



The Community Roots School Board Meeting
Tuesday, October 4, 2021 6:30 p.m.
229 Eureka Ave. Silverton

Agenda

1. Call meeting to order – Jackie
2. Reading of Community Roots School Mission Statement – Jason
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)**
 - Annual report
 - Discussion
 - Action
 - Strategic Plan
 - 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 6, 2021

DRAFT Minutes

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

Staff present: Michelle Brytesen, Christen Kelly

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

Audience with Visitors: Michelle reported that everyone has had been working very hard but excited. It was a good first day with no issues. Kids were happy to see each other and connect.

Administrator Report: See handout – enrollment at 113-which is very low. There has been a lot of shuffling. Gained two and lost two this week. Many parents are choosing other options due to the mask mandate.

DEI plan for the board 4 sessions.

Not hosting any visitors, campus is buttoned up with robust contact tracing. Covid protocols are a lot to manage. Added a land acknowledgement to website, cleaning up the website overall. Adding bios of the new hires.

Fundraising: Ginnie is going to lead fundraising with Melissa Wagoner. May have a virtual auction this year. A few new faces in the committee meeting but looking for more involvement.

Finance: Christen worked with Miranda to close out last year and start this year. The reserve is about \$105,000. Meeting with Steve at SFSD to go over a few details.

Facilities: Meeting in two weeks about to touch base on the grange. The grange project is complex. The neighbor with the well eventually allowed the conditional use. The septic permit has been issued. There are recording tasks that the Grange has to complete and a small driveway straightening project. Grange has a property tax abatement for fraternal organizations and they have asked for the copy of our 501c3 paperwork. Grange is doing a fundraiser for facility upgrades. They are also applying for a grant for the upgrades. Still need to negotiate a lease. Need to be sure the agreements are in place before the septic is paid for. Jackie will collect the info and write up an agreement.

Board application: See handout. Accountant by trade. Volunteers as our school bookkeeper. Jason moves, Jen seconds. **Unanimously approved.**



The Community Roots School

October 2021

Administrator Report

Enrollment:

- Current: 104 students enrolled for 2021/22 school year

1. Enrollment

- Enrollment is down overall due to COVID 19
- We have waitlisted students for grades 1&2, however due to health and safety protocols with social distancing and overcrowding in small, full classrooms, we are currently unable to accept students at these grade bands.
- Still room to enroll 6-8th grade students

2. District Communication

- Bus transportation is going well, with an average of 6-10 riders a day.
- School meals are unfortunately on an indefinite hold for now, as the SFSD is grappling with severe staff shortages and supply chain issues. I will keep in touch with the food service team and inform the community when meals can be reinstated.
- School nurse Leslie Kuhn and the SFSD nursing team continues to support CRS in guidance and follow-up with families who are out sick. We have a reporting system in place for any presumptive and/or positive cases. So far CRS has not had any COVID related illness in our students or staff.
- IT department is working on a chromebook order to replace devices overdue to swap out.

3. Educational Accountability & School News

- SBAC scores have not been received from the state as of 10/1/21
- Our first Family engagement session will take place on virtual Family Engagement
- SPED IEP and 504 work will continue in September. New District SpEd staff member Heather Sweigart will be responsible for IEP's as well as 504s this year. Her assistant is Jessica Saunders. Together they will be providing push-in support services to CRS students. Heather has begun reaching out to families to schedule meetings.
- The Montessori Assistant Course through NCMPS has begun. Christen is the facilitator.
- DERS assessments will begin in October.
- Staff had first session of the year with Buffalo Cloud Consulting. This year we will be working through the book This Book is Anti-Racist by Tiffany Jewell.
- CRS continues to be updated as information changes and evolves.
- STAR assessments have begun at the middle school level.
- The first Lesson Study session will be held on Monday, October 4th during the half day.
- Child Study has begun for all grade levels.
- Annual report is due to SFSD by Oct 31st. The draft is submitted to the board to review in this meeting.

4. Budget & Finances

- Due to low enrollment, the budget is proving to be a bit strained.
- Looking to channel ESSER 2 funds into the budget for COVID staffing needs.
- The budget from last fiscal year has been closed out.

5. Community & Fundraising

- Fundraising committee held a coffee connection meeting in the park for CRS parents and students. Great feedback from the community and requests to hold events like this more often.

6. Facilities

- Septic major alteration permit has been issued for the Grange and the work scheduled over the next couple of weeks.



