



The Community Roots School Board Meeting

Tuesday, March 7, 2023 6:30 p.m.

229 Eureka Ave. Silverton

Agenda

1. Call meeting to order – Sarah
2. Reading of Community Roots School Mission Statement
– Jackie (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 Feb 7th, 2023 Meeting Minutes
- Audience with Visitors (Audience members may make comments to the board on any topic)
(6:40)
- Administrator Report – Christen Kelly (6:50-6:55)
- Committee reports (Fundraising, Finance, Facilities) (6:55-7:05)
- Discussion Items and Actions (7:05-8:30)
 - 5 Year Budget
 - Discussion
 - Action
 - Grange Lease Agreement Termination
 - 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 Feb 7th, 2022 Draft Minutes

Staff: Christen, Michelle

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

Consent agenda: Jan 24th minutes - Virginia motions and Jackie seconds - all approve

Audience with Visitors: Michelle said Shea and Hillary went to Farmer's Market and got the word out about the school. Classes are excited about the auction projects. Open House is coming up on Thursday.

Admin Report: 3 more students starting but we lost 2. Re-enrollment forms are starting to come in. Open house is for new families coming to school and current families moving into different classrooms. Observations are all booked out for February. Open office hours with Christen on Fridays. Alyssa is working really hard on getting the word out for our school. Banner will be up next month. March 31st is when enrollment forms are due. Leadership team had a strength finding workshop. Staff morale - feels like staff are quite stressed because they want to make sure they meet all the children's needs. Jess is running as a floater for the lower el. Finding room in the budget to find someone that can support the students with extra tutoring and support. Jackie asked about if the school district was able to bring forth more support. Christen mentioned that the school district across the board is struggling finding extra support teachers. Sarah is working on a grant that is focused on youth literacy. Post Covid it seems that the amount of SPED students have increased. So having an extra person (TOSA) to support the students with needs throughout all grades in the school. We could use SIA funds for this hire.

Fundraising: Questions for Desiree - how many volunteers per shift, anything outside of the times listed? Working hours? Just a complete picture of the volunteer hours.

Facilities: Meeting with Grange tomorrow, facilities meeting is on Thursday. No other updates from the facilities committee.

Finance: Jane's thoughts on the reserve is to keep our \$150k and add to it with a % of fundraising.

Discussion Items

Performance Review: Sarah proposed that we solicit feedback from current staff that is anonymous but not confidential. Jackie proposed we all finish the performance review before our meeting, share individual results to Sarah and she will compile it. Review will be in June. The most valuable pieces of the portfolio would be a self evaluation and the community survey. As a board we need to follow up with Christen about our evaluation.

Follow up: Board applications and board recruitment.

Budget: Basing 2023-2024 off of an enrollment of 98. ADM will adjust because the numbers haven't come in yet. Projecting 5 teaching staff (2 Upper EL, 2 Lower EL, and 1 Kinder). We can give mid-year raises and bonuses. Christen will put together a key number for salaries to retain key staff and bring some different scenarios to the finance committee. Also will propose a number for a TOSA. Potentially room for primary school upcoming in the facilities. Jane mentioned that the budget should be a desirable goal. Because we only receive 80% of typical public schools our budget will not allow us to pay 100% of typical public school salary. Christen will ask to get an extension for the budget to be submitted in April. Jane brought up spending some of the reserves/fundraising to hire a part time TOSA.

Marketing: Matt proposed a new sandwich board sign to be placed at the crosswalk and stay out on Eureka Rd. Website needs to show observation calendar and main calendar on homepage.



The Community Roots School March 2023 Administrator Report

Enrollment:

- Current: 95 students enrolled.

1. Enrollment

- a. Re-Enrollment forms were due March 1st
- b. Currently accepting enrollment applications for 23/24 school year – Lottery to be held on April 7th

2. District Communication

- a. Connected with the Business Office team to clarify new PERS rates and Paid Leave Oregon rates to factor into the budget for next year
- b. In communication with the District and specifically the SpEd team in aiding the transition for a student returning to school after a TBI.
- c. SpEd evaluations and consent/eligibility meetings continue to be conducted.
- d. Communication with both transportation and food services to provide bussing and meals to our students during inclement weather make up days.

