



The Community Roots School Board Meeting
Tuesday, December 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 – Jane (6:30)
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 (6:35)
 - Approve November Meeting Minutes
4. Audience with Visitors (Audience members may make comments to the board on any topic) (6:40)
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 revisions-Christen
 - Discussion
 - JEBA Early Entrance Policy-recommend a motion to strike
 - JEC-AR Admissions Procedure-highlighted edits
 - ACG - suggested changes
 - ACG-AR - needs review and discussion with SFSD
 - GBA
 - JBG1 - suggested changes
 - Health Insurance-Christen
 - Discussion
 - Board member application-Jackie
 - Discussion
 - Action

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
Nov. 2, 2021
Draft Minutes

Board Members: Virginia, Jason, Jane
Staff: Christen, Alissa

Consent Agenda: We are passing without a vote without quorum.

Audience with visitors: Alissa families came to the school and set up an outdoor tent. Happy to be at school and not at home.

Administrator Report: Upper Elementary guide leaving with under two weeks' notice and combine the two UE classrooms. Assistants have remained and are in class. Part time staffer is pending to fill in to help support the combined class. Long term planning to grow from within the assistant ranks. Review of the last guide and reasoning for the departure. Enrollment at 105 is steady and working on the finances of the guide transitions. Planned town hall for new families to meet the new instructors. Basement work is done and staff have moved back in.

Fundraising: Poinsettia sales, Wrapping paper sales, and wreath sales. Report from the coffee meet up, people wanted guidance for fundraising, focus the effort. Extended discussion on interest in fund raising and finding volunteers.

Finance: Review an option to establish the auction.

Facility: We need to pay the septic, could take a special meeting to timely meet. Need a place to put the coffee cart for storage until it moves to the Grange.

No discussion or action.

Community Roots School
Special meeting
November 8, 2021

Board members present: Jason, Jen, Shannon, Virginia, Jane
Staff members present: Christen

Grange facility. Work is completed on the septic and payment is due. CRS agrees to pay \$4000 for septic drain field work that has been completed at the Grange. The grange agrees to repay CRS through rent abatement in the same amount, made up to \$600 per month, in the event that CRS moves in to the grange, or through 24 monthly payments in the event that CRS does not move into the grange. **Virginia moves to approve, Jason seconds, Unanimously approved.**

Employee Contract: Shannon moves to approve, Jen seconds, Unanimously approved.



The Community Roots School December 2021 Administrator Report

Enrollment:

- Current: 101 students enrolled.

1. Enrollment

- a. Two 6th grade students transferred to the Middle school in November.

2. District Communication

- a. Weekly OPT-IN COVID testing option in conjunction with Santiam Hospital continues to be in place for students. Additionally, the state has announced the implementation of a new 'test to stay' program, which will allow unvaccinated but asymptomatic individuals to stay in school. Nurses will primarily communicate on a case-by-case basis to those individuals to whom it applies. SFSD is offering this additional tool for keeping students and staff at school following an exposure.
- b. Meeting held with the SFSD Business team on Nov 4th to discuss ESSER III Funding and Plans.
- c. Christen is scheduled to present a CRS Annual Report to the SFSD Board at their January 10th meeting.

3. Educational Accountability & School News

- a. Christen has completed her DERS training and will apply the rubric to the classroom environments in December and throughout the spring.
- b. Christen meets with each staff member in December to review DERS scores, set goals, and conduct self assessments.
- c. All staff had their third session with Christine and Kura from Buffalo Cloud Consulting. We looked at Continued work and dialogue with This Book Is Anti-Racist by Tiffany Jewell. As well, we started examining our classroom environments using the "walk the room" rubric and observation guide. The questions posed were, "What do you anticipate will be in your room?" "How can you diversify?" and "How can students and families help you?"
- d. STAR assessments continue to be performed for Middle School and Upper Elementary on a rolling basis.
- e. Informal reading and math assessments were performed for primary and lower elementary students.
- f. Child Study continues; the team meets 3x month to examine supports and next steps in place for key students.
- g. The Upper Elementary environments were restructured into one combined class. Ginnie is the lead Guide, Allie Esperanza was hired as the assistant Guide, and the two educational assistants remain in place for continued support. We are in the process of scheduling a virtual meet and greet between the Upper Elementary parents, Ginnie, and Allie.
- h. Parent Teacher Conferences have concluded. An update to our Progress Reports includes additional SEL & Executive Function categories to report out on for students, in addition to academic content areas.
- i. SPED services continue their push in model for children with IEP's and 504s. Additionally, the use of the sensory equipment is open to all students to use if/when needed.

4. Budget & Finances

- a. SIA Quarter 1 plan update has been submitted to ODE.
- b. ESSER 3 funds are available to use until September 30th, 2023. CRS is umbrella'd under the [SFSD Plan](#).

5. Community & Fundraising

- a. November was a big month for Fundraising. Between the wreath sale, poinsettia sale, wrapping paper sale, and Giving Tuesday donations, the CRS community raised ~\$10,000.