- b. SFC basement flooded with the monsoon rains, and currently the Admin basement office and the LRC have been displaced upstairs to Room 2. Repairs are estimated to take 1 month. All of CRS items stored in the basement have been moved to the gym and/or room 2.
- c. Christen is in contact with insurance to replace water damaged items.
- d. Tree trimming took place on campus to remove low branches so that bus and garbage trucks can make proper clearance

Appendix 1

Sample Student Report Card

Appendix 2

ODE Report Card

As of 10/1/21 has yet to be released by
ODE

Appendix 3

2019 – 2020 Approved Budget

Appendix 4

End of the Year Budget Reports

Appendix 5

2020 -2021 Audit Financial Report

(As of 10/1/21 – Audit Reports have not been received. CRS will provide copies to SFSD when those have been completed.)

STRATEGIC PRIORITIES BY YEAR (Draft)										
	Communication	Community	Facilities	Finances	Human Resources	Pedagogy	Professional Development	Program Design	Student Supports	School-Wide Systems & Structures
YEAR 0			Regular CRS Report to Church Board							
			Formal Use Request Process with the Church							
	All Tools & Resources Available in Multiple Formats (online, print, audio, visual w/closed-captioning and/or subtitles, etc.)	Enriching and Purposeful Volunteer Opportunities & Projects	Each Classroom Well-Organized, Orderly, Simple, and Reflective of Its Particular Community of Learners	Salary Schedule that Accommodates Annual Cost of Living Adjustments, Years of Service, Additional Education and/or Responsibilities, etc. (competitive with SFSD)	Social Gathering & Celebration	Horizontal and Vertical Alignment These are discussions between the same and different levels. Action items would be to align the curriculum	Clear Rationale and Calendar	Each Primary and Elementary Classroom Fully Staffed with a Lead Teacher and Fulltime Assistant; for Middle School, with trained guides	Home Visits for Ks, 1sts, 4ths, and 7ths	Uninterrupted Work Periods (Children)
	School Practice Guidelines as a Reflection of CRS Mission Statement & Core Values (e.g. Dress Code, Behavioral Expectations, Diet, etc.)	Clear Rationale and Calendar for Family Engagement (open houses, "silent journeys", conferences, book groups, guest presenters, alumni panel, etc.) Community Service Focus oriented. *pedagogy category - going out - strengthening that aspect of our program	Gender Neutral Bathrooms		Forum for Voicing Needs & Concerns	NCMPS Skills Inventories Develop in Year 1 and then implement in 2 & 3 View with an Equity lens	NCMPS Online Assistants Training	Outdoor, Experiential, Place-Based Education Developed outdoor program re-think the 3y work cycle wrt to Alyssa's work. How to infuse the garden into each classroom.*Also pedagogy category	Child StudyWith an equity lens.	Uninterrupted Work Periods (Adults)

STRATEGIC PRIORITIES BY YEAR (Draft)										
	Communication	Community	Facilities	Finances	Human Resources	Pedagogy	Professional Development	Program Design	Student Supports	School-Wide Systems & Structures
YEAR 1	School Practice Guidelines as a Reflection of CRS Mission Statement & Core Values (e.g. Dress Code, Behavioral Expectations, Diet, etc.)	Foster the Creation of a Student Council (to include, e.g. adolescent representation to the BOD, students serving on school-wide committees) MOVE TO YEAR 2	Private Spaces for Student Sensory Breaks, etc. (contingent)		Hiring for Diversity Reword this. Seeking out diversity as an asset in the hiring process.	Regular Scientific Observation as the Cornerstone Assessment Practice for all Classrooms	Developmental Environment Rating Scale (DERS)	Land-Based Adolescent Program (contingent)		Calendar for Horizontal and Vertical Level Meetings
	Correspondences that Cater to Varying Needs & Lived Experiences	Revise CRS' Mission and Core Values Statements to Center Equity, Diversity, and Inclusion	Private Spaces for Meetings (staff, guardians, students, etc.) (contingent)		Mentorship Program for New Employees	Amplifying BIPOC and LGBTQ+ Voices Across the Curricula		Create an equity lens in which to view ALL THE THINGS, to create a safer, more supportive, more inclusive space for BIPOC and LGBTQ+		Calendar for Lesson Study & Child Study
	Create a Care & Concern Committee (to support those families of the greatest need)	Each Member of the CRS Community Treated with Equal Respect and Care	Storage (not in the classroom) (contingent)		Bias-Free Hiring Practices	Infuse Cosmic Education with Marginalized Voices Sharing power and space with. Making sure the voices encompass a spectrum of experiences.				Calendarized Use of the Developmental Environment Rating Scale (DERS) by the Coach and Classroom Guides ONGOING - DERS with an equity lens.

