



The Community Roots School Board Meeting

Tuesday, Dec. 6th, 2022 6:30 p.m.
229 Eureka Ave. Silverton

Agenda

1. Call meeting to order – Sarah
2. Reading of Community Roots School Mission Statement – Matt
(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 November Meeting Minutes and 2nd reading for policies
- 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)
 - School Structure

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 8, 2022
Draft Minutes**

Staff: Alyssa, Christen

Board Members: Matt, Jane, Virginia, Jen, Sarah

Consent agenda: Matt motions to approve, Virginia approves

Audience with Visitors: Alyssa spoke about retaining students and encouraging enrollment. Upper El worked with 3rd graders for the historical Halloween speeches. Lower El has one new student starting and another student starting in December. Alyssa has been working with middle schoolers at the Grange and has started the sex ed class. Middle Schoolers are really excited about moving to the Grange. Outdoor classroom got 200 salmon eggs from ODFW and 199 survived, class is monitoring and reporting to ODFW. Students are really enjoying it.

Administrator Report: Finally moving into the Grange with a bunch of help and volunteers. Parent Ed events, fundraiser events are starting. Purchasing of all the auction items will start soon: furniture for the school library and staff room.

Fundraising: 2nd Thursday Fundraising meeting at Silver Falls Brewery, pushing Amazon smile, a lot of parent interest in volunteering. Afternoon volunteers for additional staff breaks during the days.

Finance: Annual Report got submitted to SFSD and still waiting on results from the audit. Looking at ways to save money and in the budget because we need enrollment. Through the winter we will work on a 5 year draft and in March we will present it to the board and then go over it again and then submit it in April of next year. SR1 and SR2 funds run out next year and have restrictions on use. SIA gets replenished every year and is a different amount every year and based on ADM, it is also restricted.

Facilities: Middle schools are moved into the Grange. Relationship with the church is going well and communication is open. Established a routine for documentation and record between CRS and the Church. Carpet in the kindergarten room and hallway is coming apart and was brought up to Church and they were willing to pay for half of the carpet (Possible: Paddle up?). Need to go over lease to see what constitutes 'wear and tear.'

Follow up action item: Possibly come up with a punch list for maintenance on school for volunteers. Get an actual quote for replacement of carpet.

Executive Session: Budget: Christen presented numbers for full benefits and matched SFSD salary. \$200k roll over from last year and we may have to pay some of that back. Middle School has 10 students and we need 14 to break even. Next year's projection for middle school is less than 14.

Policy revisions 2nd reading: Virginia moves to approve and Matt seconds - board passes

Policy 1st reading - BDDH - discussed - Virginia moves to approve - Sarah seconds and board approves.

BDDH-AR Policy - discussed - Virginia moves to approve - Sarah seconds and board approves.

Follow up action items: check with OSBA to see if two board members meeting needs to be a official sub committee. Christen meets with controller and will ask, she will get total number of families in CRS to Sarah.

The Community Roots School

December 2022

Administrator Report

Enrollment:

- Current: 91 students enrolled.

1. Enrollment

- a. Space still available in K and grades 4-8

2. District Communication

- a. SFSD Special Education department hired an instructional aide for Christine Davis. Heather Gehring will be working with students on site starting Monday, December 5th.
- b. Christen is scheduled to present a CRS Annual Report to the SFSD Board at their January 9th meeting.
- c. Meeting held with the SFSD Business team on Nov 29th to discuss SSF funding and reserves.

3. Educational Accountability & School News

- a. DERS observations have been conducted and score have been issued. Christen meets with each staff member in December to review DERS scores, set goals, and conduct self assessments. All environments scored in the Optimal and High Functioning range.
- b. STAR assessments continue to be performed for Middle School and Upper Elementary on a rolling basis.
- c. CogAt screenings will be conducted for students in Grades 1, 4, and 7 in January and February.
- d. Informal reading and math assessments were performed for primary and lower elementary students.
- e. Child Study continues; the team meets 3x month to examine supports and next steps in place for key students.
- f. Parent Teacher Conferences have concluded.
- g. The Portland Opera came to CRS and performed *Beatrice* for our upper elementary and adolescent students on November 16th.
- h. Strategic Priorities – Tasks have begun to be assigned for the remainder of this year.
- i. CRS website continues to be updated to include updated staff and board bios + pictures.
- j. A Wreath making workshop is being held at CRS on Saturday, Dec 3rd, as a fundraiser for the school. ReCharge café will be in attendance to serve folks.
- k. In order to adapt to lower-than-usual enrollment and building a more sustainable school model, an evaluation of restructuring current programs is in process in conjunction with the Leadership Team and input from the CRS Board.

