



The Community Roots School Board Meeting
Tuesday, August 2, 2022 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.
- Consent Agenda (6:35)
 - Approve April and June Meeting Minutes
- Audience with Visitors (Audience members may make comments to the board on any topic) (6:40)
- Administrator Report – Christen Kelly (6:45-6:55)
- Committee reports (Fundraising, Finance, Facilities) (6:55-7:05)
- Discussion Items and Actions (7:05-8:00)
 - Grange Lease
 - Board Positions
 - Current Contact information for members (email and phone #)

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

Apr. 5, 2022

Draft Minutes

Staff: Alyssa, Christen

Board Members: Shannon, Jackie, Matt, Jason, Jane, Virginia, Jen

Consent agenda: Jason moves to approve, Virginia seconds, unanimously passed.

Audience with Visitors: Alyssa reported open house went very well, many interested families looking to get children enrolled

Administrator Report: 99 total students. Lottery will be held this Friday and hopefully 16 children enrolled after. A lot of lower elementary enrollees. We had a very successful turnout for trivia night and open house.

Fundraising: Auction is about a month away and there are a lot of small details to establish but the donations are building up and still coming in. Plant sale will be in the next week and we are looking to get it out and advertised as much as possible.

Finance: Deficit could be \$30k or more by end of year. Really depends on the success of the auction.

Facilities: Worked out an agreement with the church to let the upper grades stay on campus until Dec. 2022. Grange has a lawyer negotiating with the neighbor that won't let the school use the well. We picked up the building permit. Plan C would be to use St. Edwards Episcopal Church. Rent is \$1000/m and can accommodate up to 20 students.

Discussion items

Policy: See Handout. Jason moves to approve policy changes, Matt seconds. Unanimously passed.

Lease/Addendum: See Handout - Virginia moves to approve. Shannon seconds. Unanimously passed.

Calendar: Adjust calendar to add a day in August. Every Monday early release - see handout. Jason moves to approve. Matt seconds. Unanimously passed.



The Community Roots School Board Meeting

June 7, 2022

Draft Minutes

Staff: Hillary, Christen, Ginnie

Board Members: Shannon, Jackie, Matt, Jason, Jane, Virginia, Jen

Consent agenda: Virginia moves to approve, Matt seconds, unanimously passed.

Audience with Visitors: Sarah Brown, Ginnie and Hillary discussed Christen and the great things she is doing

Administrator Report: Highlight auction and seeing the finish line for the last day of school. Getting ready for audits. Progression of special ed is going great and the campus is vibrant and humming.

Fundraising: Start of school with a community kickoff orientation - event possibility - reinvest some of the auction money for a caterer. Posting calendar so people can sign up as volunteers. Online Auction went well and we will do it again.

Finance: Reported auction results no big changes. Talked about streamlining check cutting, possibly getting signers to get together once a month. Fundraising is the only time that check signing is time sensitive.

Facilities: Grange water source is still uncertain. Water tank is option is very expensive. Grange remodel is underway.

Executive Session: Admin Contract - 5% raise discussed and unamiously passed.

Executive Director Performance Review - please see Annual Review



The Community Roots School August 2022 Administrator Report

Enrollment:

- Current: 100 students enrolled for 22/23
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1. Enrollment

- a. We are filling LE with waitlisted students
- b. Space still available in K and grades 4-8

2. Educational Accountability & School News

- a. CRS is hosting two weeks of summer programming. One week focuses on “Bugs and Pollinators” with Lower Elementary Students in July, and the other week has an Art/ Creative Expression focus for Upper Elementary Students in August. The Lower Elementary program is full, and the Upper Elementary program still has space available.
- b. CRS is hiring for a Lower Elementary assistant, a Kindergarten Assistant, an Adolescent Assistant, and an Office Manager for the upcoming 22-23 school year.

3. Budget & Finances

- a. Christen met with Kim Doud at the Business office for a monthly review in June.
- b. Final materials are due August 26, 2022 for the CRS 21/22 Audit
- c. 21-22 SIA spending deadline has been extended until September 2022.