STRATEGIC PRIORITIES BY YEAR (Draft)

	Communication	Community	Facilities	Finances	Human Resources	Pedagogy	Professional Development	Program Design	Student Supports	School-Wide Systems & Structures
YEAR 2	All Tools & Resources Translated (Spanish, Russian)	Presentation of CRS' "Peace Mission" to the Church (to include an invitation to collaborate) SWAP TO YEAR 1	Each Classroom Fully Equipped with the Furnishings and Instructional Materials to Equitably Support All Learners	Allocate Yearly PD Budget	Clear Rationale & Calendar for Goal Setting & Appraisal Process	Clear Rationale and Practical Guidelines for School-Wide Grace & Courtesy Ongoing. revamp Grace and Courtesy definition to be inclusive and through an equity lens.	Lesson Study	Before- and After-Care Program	Behavioral Supports & "Discipline Policy" Reflective of School-Wide Grace & Courtesy and "Peace Mission" (moving from a posture of punishment to focusing on whole-child supports) Move to year 1... Ongoing	Calendar for Peer Observations
	Connection and Partnership with Local Organizations (e. g. Head Start, SACA, Chamber of Commerce, etc.)	Visit Local Preschools	Overt Diverse Cultural Respresentaion	Offer Families a Sliding Scale for Lunch Program, School Supplies, and Activity Fees (based on reported income) Move to year 1?	Tiered Workload for New Employees	Use of Formative Assessment Data to Support and Inform Instruction	Implicit Bias (and how that appears in our curricula, practices, relationships, etc.)	Offer After-School Extra-Curriculars	Leverage Student Data (demographic, academic, SEL, etc.) to Tailor Targeted Services	Development and Deployment of an Equity Screener
	Outreach to Communities Underrepresented at CRS	Visit Local Secondary Programs (in support of best practices AND student transitions)			Hire a Development Director to Target Admissions and Financial Needs (80% per pupil funding cap, flat and/or decreasing enrollment)	Regularly Disaggregate and Interrogate Student Achievement Data to Ensure Equitable Student Experiences	Individualizing the Curriculum		Regularly Disaggregate and Interrogate Student "Discipline" Data to Ensure Equitable Student Experiences	
		Overt Acknowledgement and Celebration of CRS' Diverse Community				Include curricula that connects students to their home communities, incorporates different cultural perspectives and practices, and normalizes differences	Successfully Communicating with Families		Further Develop the Child Study Process at CRS (i.e. to incorporate the full spectrum of diverse learners AND the structural supports available: Section 504, SpED, TAG)	

STRATEGIC PRIORITIES BY YEAR (Draft)

	Communication	Community	Facilities	Finances	Human Resources	Pedagogy	Professional Development	Program Design	Student Supports	School-Wide Systems & Structures
		Increase Board Membership and Committee Work				Preparation for a Successful Transition to District Secondary Programs (Middle School, High School)				
YEAR 3		Maintain a Visible Presence in the Greater Silverton Area (e.g. posters, news items, exhibitions of student work, parades, etc.)		Benefits for Assistant Teachers and All Part-Time Employees	Distributed Leadership that Allows for Sharing of Perspectives and Power	Portfolio Assessment	Culturally Responsive Education	Fully Articulated Primary Program (to include 3 and 4 year-olds)	GenED and SpED Callibration and Collaboration	Calendar for Classroom Observations and Coaching Conversations ONGOING
				Allocate Annual Classroom Budgets (commensurate with actual needs)	Hire a Pedagogical Director or Operations Manager	Comprehensive K-8 Curriculum Map * horizontal and vertical alignment in year 1? The map is the final product.	High-Quality Montessori Best Practices	Free or Use of Available "Braided Funding" Streams to Ensure Greater Accessibiity.	Develop a Coherent and Child-Child Centered Assessment Inventory (to include academic and SEL/EF protocols and tools)	Ongoing Outside Consultant Support
				Reliable & Sustainable Fundraising	On-Site Student Counselor/Social Worker <i>(contingent)</i>	Decolonizing the Cultural Curriuclum to Ensure Equitable Representation in Charts, Timelines, and Stories, etc.	ABAR Education	Calendar of Regular Pedagogical / Accountability Review with Program Consultants	Implement Targeted Support Systems for Marginalized Student Groups (e. g. SAGA, etc.)	
				Allocate Budget Line Items for Furnishings & Materials Repair and Replacement		Scaffold Developmentally Appropriate Understanding of Social Justice and Action	Improvement Science Protocols & Tools	Specialists (e.g. Foreign Language, Visual Art, Music, Drama, PE, etc.)		

