



**The Community Roots School Board Meeting**  
Tuesday, September 7, 2021 6:30 p.m.  
229 Eureka Ave. Silverton

## Agenda

1. Call meeting to order – Jackie
2. Reading of Community Roots School Mission Statement – Virginia  
***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 June 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)**
  - Board application
    - 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

June 1, 2021

## DRAFT Minutes

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

Staff present: Christen

**Consent Agenda:** Jason moves to approve the consent agenda, Virginia seconds, **unanimously approved.**

**Audience with Visitors:** No visitors

**Admin Report** (see handout): Working with Miranda to close out the books with SFSD for the next finance committee meeting. Signed renewal of the facility lease. Mask guidance is changing. Planning for next year protocols. 20 ballots received and Virginia was elected as a board member but there was not enough of a quorum for the by-law change.

**Fundraising Committee:** Christen is looking for someone to lead the fundraising committee. Plant sale is complete. \$500 on the in-person sale. Shelf the read-a-thon for now.

**Finance Committee:** Went over the salaries and finances for the grange. Looking ahead to the budget – doing well with the new format. 134 students

**Facility Committee:** Initially conditional use permit approved but then informed it would not be approved. The neighbor also owns the property and may not allow the use of the water. Well test on Friday to see how much is coming into the well. Hoping it is enough to ease concerns. Conditional use permit is just the land use permit. Will still need the building inspection.

7:30 adjourn to 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)

8:56 conclude executive session

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



## The Community Roots School August 2021 Administrator Report

### Enrollment:

- Current: 113 students enrolled for 2021/22 school year

### 1. Enrollment

- a. Enrollment is down overall due to COVID 19
- b. Still room to enroll 6-8<sup>th</sup> grade students

### 2. District Communication

- a. Bus transportation schedules were completed by Heather Johnson and Durham transportation. CRS shares a bus schedule with Bethany; the final schedule has been posted on the SFSD website and communicated out to CRS families via ParentSquare.
- b. School meals will begin the week of September 13<sup>th</sup>. All meals are free for students this year.
- c. Special Education department has hired a Heather Sweigart to replace Jodie Mitchell, and Jessica Saunders to replace Jo Tucker as both the Special Lead and Assistant, respectively.
- d. School nurse Leslie Kuhn trained CRS staff in SFSD Nursing protocols and procedures for this upcoming school year. She also presented Health and Safety procedures to our parent community as part of our Returning to School family engagement session.
- e. IT department is able to provide students 1:1 devices. All students will have a device and appropriate charger checked out and assigned to them at the beginning of the school year. The [Securly Web Filter](#) will continue to be used on iPads and Chromebooks to filter devices both on and off campus. The [Securly Parent Portal](#) remains available to parents that would like to manage student devices at home
  - Information will be sent out to guardians early in the school year about how to manage student devices when they are off campus.

### 3. Educational Accountability & School News

- a. SBAC scores have not been received from the state as of 9/3/21
- b. Communications regarding the 2021/22 school year plans have gone out to families in the form of Parent Square Posts, virtual Family Engagement sessions, and our website.
- c. The Middle school students will start of the school year on campus at CRS; transferring to the Grange mid-year once all the County paperwork and inspections have cleared.
- d. As per the Governor's orders, ODE, and OHA masks will be required for all students, staff, and visitors at CRS.
- e. 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.
- f. All assistants are taking the Montessori Assistant Course through NCMPS; Christen is the facilitator.
- g. Partnering with NCMPS to have all Guides trained with DERS
- h. Partnering with Buffalo Cloud Consulting this year to continue DEI work with Staff and the Board.
- i. Strategic Priorities still need to be approved by the Board
- j. CRS website has been updated to reflect current COVID 19 and school information, a land acknowledgement, and options for several language translations (Spanish, Russian, Chinese). Forthcoming edits include staff and board bios.
- k. Guidepost Montessori is slated to be our virtual learning platform as needed.
- l. Open houses for students and staff were held on 9/2 and 9/3.