- b. Our Middle School students open and operate the Re-Charge Café every Tuesday afternoons on campus..
 - c. An outdoor Auction event is scheduled for the Wooden Shoe Tulip Farm on May 14th, 2022. The Fundraising committee has a call out for volunteers to join the effort in organizing this event. Monthly meetings take place on the first Thursday of the month. The last Saturday of each month a coffee connection in Coolidge McClaine park is held. In December the Coffee Connection meeting will be held on Saturday the 4th due to the holiday break later in the month.
6. **Facilities**
- a. SFC will be replacing the oven/range in the kitchen (currently the oven is out-of-order)
 - b. Installation of outdoor tent happened in November, thanks to parent volunteers and a generous family donation of aforementioned tent.
 - c. CRS & SFC will conduct a "walkabout" of campus to make sure that we are in alignment with SFC's expectations.
7. **Policy**
- a. OSBA sent another round of policy updates. The Board will do a first reading of some of them in December, and the rest in February.
8. **HR**
- a. CRS Hired Allie Esperanza as an assistant Guide in the Upper Elementary program
 - b. SFSD sub Crystal Schmidt will be covering for Mindy McCraw in December while she is out recovering from surgery.
9. **Lunch/Breakfast Program**
- a. SFSD has two candidates to interview for CRS's lunch program.

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 (123) \$7037	891855.00	367993.79	523861.21	0.00	523861.21
760.0000.5400.142.000.000	BEGINNING FUND BALANCE	89491.00	0.00	89491.00	0.00	89491.00
	Total Revenue	1007496.00	367993.79	639502.21	0.00	639502.21
Expenditures - 1111						
K-5						
760.1111.0111.142.000.000	Licensed Salaries	221827.00	36281.01	185545.99	178373.40	7172.59
760.1111.0112.142.000.000	Classified Salaries	99158.00	25622.04	73535.96	123594.36	-50058.40
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	0.00	3000.00	0.00	3000.00
760.1111.0211.142.000.000	Employer Contribution, Tier I and Tier II	44185.00	987.69	43197.31	10238.70	32958.61
760.1111.0213.142.000.000	PERS UAL Contribution	26187.00	3652.44	22534.56	6045.00	16489.56
760.1111.0214.142.000.000	PERS UAL Contribution 2021 Bond	0.00	4046.66	-4046.66	0.00	-4046.66
760.1111.0220.142.000.000	Social Security Administration	24353.00	4701.00	19652.00	5671.50	13980.50
760.1111.0231.142.000.000	Workers' Compensation	1749.00	37.48	1711.52	26.04	1685.48
760.1111.0232.142.000.000	Unemployment Compensation	0.00	307.25	-307.25	370.70	-677.95
760.1111.0240.142.000.000	Contractual Employee Benefits	39054.00	0.00	39054.00	0.00	39054.00
760.1111.0251.142.000.000	ER Health Insurance Benefit - LIC	0.00	8540.24	-8540.24	3097.60	-11637.84
760.1111.0252.142.000.000	ER Health Insurance Benefit - CLASS	0.00	3419.48	-3419.48	0.00	-3419.48
760.1111.0311.142.000.000	Instruction Services - Certified Subs.	8000.00	364.33	7635.67	0.00	7635.67
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	2207.11	-474.11	1995.66	-2469.77
760.1111.0640.142.000.000	Dues and Fees	10000.00	425.07	9574.93	2186.08	7388.85
Expenditures - 1121						
6-8th						
760.1121.0111.142.050.000	Licensed Salaries	86501.00	14551.91	71949.09	71530.59	418.50
760.1121.0121.142.050.000	Classified Salaries	39168.00	5784.70	33383.30	28923.50	4459.80
760.1121.0211.142.050.000	Employer Contribution, Tier I and Tier II	18473.00	363.21	18109.79	5282.69	12827.10
760.1121.0213.142.050.000	PERS UAL Contribution	10908.00	1289.77	9618.23	3118.90	6499.33
760.1121.0214.142.050.000	PERS UAL Contribution 2021 Bond	0.00	1209.18	-1209.18	0.00	-1209.18
760.1121.0220.142.050.000	Social Security Administration	9917.00	1555.05	8361.95	2978.80	5383.15
760.1121.0231.142.050.000	Workers' Compensation	705.00	11.26	693.74	13.02	680.72
760.1121.0232.142.050.000	Unemployment Compensation	0.00	101.62	-101.62	194.70	-296.32
760.1121.0240.142.050.000	Contractual Employee Benefits	15021.00	0.00	15021.00	0.00	15021.00
760.1121.0251.142.050.000	ER Health Insurance Benefit - LIC	0.00	2164.55	-2164.55	1793.40	-3957.95
760.1121.0410.142.250.000	Consumables	677.00	0.00	677.00	450.65	226.35
760.2240.0130.142.000.000	Additional Salary	0.00	0.00	0.00	1615.00	-1615.00
Instructional Staff Development - 2240						
760.2240.0310.142.000.000	Non-instructional Professional and Technical	4000.00	4000.00	0.00	1200.00	-1200.00
Board of Education Services - 2310						
Non-instructional Professional and Tech. - OSBA						
760.2310.0380.142.000.000	Non-instructional Professional and Tech. - OSBA	2000.00	225.00	1775.00	0.00	1775.00
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	6483.00	18425.00	19449.00	-1024.00
760.2490.0113.142.000.000	Administrators	123542.00	23389.68	100152.32	46779.32	53373.00
760.2490.0211.142.000.000	Employer Contribution, Tier I and Tier II	17979.00	2189.80	15789.20	8974.01	6815.19
760.2490.0213.142.000.000	PERS UAL Contribution	10513.00	2389.80	8123.20	5298.24	2824.96
760.2490.0214.142.050.000	PERS UAL Contribution 2021 Bond	0.00	1201.28	-1201.28	0.00	-1201.28
760.2490.0220.142.000.000	Social Security Administration	11256.00	2267.83	8988.17	5028.18	3959.99
760.2490.0231.142.000.000	Workers' Compensation	809.00	9.74	799.26	22.96	776.30
760.2490.0232.142.000.000	Unemployment Compensation	0.00	120.02	-120.02	287.25	-407.27
760.2490.0240.142.000.000	Contractual Employee Benefits	16800.00	0.00	16800.00	0.00	16800.00
760.2490.0253.142.000.000	ER Health Insurance Benefit - ADMIN	0.00	2408.66	-2408.66	4198.32	-6606.98
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	2524.43	3019.57	1056.89	1962.68
760.2490.0640.142.000.000	Dues & Fees / OSBA policy charge /Bookkeeper/	13040.00	7284.00	5756.00	34.55	5721.45
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	57240.00	879.74	56360.26	4263.89	52096.37
760.2540.0321.142.000.000	Cleaning Services	7500.00	0.00	7500.00	270.00	7230.00
760.2540.0324.142.000.000	Rent	0.00	9143.51	-9143.51	50000.00	-59143.51
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	73.56	1198.44
760.2540.0328.142.000.000	PPE & Cleaning Supplies	5000.00	368.02	4631.98	184.72	4447.26
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	\$182,507.56	\$824,988.44	\$594,621.18	\$227,367.26