4. Budget & Finances

- a. Christen met with Steve Nielsen and Sharon Etzel to review the ADM reconciliation process, and to discuss reserve amounts held at the District in our funding account. ODE came out with a surprise, updated estimate, last week. This resulted in an additional \$2,631 in projected 2022-23 SSF. The next ADM update from ODE will appear in February 2023.
- b. SIA Quarter 1 plan update has been submitted to ODE
- c. We are wrapping up purchasing all the Auction items from the Giving Tree and Paddle Up. Those purchases will be used in this Fiscal Year and are reconciled on a monthly basis. We aim to have all purchasing complete by December 2022.

5. Community & Fundraising



- a. A wreath making workshop is being held at CRS on Saturday, Dec 3rd, as a fundraiser for the school. ReCharge café will be in attendance to serve folks.
 - b. November was a big month for Fundraising. Between the wreath sale, poinsettia sale, and Giving Tuesday donations, the CRS community raised ~\$11,600
6. **Facilities**
- a. Laminate floor cleaning will be scheduled for sometime in December, most likely over the winter break.

**The Community Roots School
Statement of Financial Activities
As of 10/30/2022**

Description	Actual	Actual	Actual	Budget	Actual vs. Approved Budget
	Total 8/31/22	Total 9/30/22	Total 10/31/22	Approved Budget	
Fundraising	2,785.00	4,385.11	15,068.94	40,000.00	(24,931.06)
State School Fund—General Support	199,528.63	199,528.63	328,137.73	827,668.80	(499,531.07)
BEGINNING FUND BALANCE	-	-	-	-	-
SIA Funds	-	74,539.75	74,539.75	81,338.00	(6,798.25)
ESSER II	-	9,190.24	9,190.24	14,000.00	(4,809.76)
ESSER III	-	12,549.18	12,549.18	13,000.00	(450.82)
Grants	-	3,000.00	3,000.00	-	3,000.00
Supply Fees	-	3,600.00	4,437.75	5,250.00	(812.25)
Recharge Café	-	-	728.28	-	728.28
Total Revenue	202,313.63	601,724.33	447,651.87	981,256.80	(533,604.93)
General Funding					
Salaries	(15,453.82)	(56,389.98)	(104,246.56)	(503,953.86)	399,707.30
Substitute & Temporary Wages	-	-	-	(13,500.00)	13,500.00
Benefits	(5,669.50)	(16,725.02)	(28,611.79)	(129,064.83)	100,453.04
PERS	(1,983.33)	(7,553.01)	(13,556.55)	(108,048.51)	94,491.96
Computer Expenses	(1,008.00)	-	(5,890.83)	-	(5,890.83)
Consumable Supplies and Materials	(1,683.46)	(3,057.85)	(6,032.56)	(7,600.00)	1,567.44
Dues and Fees	-	(416.84)	(2,078.94)	(2,000.00)	(78.94)
Insurance	(7,116.00)	(7,116.00)	(7,116.00)	(7,500.00)	384.00
Professional Development	-	-	-	-	-
Professional Services	-	-	(718.20)	(18,000.00)	17,281.80
Rent	(637.60)	(956.40)	(4,290.42)	(55,000.00)	50,709.58
Rental - Other	(268.20)	(5,400.03)	(12,881.13)	(5,750.00)	(7,131.13)
Repairs and Maintenance	-	-	-	-	-

Transportation	-	-	-	(1,000.00)	1,000.00
Utilities	(691.72)	(1,207.40)	(1,922.78)	(6,100.00)	4,177.22
Other Expense	(5,135.00)	(5,135.00)	(13.80)	(5,000.00)	4,986.20
Total General Funding	(39,646.63)	(103,957.53)	(187,359.56)	(862,517.20)	675,157.64
SIA Funds					
Professional Development	-	-	-	(1,164.44)	1,164.44
Admin Salary - 40% 2022-23	-	(3,150.69)	(3,150.69)	(28,628.74)	25,478.05
Employer Burden Admin 2022-23	-	-	-	(9,997.50)	9,997.50
Non-Licensed Salary (AB) 2022-23	-	-	-	(31,000.00)	31,000.00
Employer Burden (AB) 2022-23	-	-	-	(10,547.32)	10,547.32
Total SIA Funds	-	(3,150.69)	(3,150.69)	(81,338.00)	78,187.31
ESSER II					
Professional Development - STAFF	1,300.00	(1,300.00)	(1,300.00)	(4,000.00)	2,700.00
Technology	1,528.77	(3,966.72)	(3,966.72)	(8,500.00)	4,533.28
PPE & Air Filtration	1,055.25	(4,158.38)	(4,158.38)	(1,500.00)	(2,658.38)
Total ESSER II	3,884.02	(9,425.10)	(9,425.10)	(14,000.00)	4,574.90
ESSER III					
Non-Licensed Salary (AB)	-	-	-	(7,919.99)	7,919.99
Intervention Programs/STAR	-	-	-	(5,080.01)	5,080.01
Total ESSER III	-	-	-	(13,000.00)	13,000.00
Citizen Bank					
Fundraising Expense			(420.00)	-	(420.00)
Merchant Fees			(84.58)	-	(84.58)
Paddle Up Fund Purchase			(5,135.00)	-	(5,135.00)
Total Citizen Bank	-	-	(5,639.58)	-	(5,639.58)
<i>Cont Fund 1.25% of SSF Revenue</i>	-	-	-	(10,345.86)	10,345.86
<i>Reserve Fund .6% off of SSF Revenue</i>	-	-	-	(4,966.01)	4,966.01
Total Expense	(35,762.61)	(116,533.32)	(205,574.93)	(986,167.07)	786,231.72
Net Revenue (Expense)	166,551.02	485,191.01	242,076.94	(4,910.27)	252,626.79
Citizens Bank Balance		164,432.17	175,249.17		