### 4. Budget & Finances

- a. Final documents for the annual audit have been submitted
- b. Estimated reserve funds are \$100,000.



- c. Looking for opportunities to sponsor 2 Guides to obtain their state certification so that CRS can be in compliance for our charter agreement.
- d. PERS rate dropped July 1st.
- e. Insurance
  - i. Medical Insurance rates increased by 6.32% , Dental stayed the same. New plan takes effect Oct 1st.
  - ii. PACE \$7,099
  - iii. New staff have been factored into the working budget for 2021/22

**5. Community& Fundraising**

- a. Fundraising committee meeting was held September 2nd. Ginnie Vigansky is taking over as the staff liaison. Board member involvement in this committee would be welcome.

**6. Facilities**

- a. Conditional Use application for the Grange has been approved.
- b. Septic major alteration permit has been issued for the Grange and the work scheduled over the next couple of weeks.
- c. The building permit for the Grange is in process; once that is issued we can schedule the building inspection.
- d. The adolescent program will start off the school year on the CRS campus, with plans to move to the Grange once all the requirements are cleared with the County.
- e. CRS submitted their school and facility calendar to SFC to coordinate the use of space this academic year.

**7. HR**

- a. All staff has been hired for the year.
- b. New assistants include Venessa Lopez, Neli Tamrakar, Crystle Lemme.
- c. New Kindergarten Guide is Ali Wigowsky.

	Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance	Pre Encumbrance	Pending Invoices	Uncommitted Balance
3	760.0000.1760.142.000.000	Club Fund Raising	-26150.00	0.00	-26150.00	0.00	-26150.00	0.00	0.00	-26150.00
8	760.0000.3101.142.000.000	State School Fund—General Support	-891855.00	-220796.27	-671058.73	0.00	-671058.73	0.00	0.00	-671058.73
12	760.0000.5400.142.000.000	BEGINNING FUND BALANCE	-89491.00	0.00	-89491.00	0.00	-89491.00	0.00	0.00	-89491.00
116	760.1111.0111.142.000.000	Licensed Salaries	221827.00	0.00	221827.00	121502.16	100324.84	110069.59	0.00	-9744.75
117	760.1111.0112.142.000.000	Classified Salaries	99158.00	0.00	99158.00	0.00	99158.00	0.00	0.00	99158.00
118	760.1111.0117.142.000.000	Unused Leave	5250.00	0.00	5250.00	0.00	5250.00	0.00	0.00	5250.00
121	760.1111.0124.142.000.000	Temporary - Classified	3000.00	0.00	3000.00	0.00	3000.00	0.00	0.00	3000.00
125	760.1111.0211.142.000.000	Employer Contribution, Tier I and Tier II	44185.00	0.00	44185.00	16463.52	27721.48	0.00	0.00	27721.48
127	760.1111.0213.142.000.000	PERS UAL Contribution	26187.00	0.00	26187.00	9720.12	16466.88	0.00	0.00	16466.88
128	760.1111.0220.142.000.000	Social Security Administration	24353.00	0.00	24353.00	9102.84	15250.16	0.00	0.00	15250.16
129	760.1111.0231.142.000.000	Workers' Compensation	1749.00	0.00	1749.00	45.02	1703.98	0.00	0.00	-1773.98
131	760.1111.0240.142.000.000	Contractual Employee Benefits	39054.00	0.00	39054.00	0.00	39054.00	0.00	0.00	39054.00
135	760.1111.0311.142.000.000	Instruction Services	8000.00	0.00	8000.00	0.00	8000.00	0.00	0.00	8000.00
136	760.1111.0312.142.000.000	Instructional Programs Improvement Services	4000.00	0.00	4000.00	0.00	4000.00	0.00	0.00	4000.00
138	760.1111.0410.142.000.000	Consumable Supplies and Materials	1733.00	98.00	1635.00	590.19	1044.81	0.00	0.00	1044.81
145	760.1111.0640.142.000.000	Dues and Fees	10000.00	111.15	9888.85	0.00	9888.85	0.00	0.00	9888.85
153	760.1121.0111.142.050.000	Licensed Salaries	86501.00	0.00	86501.00	62243.84	24257.16	31035.09	0.00	-6777.93
155	760.1121.0112.142.050.000	Classified Salaries	39168.00	0.00	39168.00	0.00	39168.00	0.00	0.00	39168.00
160	760.1121.0211.142.050.000	Employer Contribution, Tier I and Tier II	18473.00	0.00	18473.00	8434.07	10038.93	0.00	0.00	10038.93
161	760.1121.0213.142.050.000	PERS UAL Contribution	10908.00	0.00	10908.00	4979.52	5928.48	0.00	0.00	5928.48
162	760.1121.0220.142.050.000	Social Security Administration	9917.00	0.00	9917.00	4726.68	5190.32	0.00	0.00	5190.32
163	760.1121.0231.142.050.000	Workers' Compensation	705.00	0.00	705.00	22.54	682.46	0.00	0.00	682.46
165	760.1121.0240.142.050.000	Contractual Employee Benefits	15021.00	0.00	15021.00	0.00	15021.00	0.00	0.00	15021.00
167	760.1121.0410.142.050.000	Consumable Supplies and Materials	677.00	0.00	677.00	0.00	677.00	0.00	0.00	677.00
242	760.2240.0310.142.000.000	Instructional, Professional and Technical Services	4000.00	0.00	4000.00	0.00	4000.00	0.00	0.00	4000.00
245	760.2310.0380.142.000.000	Non-instructional Professional and Technical Servi	2000.00	0.00	2000.00	0.00	2000.00	0.00	0.00	2000.00
246	760.2310.0381.142.000.000	Audit Services	7500.00	0.00	7500.00	0.00	7500.00	0.00	0.00	7500.00
248	760.2310.0410.142.000.000	Consumable Supplies and Materials	500.00	0.00	500.00	0.00	500.00	0.00	0.00	500.00
249	760.2310.0640.142.000.000	Dues and Fees	0.00	7099.00	-7099.00	0.00	-7099.00	0.00	0.00	-7099.00
250	760.2310.0650.142.000.000	Insurance and Judgments	5500.00	0.00	5500.00	0.00	5500.00	0.00	0.00	5500.00
254	760.2410.0324.142.000.000	Rentals	0.00	134.10	-134.10	1475.10	-1609.20	0.00	0.00	-1609.20
255	760.2410.0355.142.000.000	Printing and Binding	0.00	3.40	-3.40	1301.46	-1304.86	0.00	0.00	-1304.86
256	760.2490.0112.142.000.000	Classified Salaries	24908.00	2161.00	22747.00	23771.00	-1024.00	0.00	0.00	-1024.00
257	760.2490.0113.142.000.000	Administrators	123542.00	11694.84	111847.16	58474.16	53373.00	0.00	0.00	53373.00
258	760.2490.0121.142.000.000	Substitutes Licensed	1500.00	0.00	1500.00	0.00	1500.00	0.00	0.00	1500.00
264	760.2490.0211.142.000.000	Employer Contribution, Tier I and Tier II	17979.00	1877.48	16101.52	11144.31	4957.21	0.00	0.00	4957.21
265	760.2490.0212.142.000.000	Employee Contribution, Pick-Up	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
266	760.2490.0213.142.000.000	PERS UAL Contribution	10513.00	1108.46	9404.54	6579.58	2824.96	0.00	0.00	2824.96
267	760.2490.0220.142.000.000	Social Security Administration	11256.00	1050.41	10205.59	6243.90	3961.69	0.00	0.00	3961.69
268	760.2490.0231.142.000.000	Workers' Compensation	809.00	3.84	805.16	28.86	776.30	0.00	0.00	776.30