	Budget	YTD Transactions
Revenue	\$1,007,496.00	\$367,993.79
Expenditures	\$1,007,496.00	\$182,507.56
Balance	\$0.00	\$185,486.23

Reserve Designations	2020-21 Actual	2021-22 Budgeted
	Assigned	Total in SSF Reserve
	\$83,000	\$83,000

OSBA Model Charter School Sample Policy

Code: AC-AR
Adopted:

Discrimination Complaint Procedure

Complaints regarding discrimination or harassment, on any basis protected by law, shall be processed in accordance with the following procedures:

Step 1 ¹Complaints may be oral or in writing and should be filed with the **administrator**. Any staff member that receives a written or oral complaint shall report the complaint to the **administrator**.

The **administrator** shall investigate and determine the action to be taken, if any, and reply in writing to the complainant within **10** school days of receipt of the complaint.

Step 2 If the complainant is not satisfied with the decision of the **administrator**, a written appeal may be filed with the Board within **five** school days of receipt of the **administrator's** response in Step 1. The Board may decide to hear or deny the request for appeal at a Board meeting. If the Board decides to hear the appeal, the Board may meet with the concerned parties and their representative at the **next regular or special Board meeting**. The Board's decision will address each allegation in the complaint and contain the reasons for the Board's decision. A copy of the Board's decision shall be sent to the complainant in writing within **10** days of this meeting.

If the Board decides not to hear the appeal the administrator's decision is final.

¹If the **administrator** is the subject of the complaint the individual may start at Step **2** and file a complaint with the **Board chair**. **The Board may refer the investigation to a third party.**

Complaints against the Board as a whole or against an individual Board member may start at Step **2**, should be submitted to the Board chair, and may be referred to counsel. Complaints against the Board chair may start at Step **2** and should be referred directly to **[counsel] [the Board vice chair]**.

Timelines may be extended based upon mutual consent of the public charter school and the complainant in writing.

Appeal Process

A decision reached by this public charter school board for a complaint that alleges a violation of OAR 581-021-0047 (Prohibition against using Native American mascots) may be appealed to Oregon Department of Education (ODE) under OAR 581-002-0001 - 581-002-0023.

[¹ For public charter school information. The timelines set forth in each step of the school's complaint procedure, beginning here, is recommended to be within 30 days of the submission of the complaint at any step. The school and complainant may agree in writing to a longer time period for that step. The school's complaint procedure is recommended to not exceed a total of 90 days from the initial filing of the complaint, regardless of the number of steps involved, unless the school and the complainant have agreed in writing to a longer time period.]