STRATEGIC PRIORITIES BY YEAR (Draft)

	Communication	Community	Facilities	Finances	Human Resources	Pedagogy	Professional Development	Program Design	Student Supports	School-Wide Systems & Structures
				Consistant Year-Over-Year Philanthropy			Incorporating What Research Tells Us Works Best for Children & Adolescents	Education for Life (The Tacit Development of the Critical Skills Linked to Human Flourishing)		
								Building Sustainable Program Components (not tied to more fickle sources such as grants, fundraising, etc.)		
								Expand Adoelscent Program to Include 9th Years (a full three-year cycle)		

Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance	
Revenue							
760.0000.1760.142.000.000	Supplemental from Fundraised/School Related Acct.	26150.00	0.00	26150.00	0.00	26150.00	
760.0000.3101.142.000.000	State School Fund—General Support (131.82) 56719	891855.00	0.00	891855.00	0.00	891855.00	
760.0000.5400.142.000.000	BEGINNING FUND BALANCE	89491.00	0.00	89491.00	0.00	89491.00	
	Total Revenue	1007496.00	0.00	1007496.00	0.00	1007496.00	
Expenditures - 1111							
	K-5						
760.1111.0111.142.000.000	Licensed Salaries	221827.00	0.00	221827.00	0.00	221827.00	
760.1111.0112.142.000.000	Classified Salaries	99158.00	0.00	99158.00	0.00	99158.00	
760.1111.0117.142.000.000	Unused Leave	5250.00	0.00	5250.00	0.00	5250.00	
760.1111.124.142.000.000	Temp Classified - Lego- ESL	3000.00					
760.1111.0211.142.000.000	Employer Contribution, Tier I and Tier II	44185.00	0.00	44185.00	0.00	44185.00	
760.1111.0213.142.000.000	PERS UAL Contribution	26187.00	0.00	26187.00	0.00	26187.00	
760.1111.0220.142.000.000	Social Security Administration	24353.00	0.00	24353.00	0.00	24353.00	
760.1111.0231.142.000.000	Workers' Compensation	1749.00	0.00	1749.00	0.00	1749.00	
760.1111.0232.142.000.000	Unemployment Compensation	0.00	0.00	0.00	0.00	0.00	
760.1111.0240.142.000.000	Contractual Employee Benefits	39054.00	0.00	39054.00	0.00	39054.00	
760.1111.0311.142.000.000	Instruction Services - Certified Sub.	8000.00					
760.1111.0312.142.000.000	Instructional Programs Improvement Services - Classified Subs	4000.00	0.00	4000.00	0.00	4000.00	
760.1111.0410.142.000.000	Consumable Supplies and Materials (\$400/class)	1733.00	255.90	1477.10	0.00	1477.10	
760.1111.0640.142.000.000	Dues and Fees	10000.00	111.15	9888.85	0.00	9888.85	
Expenditures - 1121							
	6-8th						
760.1121.0111.142.050.000	Licensed Salaries	86501.00	0.00	86501.00	0.00	86501.00	
760.1121.0121.142.050.000	Classified Salaries	39168.00	0.00	39168.00	0.00	39168.00	
760.1121.0211.142.050.000	Employer Contribution, Tier I and Tier II	18473.00	0.00	18473.00	0.00	18473.00	
760.1121.0213.142.050.000	PERS UAL Contribution	10908.00	0.00	10908.00	0.00	10908.00	
760.1121.0220.142.050.000	Social Security Administration	9917.00	0.00	9917.00	0.00	9917.00	
760.1121.0231.142.050.000	Workers' Compensation	705.00	0.00	705.00	0.00	705.00	
	Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
760.1121.0240.142.050.000	Contractual Employee Benefits		15021.00	0.00	15021.00	0.00	15021.00
760.1121.0410.142.250.000	Consumables		677.00	0.00	677.00	0.00	677.00