4. Facilities

- a. Recommended items from the fire inspection for the Grange have been completed.
- b. The Grange is working on securing a water tank, and is awaiting a signed lease agreement from CRS.
- c. The Grange gave us permission to install a shipping container on their property for CRS storage.
- d. Carpet cleaning on SFC campus is scheduled for Aug 15th – 17th.

Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
<u>Revenue</u>						
760.0000.1760.142.000.000	Supplemental from Fundraised/School Related Acct.	26150.00	76068.20	-49918.20	0.00	-49918.20
760.0000.3101.142.000.000	State School Fund—General Support (123) \$7037	891855.00	911387.32	-19532.32	0.00	-19532.32
760.0000.5400.142.000.000	BEGINNING FUND BALANCE	89491.00	171212.39	-81721.39	0.00	-81721.39
	<u>Total Revenue</u>	1007496.00	1158667.91	-151171.91	0.00	-151171.91
<u>Expenditures - 1111</u>						
	K-5					
760.1111.0111.142.000.000	Licensed Salaries	221827.00	179526.35	42300.65	0.00	42300.65
760.1111.0112.142.000.000	Classified Salaries	99158.00	107439.87	-8281.87	0.00	-8281.87
760.1111.0117.142.000.000	Unused Leave	5250.00	0.00	5250.00	0.00	5250.00
760.1111.0124.142.000.000	Temp Classified - Lego- ESL	3000.00	0.00	3000.00	0.00	3000.00
760.1111.0117.142.000.000	Personal Leave Payout	0.00	1384.33	-1384.33	0.00	-1384.33
760.1111.0211.142.000.000	Employer Contribution, Tier I and Tier II	44185.00	5431.08	38753.92	0.00	38753.92
760.1111.0213.142.000.000	PERS UAL Contribution	26187.00	19833.70	6353.30	0.00	6353.30
760.1111.0214.142.000.000	PERS UAL Contribution 2021 Bond	0.00	18587.59	-18587.59	0.00	-18587.59
760.1111.0220.142.000.000	Social Security Administration	24353.00	21869.97	2483.03	0.00	2483.03
760.1111.0231.142.000.000	Workers' Compensation	1749.00	133.09	1615.91	0.00	1615.91
760.1111.0232.142.000.000	Unemployment Compensation	0.00	376.08	-376.08	0.00	-376.08
760.1111.0240.142.000.000	Contractual Employee Benefits	39054.00	39200.72	-146.72	0.00	-146.72
760.1111.0311.142.000.000	Instruction Services - Certified Subs	8000.00	1578.73	6421.27	0.00	6421.27
760.1111.0312.142.000.000	Instructional Programs Improvement Services - Classified Subs	4000.00	2219.71	1780.29	0.00	1780.29
760.1111.0410.142.000.000	Consumable Supplies and Materials	1733.00	5799.77	-4066.77	0.00	-4066.77
760.1111.0640.142.000.000	Computer Hardware	0.00	429.63	-429.63	0.00	-429.63
760.1111.0640.142.000.000	Dues and Fees	10000.00	1468.56	8531.44	1142.59	7388.85
<u>Expenditures - 1121</u>						
	6-8th					
760.1121.0111.142.050.000	Licensed Salaries	86501.00	72185.68	14315.32	0.00	14315.32
760.1121.0121.142.050.000	Classified Salaries	39168.00	33823.88	5344.12	0.00	5344.12
	personal leave payout	0.00	43.50	-43.50		
760.1121.0211.142.050.000	Employer Contribution, Tier I and Tier II	18473.00	2065.98	16407.02	0.00	16407.02
760.1121.0213.142.050.000	PERS UAL Contribution	10908.00	7256.03	3651.97	0.00	3651.97
760.1121.0214.142.050.000	PERS UAL Contribution 2021 Bond	0.00	6799.80	-6799.80	0.00	-6799.80
760.1121.0220.142.050.000	Social Security Administration	9917.00	8109.27	1807.73	0.00	1807.73
760.1121.0231.142.050.000	Workers' Compensation	705.00	43.87	661.13	0.00	661.13
760.1121.0232.142.050.000	Unemployment Compensation	0.00	135.93	-135.93	0.00	-135.93
760.1121.0240.142.050.000	Contractual Employee Benefits	15021.00	10067.13	4953.87	0.00	4953.87
760.1121.0410.142.250.000	Consumables	677.00	4702.85	-4025.85	0.00	-4025.85