[2]

[A decision reached by this public charter school board for a complaint that alleges a violation of Oregon Revised Statute (ORS) 659.850 or Oregon Administrative Rule (OAR) 581-021-0045 or OAR 581-021-0046 (Discrimination), may be appealed to the board of the [Silver Falls School District³]. The complainant may file such appeal with the [superintendent] [Board chair] of the [Silver Falls School District⁴]. A final decision reached by the Board of [Silver Falls School District⁵]. may be appealed to ODE under OAR 581-002-0001 - 581-002-0023.]

OR

[A final decision reached by the public charter school board for a complaint that alleges a violation of Oregon Revised Statute (ORS) 659.850 or Oregon Administrative Rule (OAR) 581-021-0045 or OAR 581-021-0046 (Discrimination), is recognized as the final decision regarding this complaint⁶ by the Board of [name of public charter school’s sponsor]. A final decision may be appealed to ODE under OAR 581-002-0001 - 581-002-0023.]

[² The public charter school board is strongly encouraged to have a discussion with their sponsor about the next step for a complainant – choose one of the following bracketed options.]

[³ Insert the name of the public charter school’s sponsor/sponsoring district.]

[⁴ Insert the name of the public charter school’s sponsor/sponsoring district.]

[⁵ Insert the name of the public charter school’s sponsor/sponsoring district.]

⁶ The public charter school board is given this authority by the school’s sponsor, [name of school sponsor], as established by [the charter agreement] [Board policy] [a resolution of the [name of school sponsor] board].

[] Charter School

DISCRIMINATION COMPLAINT FORM

Name of Person Filing Complaint Date School or Activity

Student/Parent Employee Job applicant Other _____

Subject of complaint:

- | | | |
|--|---|--|
| <input type="checkbox"/> Race | <input type="checkbox"/> Economic status | <input type="checkbox"/> Proficiency in English language |
| <input type="checkbox"/> Color | <input type="checkbox"/> Veterans' status | <input type="checkbox"/> Discriminatory use of a Native American mascot |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Age | <input type="checkbox"/> Cultural Stereotyping? |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Sexual orientation | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> National or ethnic origin | <input checked="" type="checkbox"/> Gender identity | |
| <input type="checkbox"/> Mental or physical disability | <input type="checkbox"/> Pregnancy | |
| <input type="checkbox"/> Marital status | <input type="checkbox"/> Income level | |
| <input type="checkbox"/> Familial status | <input type="checkbox"/> Athletic ability | |

Specific complaint: (Please provide detailed information including names, dates, places, activities and results of discussion.)

Who should we talk to and what evidence should we consider?

Suggested solution/resolution/outcome:

This complaint form should be mailed or submitted to the [administrator] [director].

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division or the U.S. Department of Labor, Equal Employment Opportunities Commission.

OSBA Model Charter School Sample Policy

Code: GBA
Adopted:

Equal Employment Opportunity (Required if public charter school is the employer)

Equal employment opportunity and treatment shall be practiced by the public charter school regardless of all races¹, religion, age, assigned sex at birth, gender expression, gender identity, sexual orientation, ethnicity, national origin, abilities, neurodiversity, income level, language proficiency, marital status, pregnancy, childbirth or a related medical condition², veterans' status³, service in uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, and disability⁴ if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The administrator will appoint an employee to serve as the officer in charge of compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. The administrator will also designate a Title IX coordinator to comply with the requirements of Title IX of the Education Amendments. The Title IX coordinator will investigate complaints communicated to the public charter school alleging noncompliance with Title IX. The name, address and telephone number of the Title IX coordinator will be provided to all students and employees.

The administrator will develop other specific recruiting, interviewing and evaluation procedures as are necessary to implement this policy.

END OF POLICY

Legal Reference(s):

ORS 174.100	ORS 659.850	ORS 659A.147
ORS 243.317 - 243.323	ORS 659A.003	ORS 659A.233
ORS 326.051	ORS 659A.006	ORS 659A.236
ORS 332.505	ORS 659A.009	ORS 659A.309
ORS 338.115	ORS 659A.029	ORS 659A.321
ORS 342.934	ORS 659A.030	ORS 659A.409
ORS 408.225	ORS 659A.040	ORS 659A.820
ORS 408.230	ORS 659A.082	
ORS 408.235	ORS 659A.109	OAR 581-021-0045
ORS 652.210 - 652.220	ORS 659A.112	OAR 581-022-2405

¹ Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).

² This unlawful employment practice related to pregnancy, childbirth or a related medical condition as described in House Bill 2341 (2019) (added to ORS 659A) applies to employers who employ six or more persons.

³ The public charter school grants a preference in hiring and promotion to veterans and disabled veterans. A veteran is eligible to use the preference any time when applying for a position at any time after discharge or release from service in the Armed Forces of the United States.

⁴ This unlawful employment practice related to disability as described in ORS 659A.112 applies to employers who employ six or more persons (ORS 659A.106).