Community Roots Charter School

SSF Payment Summary

Fiscal Years 2016-17 thru 2022-23

as of November 29, 2022

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>
ODE Est Date:	5/7/2018	5/6/2019	4/28/2020	5/11/2021	5/6/2022	5/6/2022	11/23/2022
ADMw:	106.60	122.47	131.82	131.82	127.82	123.36	102.75
General Purpose Rate:	\$ 7,236.00	\$ 7,789.00	\$ 7,967.00	\$ 8,461.00	\$ 8,809.00	\$ 9,148.00	\$ 9,500.00
Payment Factor:	80%	80%	80%	80%	80%	80%	80%
Factored Rate:	\$ 5,788.80	\$ 6,231.20	\$ 6,373.60	\$ 6,768.80	\$ 7,047.20	\$ 7,318.40	\$ 7,600.00
Finalized SSF by Year	\$ 617,086.08	\$ 763,135.06	\$ 840,167.95	\$ 892,263.22	\$ 900,773.10	\$ 902,797.82	\$ 780,900.00
Payments:							
July 15th	\$ 95,894.00	\$ 123,520.00	\$ 138,617.60	\$ 146,825.54	\$ 147,197.51	\$ 147,197.51	\$ 133,019.09
Aug 15th	47,947.00	61,760.00	69,308.83	73,412.77	73,598.76	73,598.76	66,509.54
Sept 15th	47,947.00	61,760.00	69,308.83	73,412.77	73,598.76	73,598.76	64,304.55
Oct 15th	47,947.00	61,760.00	69,308.83	73,412.77	73,598.76	73,598.76	64,304.55
Nov 15th	47,947.00	61,760.00	69,308.83	73,412.77	73,598.76	73,598.76	64,304.55
Dec 15th	47,947.00	61,760.00	69,308.83	73,412.77	73,598.76	73,598.76	64,742.95
Jan 15th	47,947.00	61,760.00	69,308.83	73,412.77	73,598.76	73,598.76	64,742.95
Feb 15th	47,947.00	61,760.00	69,308.83	73,412.77	73,598.76	73,598.76	64,742.95
Mar 15th	47,947.00	61,760.00	69,308.83	73,412.77	73,598.76	73,598.76	64,742.95
Apr 15th	47,947.00	61,760.00	69,308.83	73,412.77	73,598.76	73,598.76	64,742.95
Sub-Total (Pre-May Pmt)	\$ 527,417.00	\$ 679,360.00	\$ 762,397.07	\$ 807,540.47	\$ 809,586.35	\$ 809,586.35	\$ 716,157.03
May 15th (Cur Yr True-up)	47,947.00	84,803.07	74,151.12	77,657.19	82,597.25	93,211.47	64,742.97
Total Cur Yr SSF Pmts	\$ 575,364.00	\$ 764,163.07	\$ 836,548.19	\$ 885,197.66	\$ 892,183.60	\$ 902,797.82	\$ 780,900.00
<i>Cur Yr = Amt Due CR/<Amt Owed SFSD></i>	41,722.08	(1,028.01)	3,619.76	7,065.56	8,589.50		
<i>Prior Yr Adjustment:</i>	(10,187.24)	31,534.84	(1,028.01)	3,619.76	7,065.56	8,589.50	-
<i>Date Paid:</i>	5/11/2017	5/11/2018	May 2019	May 2020	May 2021	May 2022	May 2023
	<i>15-16 adj</i>	<i>16-17 adj</i>	<i>17-18 adj</i>	<i>18-19 adj</i>	<i>19-20 adj</i>	<i>20-21 adj</i>	<i>21-22 adj</i>
Fiscal Year SSF per Audit Rpt	\$ 565,176.76	\$ 795,697.91	\$ 835,520.18	\$ 888,817.42	\$ 899,249.16	\$ 911,387.33	\$ 780,900.00

Proj 22-23 Pmts
22-23 Pmts Made