Instructional Staff Development - 2240							
760.2240.0310.142.000.000	Non-instructional Professional and Technical	4000.00	0.00	4000.00	0.00	4000.00	
Board of Education Services - 2310							
760.2310.0380.142.000.000	Non-instructional Professional and Tech. - OSBA	2000.00	0.00	2000.00	0.00	2000.00	
760.2310.0381.142.000.000	Audit Services	7500.00	0.00	7500.00	0.00	7500.00	
760.2310.0410.142.000.000	Consumable Supp./Materials- Print Annual Report	500.00	0.00	500.00	0.00	500.00	
760.2310.0650.142.000.000	Insurance and Judgments	5500.00	0.00	5500.00	0.00	5500.00	
Other Support Services - 2490							
760.2490.0112.142.000.000	Classified Salaries	24908.00	2161.00	22747.00	0.00	22747.00	
760.2490.0113.142.000.000	Administrators	123542.00	11694.84	111847.16	0.00	111847.16	
760.2490.0211.142.000.000	Employer Contribution, Tier I and Tier II	17979.00	1877.48	16101.52	0.00	16101.52	
760.2490.0213.142.000.000	PERS UAL Contribution	10513.00	1108.46	9404.54	0.00	9404.54	
760.2490.0220.142.000.000	Social Security Administration	11256.00	1050.41	10205.59	0.00	10205.59	
760.2490.0231.142.000.000	Workers' Compensation	809.00	3.84	805.16	0.00	805.16	
760.2490.0232.142.000.000	Unemployment Compensation	0.00	68.65	-68.65	0.00	-68.65	
760.2490.0240.142.000.000	Contractual Employee Benefits	16800.00	1049.58	15750.42	0.00	15750.42	
760.2490.0311.142.000.000	Substitutes - Licensed	1500.00	0.00	1500.00	0.00	1500.00	
760.2490.0410.142.000.000	Consumable Supplies and Materials(= staff gear)	5544.00	1352.04	4191.96	0.00	4191.96	
760.2490.0640.142.000.000	Dues & Fees / OSBA policy charge /bookkeeper/	13040.00	0.00	13040.00	0.00	13040.00	
Fiscal Services - 2520							
760.2520.0231.142.000.000	Workers' Compensation - whole school	2500.00	0.00	2500.00	0.00	2500.00	
Operations and Maintenance - 2540							
760.2540.0320.142.000.000	Property Services (Rents)	57240.00	3933.36	53306.64	0.00	53306.64	
760.2540.0321.142.000.000	Cleaning Services	7500.00	0.00	7500.00	0.00	7500.00	
760.2540.0321.142.000.000	Water and Sewer	1228.00	0.00	1228.00	0.00	1228.00	
760.2540.0328.142.000.000	Garbage	1272.00	0.00	1272.00	0.00	1272.00	
760.2540.0328.142.000.000	PPE & Cleaning Supplies	5000.00	0.00	5000.00	0.00	5000.00	
760.2550.0330.142.000.000	Student Transportation Services	1000.00	0.00	1000.00	0.00	1000.00	
Food Service - 3100							
760.3100.0112.142.000.000	Food Classified Salary	0.00	0.00	0.00	0.00	0.00	
760.3100.0640.142.000.000	Dues and Fees	0.00	0.00	0.00	0.00	0.00	
Planned Reserve							
760.6000.0810.142.000.000	Planned Reserve	16499.00	0.00	16499.00	0.00	16499.00	
760.7000.0820.142.000.000	Reserved for Next Year	0.00	0.00	0.00	0.00	0.00	
		\$1,007,496.00	\$24,666.71	\$971,829.29	\$0.00	\$971,829.29	

	Budget	YTD Transactions
Revenue	\$1,007,496.00	\$0.00
Expenditures	\$1,007,496.00	\$24,666.71
Balance	\$0.00	(\$24,666.71)

Reserve Designations	2020-21 Actual	2021-22 Budgeted
Assigned		
Assigned	Total in SSF Reserve	\$83,000
	Reserve - roll over - Fundraising group	\$46,756
	Play ground Donation	\$4,000
	Contingency Roll-Over	\$105,625
Restricted	Reserve - CRS Longevity Fund	\$29,692