[OAR 839-003-0000](#)
[OAR 839-006-0435](#)
[OAR 839-006-0440](#)

[OAR 839-006-0450](#)
[OAR 839-006-0455](#)
[OAR 839-006-0460](#)

[OAR 839-006-0465](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e, et. seq. (2018).
Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2018); 29 C.F.R Part 1626 (2019).
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2018).
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2018).
Rehabilitation Act of 1973, 29 U.S.C. §§791, 794 (2018); 34 C.F.R. Part 104 (2019).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).
Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).
Americans with Disabilities Act Amendments act of 2008, 42 U.S.C. §§ 12101-12133 (2018).
The Vietnam Era Veterans’ Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2018).
Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2018).
Chevron USA Inc. v. Echazabal, 536 U.S. 736 (2002).
Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. §§ 4301-4303 (2018).
[House Bill 2935 \(2021\)](#)
[House Bill 3041 \(2021\)](#)

OSBA Model Charter School Sample Policy

Code:
Adopted:

IKF

DELETE

Graduation Requirements**

(This version is for a public charter school that includes grades K through 8 only; this version requires an administrative regulation - see IKF-AR, Version 2)
(Version 2)

Students and their parents will be notified of state graduation and diploma requirements.

The public charter school will ensure that students have access onsite to the appropriate resources to achieve a diploma, a modified diploma, an extended diploma or an alternative certificate. The public charter school will provide [age-appropriate and developmentally appropriate] literacy instruction to all students through grade 8.

[¹The public charter school will develop procedures to provide assessment options as described in the *Test Administration Manual*, in the ELL student’s language of origin, and will develop procedures to ensure that locally scored assessment options administered in an ELL student’s language of origin are scored by a qualified rater.]

The public charter school may not deny a student the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma, for the sole reason the student has the documented history listed under modified or extended diploma requirements in accompanying administrative regulation, IKF-AR – Graduation Requirements.

Beginning in grade five or beginning after a documented history to qualify for a modified diploma, an extended diploma, or an alternative certificate has been established, the public charter school will annually provide to the parents or guardians of the student, information about the availability and requirements of a modified diploma, an extended diploma, and an alternative certificate.

The public charter school may not deny a diploma to a student who has opted out of the statewide assessments if the student is able to satisfy all other requirements for the diploma. Students who opt-out of the statewide summative assessments will need to meet the Essential Skills graduation requirement using another approved assessment option.

¹ [This paragraph is required if the public charter school allows ELL students to demonstrate proficiency in Essential Skills in their language of origin.]

The public charter school shall establish conduct and discipline consequences for student-initiated test impropriety. “Student-initiated test impropriety” means student conduct that is inconsistent with the *Test Administration Manual* or accompanying guidance; or results in a score that is invalid.

END OF POLICY

Legal Reference(s):

[ORS 329.045](#)
[ORS 329.451](#)
[ORS 329.479](#)
[ORS 339.115](#)
[ORS 339.505](#)
[ORS 343.295](#)

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[OAR 581-021-0009](#)
[OAR 581-022-2000](#)
[OAR 581-022-2010](#)
[OAR 581-022-2015](#)
[OAR 581-022-2020](#)
[OAR 581-022-2025](#)

[OAR 581-022-2030](#)
[OAR 581-022-2115](#)
[OAR 581-022-2120](#)
[OAR 581-022-2505](#)

Test Administration Manual, published by the OREGON DEPARTMENT OF EDUCATION.

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OSBA Model Charter School Sample Policy

Code: IKF
Adopted:

DELETE

Graduation Requirements**

(For a public charter school with grades K-5 only; this version does not need an administrative regulation.)
(Version 3)

Students and their parents will be notified of state graduation and diploma requirements.

The public charter school will ensure that students have access onsite to the appropriate resources to achieve a diploma, a modified diploma, an extended diploma or an alternative certificate. The public charter school will provide [age-appropriate and developmentally appropriate] literacy instruction to all students through grade 5.

[¹The public charter school will develop procedures to provide assessment options as described in the *Test Administration Manual*, in the ELL student’s language of origin, and will develop procedures to ensure that locally scored assessment options administered in an ELL student’s language of origin are scored by a qualified rater.]

The public charter school may not deny a student the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history described in the eligibility requirements of a modified or extended diploma from Oregon law.

Beginning in grade five or beginning after a documented history to qualify for a modified diploma, an extended diploma or an alternative certificate has been established, the public charter school will annually provide to the parents or guardians of the student, information about the availability and requirements of a modified diploma, an extended diploma and an alternative certificate.

The public charter school may not deny a diploma to a student who has opted-out of the statewide assessments if the student is able to satisfy all other requirements for the diploma. Students who opt-out will need to meet the Essential Skills graduation requirement using another approved assessment option. Students may choose to opt-out of the Smarter Balanced or alternate Oregon Extended Assessment must complete the Oregon Department of Education’s Opt-out Form² and submit the form to the public charter school.

