.00	-82.11
760.2120.0213.142.000.000	PERS UAL Contribution	0.00	41.68	-41.68	0.00	-41.68
760.2120.0220.142.000.000	Social Security Administration	0.00	39.85	-39.85	0.00	-39.85
760.2120.0231.142.000.000	Workers' Compensation	0.00	0.35	-0.35	0.00	-0.35
760.2120.0230.142.000.000	Unemployment Compensation	0.00	2.61	-2.61	0.00	-2.61
760.2310.0381.142.000.000	Audit Services	7000.00	7950.00	-950.00	0.00	-950.00
760.2310.0382.142.000.000	Legal Services	0.00	756.25	-756.25	0.00	-756.25
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	17694.72	6860.28	5898.22	962.06
760.2490.0113.142.000.000	Administrators	64000.00	79340.45	-15340.45	19356.84	-34697.29
760.2490.0121.142.000.000	Extra Duty Admin (Miranda)	0.00	1351.50	-1351.50	0.00	-1351.50
760.2490.0211.142.000.000	Employer Contribution, Tier I and Tier II	26200.00	5101.24	21098.76	3980.20	17118.56
760.2490.0213.142.000.000	PERS UAL Contribution	11644.00	2589.46	9054.54	2020.40	7034.14
760.2490.0220.142.000.000	Social Security Administration	11135.00	7456.55	3678.45	1922.48	1755.97
760.2490.0231.142.000.000	Workers' Compensation	801.00	35.60	765.40	7.76	757.64
760.2490.0232.142.000.000	Unemployment Compensation	0.00	361.29	-361.29	125.67	-486.96
760.2490.0240.142.000.000	Contractual Employee Benefits	16000.00	0.00	16000.00	0.00	16000.00
760.2490.0253.142.000.000	ER Health Insrance Bedit Admin	0.00	7372.05	-7372.05	2028.03	-9400.08
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
5/19/2021

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	1533.62	8794.38	796.32	7998.06
760.2490.0640.142.000.000	Dues & Fees / OSBA policy charge /Bookkeeper/	4000.00	1596.36	2403.64	648.05	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	3734.06	7365.94	1757.14	5608.80
760.2540.0324.142.000.000	Rentals	40800.00	37393.06	3406.94	12606.94	-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	3083.84	-3083.84
760.3100.0640.142.000.000	Dues and Fees	0.00	0.00	0.00	430.00	-430.00
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	\$671,463.16	\$365,891.19	\$277,353.33	\$88,537.86

	Budget	YTD Transactions
Revenue	\$1,036,523.00	\$1,094,350.51
Expenditures	\$1,036,523.00	\$671,463.16
Balance	\$0.00	\$422,887.35

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