269	760.2490.0232.142.000.000	Unemployment Compensation	0.00	68.65	-68.65	408.11	-476.76	0.00	0.00	-476.76
270	760.2490.0240.142.000.000	Contractual Employee Benefits	16800.00	0.00	16800.00	0.00	16800.00	0.00	0.00	16800.00
271	760.2490.0253.142.000.000	ER Health Insurance Benefit - Admin	0.00	1049.58	-1049.58	5247.90	-6297.48	0.00	0.00	-6297.48
276	760.2490.0410.142.000.000	Consumable Supplies and Materials	5544.00	1352.04	4191.96	0.00	4191.96	0.00	0.00	4191.96
277	760.2490.0640.142.000.000	Dues and Fees	13040.00	0.00	13040.00	0.00	13040.00	0.00	0.00	13040.00
284	760.2520.0231.142.000.000	Workers' Compensation	2500.00	0.00	2500.00	0.00	2500.00	0.00	0.00	2500.00
294	760.2540.0320.142.000.000	Property Services	57240.00	150.90	57089.10	859.95	56229.15	0.00	0.00	56229.15
295	760.2540.0321.142.000.000	Cleaning Services	7500.00	0.00	7500.00	0.00	7500.00	0.00	0.00	7500.00
296	760.2540.0324.142.000.000	Rentals	0.00	3772.51	-3772.51	0.00	-3772.51	0.00	0.00	-3772.51
297	760.2540.0327.142.000.000	Water/Sewer	1228.00	0.00	1228.00	0.00	1228.00	0.00	0.00	1228.00
298	760.2540.0328.142.000.000	Garbage	1272.00	0.00	1272.00	0.00	1272.00	0.00	0.00	1272.00
301	760.2540.0410.142.000.000	Consumable Supplies and Materials	5000.00	0.00	5000.00	0.00	5000.00	0.00	0.00	5000.00
311	760.2550.0330.142.000.000	Student Transportation Services	1000.00	0.00	1000.00	0.00	1000.00	0.00	0.00	1000.00
337	760.6000.0810.142.000.000	Planned Reserve	11148.00	0.00	11148.00	0.00	11148.00	0.00	0.00	11148.00
339	760.7000.0820.142.000.000	Reserved for Next Year	5351.00	0.00	5351.00	0.00	5351.00	0.00	0.00	5351.00
			\$0.00	\$0.00	\$0.00	\$389,384.87	(\$389,384.87)	\$141,104.68	(\$54.34)	(\$530,435.21)

# The Community Roots School Balance Sheet

As of April 30, 2021

Jul 31, 21

## ASSETS

### Current Assets

#### Checking/Savings

##### 100 · Current Assets

101 · Citizens Bank 83,719.58

Total 100 · Current Assets 83,719.58

103 · Petty Cash 200.00

Total Checking/Savings 83,919.58

Total Current Assets 83,919.58

**TOTAL ASSETS 83,919.58**

## 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 83,182.58

Net Income -63.00

Total Equity 83,119.58

**TOTAL LIABILITIES & EQUITY 83,919.58**

# The Community Roots School Profit & Loss by Class

	July 2021	
	<u>School Related</u>	<u>TOTAL</u>
Ordinary Income/Expense		
Expense		
640 · Dues & Fees	63.00	63.00
Total Expense	<u>63.00</u>	<u>63.00</u>
Net Ordinary Income	<u>-63.00</u>	<u>-63.00</u>
Net Income	<u><u>-63.00</u></u>	<u><u>-63.00</u></u>



The Community Roots School  
**Profit & Loss**  
July 2021

	<u>Jul 21</u>
Ordinary Income/Expense	
Expense	
640 · Dues & Fees	63.00
Total Expense	<u>63.00</u>
Net Ordinary Income	<u>-63.00</u>
Net Income	<u><u>-63.00</u></u>