The public charter school shall establish conduct and discipline consequences for student-initiated test impropriety. “Student-initiated test impropriety” means student conduct that is inconsistent with the *Test Administration Manual* or accompanying guidance; or results in a score that is invalid.

END OF POLICY

¹ [This paragraph is required if the public charter school allows ELL students to demonstrate proficiency in Essential Skills in their language of origin.]

² www.ode.state.or.us: Educator Resources > Student Assessment > Test Administration > Forms > 2018-2019 30-day notice and opt-out form

Legal Reference(s):

[ORS 329.045](#)
[ORS 329.451](#)
[ORS 329.479](#)
[ORS 339.115](#)
[ORS 339.505](#)
[ORS 343.295](#)

[OAR 581-021-0009](#)
[OAR 581-022-2000](#)
[OAR 581-022-2010](#)
[OAR 581-022-2015](#)
[OAR 581-022-2020](#)
[OAR 581-022-2025](#)

[OAR 581-022-2030](#)
[OAR 581-022-2115](#)
[OAR 581-022-2120](#)
[OAR 581-022-2505](#)

Test Administration Manual, published by the OREGON DEPARTMENT OF EDUCATION.

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OSBA Model Charter School Sample Policy

Code: JB
Adopted:

Equal Educational Opportunity[**]

Every student of the public charter school will be given equal educational opportunities regardless of race, religion, age, assigned sex at birth, gender expression, gender identity, sexual orientation, ethnicity, national origin, abilities, disabilities, the terms of an individualized education program, income level, language proficiency, neurodiversity, parental status, familial status, socioeconomic status, or geographic location.

The public charter school may not limit student enrollment based on of race, religion, age, assigned sex at birth, gender expression, gender identity, sexual orientation, ethnicity, national origin, abilities, disabilities, the terms of an individualized education program, income level, language proficiency, neurodiversity, except as authorized under Oregon law. The public charter school may limit admission to students within a given grade level. The public charter school must select students through an equitable lottery selection process if the number of student applicants exceeds the capacity of a program, class, grade level or building. The public charter school may implement a weighted lottery that favors historically underserved students in accordance with ORS 338.125¹. The school may give priority for admission to students in accordance with ORS 338.125.

No student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the public charter school or denied access to facilities in the school.

A student or parent may also access and use the public charter school's general complaint procedure through Board policy KL - Public Complaints.

All reports, complaints or information will be investigated.

The public charter school will communicate the availability of policy and available complaint procedures to students and their parents through available school's communication systems, handbooks, and will be published to the school website and made available at the school office during regular business hours.

A student of the public charter school may not be subjected to retaliation by the public charter school for the reason that the student has in good faith reported information that the student believes is evidence of a violation of a state or federal law, rule or regulation.

END OF POLICY

Legal Reference(s):

[ORS 174.100](#)
[ORS 192.630](#)
[ORS 326.051](#)

[ORS 329.025](#)
[ORS 336.086](#)
[ORS 338.125](#)

[ORS 659.850](#)
[ORS 659.852](#)
[ORS 659A.001](#)

¹ As amended by House Bill 2954 (2021).

[ORS 659A.003](#)
[ORS 659A.006](#)
[ORS 659A.103](#) - 659A.145
[ORS 659A.400](#)

[ORS 659A.403](#)
[ORS 659A.406](#)
[OAR 581-021-0045](#)
[OAR 581-021-0046](#)

[OAR 581-022-2310](#)
[OAR 839-003](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018); 28 C.F.R. §§ 42.101-42.106 (2019).

Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2018); 34 C.F.R. Part 104 (2019).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12333 (2018).

House Bill 2935 (2021).

House Bill 2954 (2021).

House Bill 3041 (2021).

The Community Roots School

Code: **JEBA**
Adopted: 5/05/15
Readopted: 4/05/16

Early Entrance

Parents may request an application and receive information for early entrance to Kindergarten and 1st grade from the school office of The Community Roots School.

For early entrance to Kindergarten, students need to be age 5 by November 1. For early entrance to 1st grade, students need to be age 6 by November 1st.

Indistrict parents shall return the completed application by May 1, or as reasonably close to that date as possible, to the school office. Parents new to the district shall submit the completed application by August 15.

A Screening Team comprised of the public charter school director, teacher and a school psychologist, shall discuss the application and determine whether to advance the application for assessment.

An assessment appointment shall be scheduled with the director. A nonrefundable fee not to exceed \$250 made payable to The Community Roots School (CRS) shall be required at this time. If this fee presents a hardship, the parents are urged to contact the CRS administration at the school office.

The primary assessment device to be used in determining the child's eligibility shall be the Silver Falls School District Kindergarten Assessment and the Wechsler Preschool and Primary Scale of Intelligence (WPPSI-III). The director shall contact the parent to review and explain the assessment results.

If the child qualifies for early entrance the teacher shall conduct a parent conference at the end of six weeks of school to review the progress.