Instructional Staff Development - 2240						
760.2240.0310.142.000.000	Instructional Professional and Technical	4000.00	1702.00	2298.00	0.00	2298.00
Board of Education Services - 2310						
760.2310.0380.142.000.000	Non-instructional Professional and Tech. - OSBA etc	2000.00	225.00	1775.00	0.00	1775.00
760.2310.0381.142.000.000	Audit Services	7500.00	9155.00	-1655.00	0.00	-1655.00
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	3010.30	2489.70	0.00	2489.70
760.2410.0324.142.000.000	Copier Rental - RICOH	0.00	1609.20	-1609.20	0.00	-1609.20
760.2410.0350.142.000.000	Comunication (RICOH)	0.00	69.88	-69.88	0.00	-69.88
760.2410.0355.142.000.000	Printing and Binding (RICOH)	0.00	679.60	-679.60	0.00	-679.60
Other Support Services - 2490						
760.2490.0112.142.000.000	Classified Salaries	24908.00	25134.14	-226.14	0.00	-226.14
760.2490.0113.142.000.000	Administrators	123542.00	63152.10	60389.90	0.00	60389.90
	Personal Leave Payout		531.57			
760.2490.0211.142.000.000	Employer Contribution, Tier I and Tier II	17979.00	3193.18	14785.82	0.00	14785.82
760.2490.0213.142.000.000	PERS UAL Contribution	10513.00	7029.73	3483.27	0.00	3483.27
760.2490.0214.142.050.000	PERS UAL Contribution 2021 Bond	0.00	5636.95	-5636.95	0.00	-5636.95
760.2490.0220.142.000.000	Social Security Administration	11256.00	6750.56	4505.44	0.00	4505.44
760.2490.0231.142.000.000	Workers' Compensation	809.00	29.99	779.01	0.00	779.01
760.2490.0232.142.000.000	Unemployment Compensation	0.00	122.07	-122.07	0.00	-122.07
760.2490.0240.142.000.000	Contractual Employee Benefits	16800.00	7060.49	9739.51	0.00	9739.51
760.2490.0353.142.000.000	Postage	0.00	26.26	-26.26	0.00	-26.26
760.2490.0311.142.000.000	Substitutes - Licensed	1500.00	0.00	1500.00	0.00	1500.00
760.2490.0380.142.000.000	Non Instructional Professional and Technical Services	0.00	180.00	-180.00	0.00	-180.00
760.2490.0410.142.000.000	Consumable Supplies and Materials (+ staff gear)	5544.00	7390.61	-1846.61	0.00	-1846.61
760.2490.0640.142.000.000	Dues & Fees / OSBA policy charge /Bookkeeper/	13040.00	8437.60	4602.40	0.00	4602.40
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	49516.69	7723.31	18855.15	-11131.84
760.2540.0321.142.000.000	Cleaning Services	7500.00	2319.79	5180.21	1705.00	3475.21
760.2540.0321.142.000.000	Water and Sewer	1228.00	3024.08	-1796.08	705.42	-2501.50
760.2540.0328.142.000.000	Garbage	1272.00	419.42	852.58	0.00	852.58
760.2540.0410.142.000.000	Consumable Supplies and Materials	5000.00	1677.48	3322.52	0.00	3322.52
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	\$758,596.79	\$249,430.78	\$22,408.16	\$227,066.12

	Budget	YTD Transactions
Revenue	\$1,007,496.00	\$1,158,667.91
Expenditures	\$1,007,496.00	\$758,596.79
Balance	\$0.00	\$400,071.12

Reserve Designations		2020-21 Actual	2021-22 Budgeted
Assigned	Total in SSF Reserve	\$83,000	\$83,000
	Reserve - roll over - Fundraising group	\$46,756	\$46,756
Restricted	Play ground Donation	\$4,000	\$4,000
	Contingency Roll-Over	\$105,625	\$105,625
	Reserve - CRS Longevity Fund	\$29,692	\$29,692
	Total Reserves	\$269,073	\$269,073