END OF POLICY

Legal Reference(s):

[ORS 327.006](#)
[ORS 336.092](#)
[ORS 336.095](#)

[ORS 339.115](#)
[ORS 343.395](#)

SB 321 (2015)

Admissions Procedure

Application Process

1. Parents/guardians of students on the current year's wait list are notified in February of important dates for next year's enrollment lottery.
2. Currently enrolled families will receive an Intent to Re-enroll form by February 1st and it is due before March 1st.
3. Notices publicizing the schools enrollment process are placed in public places such as the library and community bulletin boards.
4. The school participates in community sponsored events.
5. The school maintains a website at www.crmontessori.org which is an ongoing source of information about the school.
6. Any parents or guardians interested in the school can call 503-874-4107 and receive information regarding the school.

Lottery Process

1. Prior to enrolling, families will have the opportunity to meet with the director and observe in the classroom. This will allow the family to acquaint themselves with the school and its mission.
2. If interested in the school, parents or guardians are required to complete an application form. 3. If a student is withdrawn from school or is expelled they must go through a new enrollment process.
4. The application forms are due in the school's office by the new student enrollment application deadline (which will fall on or before March 31). ~~Only those~~ Applications received by mail, email or in person by the end of the school day on the date determined on or before March 31 at 3:30 p.m. will be considered received as of the new enrollment application deadline. If the number of applications exceeds the capacity of the school, class, grade level or building, applicants will be evaluated according to the following criteria. Priority for enrollment shall be given ~~to founder's children~~, currently enrolled students and then siblings of students currently enrolled are granted ~~automatic~~ acceptance on a space available basis. Next, priority will be given to all other students who will be selected for placement on the waiting list by an equitable lottery process. The lottery is overseen by the Community Roots School's Board of Directors. The lottery will continue until all applicants have either been granted admission or assigned a placement

number on the waiting list. The lottery will include **only** those students with completed applications received by the school by

the new enrollment application deadline. The lottery will be held at the school on or before April 15th and is open to the public.

5. Students applying after the first new enrollment application deadline, will be placed on the waiting list after all of the first phase lottery participants, in the order the applications are received. A second phase of the lottery enrollment deadline will be established by August 15, for the second phase of the lottery to happen before the new school year begins. This second phase will follow all above rules. Students will be taken from the waiting list, in order, for immediately available places in the School, or if accepted applicants or current students refuse admission or leave the School during that given year.
6. Students currently attending the school are considered continuing students and are admitted for all subsequent years that the child is at the school. Intent to Re-enroll forms are due from such students in the school's office before March 1st.
7. Separate lottery drawings will be conducted for district residents and students who reside outside the district. All district residents in the lottery will get places on the waiting list ahead of students from outside the district, as required by school's Charter with the Silver Falls School District.
8. The lottery is held by grade level. Those students will be drawn from this waiting list, in order, by grade if accepted applicants or current students refuse admission or leave the school prior to or during the given school year.
9. Parents of siblings in the same grade, who want both children to participate in the lottery, have two options. First, parents may submit a separate application for each child. The children would receive placement numbers in the order they are selected. If one or more but not all the children are selected, the other child may be considered for placement in the school the following year. Second, parents may submit one joint application. Each name would receive consecutive numbers. If one sibling is selected, then both **twins children** are selected. The waiting list does not supersede sibling priority.
10. The lottery will be conducted in a public forum and **at least one neutral party, having no relation to students** ~~a third-party, no relation to students~~ or faculty **or founders**, will be selected to be a part of the process.
11. Those students accepted in to the school will receive an acceptance packet, including enrollment forms. The forms will be handed out at the lottery or sent by **email or** certified mail. The completed forms must be returned to the school office no later than 10 business days after the lottery in order to hold the spot for the student.
12. For students that have not gone through a lottery, waiting lists are maintained for one year. A lottery will be held each year for students that have not already participated in previous lotteries, unless withdrawn or expelled. A new waiting list will be created each year. Students on the waitlist that have not gone through a lottery process are required to reapply for the next school year.

13. Out-of-area families who apply will be subject to the same regulations as local applicants. All will be considered out-of-district unless they can supply a local address that will be their residence. Any variation of this regulation must be approved by the school ~~director~~ administrator.

Benefit	Employee Monthly Contribution	Employer Monthly Contribution	Coverage Description	With \$800 Cap/EE	With \$900 Cap/EE
AMER FID CRS - ACCIDENT (PT)	\$17.50	\$15.90			
AMER FID CRS - DISABILITY (AT)	\$0.00	\$66.60			
AMER FID CRS - LIFE INSURANCE (A	\$0.00	\$42.50			
DENTAL CRS - MODA (AT)	\$0.00	\$54.34	CRS EE ONLY		
MEDICAL - PROVIDENCE CRS	\$0.00	\$500.20	CRS EE ONLY		
		\$679.54			
AMER FID CRS - CANCER (AT)	\$0.00	\$6.00			
AMER FID CRS - CANCER (PT)	\$0.00	\$31.80			
AMER FID CRS - LIFE INSURANCE (A	\$0.00	\$51.85			
DENTAL CRS - MODA (AT)	\$0.00	\$194.54	CRS EE+SPOUSE+		
MEDICAL - PROVIDENCE CRS	\$0.00	\$1,425.55	KIDS		
		\$1,709.74		\$909.74	\$809.74
AMER FID CRS - DISABILITY (AT)	\$0.00	\$80.00			
AMER FID CRS - FLEX MEDICAL PLA	\$150.00	\$0.00			
AMER FID CRS - LIFE INSURANCE (A	\$0.00	\$25.00			
DENTAL CRS - MODA (AT)	\$0.00	\$130.42			
MEDICAL - PROVIDENCE CRS	\$0.00	\$925.35	CRS EE+Kids		
		\$1,160.77		\$360.77	\$260.77
AMER FID CRS - ACCIDENT (PT)	\$51.30	\$0.00			
AMER FID CRS - LIFE INSURANCE (A	\$9.00	\$125.00			
DENTAL CRS - MODA (AT)	\$0.00	\$54.34	CRS EE ONLY		
MEDICAL - PROVIDENCE CRS	\$0.00	\$500.20	CRS EE ONLY		
		\$679.54			
DENTAL CRS - MODA (AT)	\$0.00	\$113.03	CRS		
MEDICAL - PROVIDENCE CRS	\$0.00	\$1,000.40	EE+SPOUSE		
		\$1,113.43		\$313.43	\$213.43
AMER FID CRS - ACCIDENT (PT)	\$59.90	\$0.00			
AMER FID CRS - DISABILITY (AT)	\$31.60	\$0.00			
AMER FID CRS - LIFE INSURANCE (A	\$40.00	\$0.00			
AMER FID CRS - ACCIDENT (PT)	\$4.80	\$28.60			
AMER FID CRS - DISABILITY (AT)	\$0.00	\$70.40			
AMER FID CRS - LIFE INSURANCE (A	\$0.00	\$26.00			
DENTAL CRS - MODA (AT)	\$0.00	\$54.34	CRS EE ONLY		
MEDICAL - PROVIDENCE CRS	\$0.00	\$500.20	CRS EE ONLY		
		\$679.54			
AMER FID CRS - CANCER (PT)	\$0.00	\$30.80			
AMER FID CRS - DISABILITY (AT)	\$0.00	\$70.40			
DENTAL CRS - MODA (AT)	\$0.00	\$54.34	CRS EE ONLY		

MEDICAL - PROVIDENCE CRS	\$0.00	\$500.20	CRS EE ONLY		
		\$655.74			
DENTAL CRS - MODA (AT)	\$0.00	\$194.54	CRS EE+SPOUSE+ KIDS		
MEDICAL - PROVIDENCE CRS	\$0.00	\$1,425.55			
		\$1,620.09		\$820.09	\$720.09
	Monthly Totalw/ Yl	\$8,298.39		\$2,404.03	\$2,004.03
		7,184.96	w/o YL		
	Oct Total	8298.39	incl YL		
	Nov -Sept Total	79034.56	No YL		
	21-22 TOTAL	87332.95		28848.36	24048.36
	12 Month ADMIN	8154.48			
	12 Month Staff	78065.04		21-22 Approved	70875
	1 month Ylai	1113.43		21-22 Total	87332.95
	12 Month Total Sta	79178.47			-16457.95

Community Roots School 2021 Board of Directors Nomination Form

This form may be used by anyone in our community to nominate individuals to serve on the Community Roots School Board. Please return the completed form to the school, by **Monday April 12th**.

Nominee: Matt Eberle

Employer and Title: The Killers Pest Elimination, Chief operations/
Digital officer

Address: 6780 Creek Ln NE

City: Silverton State: OR Zip: 97381

Phone: (Cell) (503) 939-4707 (Home) () n/a Email: mattkecia@gmail.com

Do you know this individual personally? (please circle) Yes No

If yes, for how long and in what capacity?

12 years. Friend, Husband, Partner in life.

Have you already spoken with this individual about a possible board candidacy? Yes No

Please provide other details that may be relevant or helpful to the committee.

Parent to a Hummingbird + Owl + future Dove.
Passion for community and the Montessori approach to raising
our future leaders.

In your opinion, what relevant experience, background, skills or access to community resources would this individual bring to the CRS Board? (continue on the back of this page if necessary)

Graduated from U. South Carolina in Marketing. Part of local Chamber of
Commerce (Woodburn), and BNI (Business Network International). This work
involves creating strategic business plans that work closely with all aspects
of finance, technology, sales and human resources. He is a sociable,
compassionate person. Software savvy!

Your Name: Kecia Eberle Relationship to CRS: Parent

Phone Number: 800-294-6445 Email Address: mattkecia@gmail.com