3. Educational Accountability & School News

- a. Inclement weather make-up days have been scheduled and communicated out to families and the SFSD.
- b. CogAt screenings are almost finished. 4th year students and some 1st year students remain to be screened.
- c. CRS to submit a plan to ODE by March 15th regarding increasing group participation rates for state testing.
- d. We have continued to see an increase in outside observers to our school – specifically to observe Kinder and Lower Elementary for potential new students. Additional day (Friday) was added to book observations.
- e. Planning continues with Straub Outdoor school for our UE student's experience in April. Transportation is booked, and a Parent Informational night has been scheduled.
- f. Guides have been performing assessments for students in preparation for upcoming Parent Teacher conferences.
- g. OWL (sexuality education) sessions will be starting for Lower Elementary students.
- h. WiseMind continues to work with Kinder and Upper Elementary students on SEL for the weeks leading up to Spring Break; after Spring Break, they will work with Lower Elementary and Adolescents on SEL and mindfulness.
- i. Open House scheduled for new and prospective students and families on March 16th from 4-6pm
- j. A "6th year experience" parent education night has been rescheduled for 5th grade Upper EI families.
- k. Outreach to all local preschools and promotional materials have been created to increase exposure for our school and programs.
- l. Plans for wrapping up the middle school program are ongoing – going through inventory and making a plan is the first step of our process.
- m. 7th and 8th grade students held a successful trivia night and middle school dance for the community.
- n. Garden program will be growing microgreens as a part of a larger study project and this will be an added nutritional benefit for our school lunches.
- o. At the end of February a student fell during indoor recess and suffered a concussion that resulted in them being transported to the hospital via ambulance. Accident reports have been written and filed both internally and with the District/SpEd, and Admin performed a safety audit. Additional follow up paperwork was submitted to our insurance company and SDAO. The student is home recovering and



will receive support when transitioning back to school from the school nursing team, the SpEd team and CRS staff.

4. **Budget & Finances**

- a. Approved 2023/24 Budget is due to the SFSD by March 10th, 2023
- b. Audit for 21/22 has been completed, as well as the 990 paperwork. Uploads for 22/23 FY audit prep will begin in May 2023.
- c. Connected with the Business Office team to clarify new PERS rates and Paid Leave Oregon rates to factor into the budget for next year.

5. **Community & Fundraising**

- a. PTO continues to have increased engagement, and they have elected officers.
- b. CRS Parent and Staff presence will be at a Silverton Farmer's Market Booth for February and March. Going well and now we are selling CRS swag as well.
- c. Christen is working with the PTO and web designer to restructure the CRS webpage to create a more cohesive experience. One addition will be to have a PTO portal for folks to easily access.
- d. PTO is requesting to have their own bank account so that some fundraising initiatives can be used to fund enrichment projects and other supportive endeavors.
- e. Board to discuss the additional fundraiser of Oktoberfest booth partnering with Crave Haven.
- f. The Banner for enrollment is slated to be up downtown the week of March 13th.

The Community Roots School
Statement of Financial Activities
As of 1/31/2023

Description	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Actual vs. Approved Budget
	8/31/2022	9/30/2022	10/31/2022	11/30/2022	12/31/2022	1/31/2023	Approved Budget	
State School Fund—General Support	199,528.63	199,528.63	328,137.73	392,442.28	457,185.23	521,928.18	827,668.80	(305,740.62)
BEGINNING FUND BALANCE	-	-	-	-	171,212.39	171,212.39	-	171,212.39
SIA Funds	-	74,539.75	74,539.75	74,539.75	74,539.75	74,539.75	81,338.00	(6,798.25)
ESSER II	-	9,190.24	9,190.24	9,190.24	9,190.24	9,190.24	14,000.00	(4,809.76)
ESSER III	-	12,549.18	12,549.18	12,549.18	12,549.18	12,549.18	13,000.00	(450.82)
Fundraising	2,785.00	4,385.11	15,068.94	16,948.63	17,531.43	18,811.10	40,000.00	(21,188.90)
Grants	-	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	-	3,000.00
Supply Fees	-	3,600.00	4,437.75	4,437.75	4,437.75	4,437.75	5,250.00	(812.25)
Recharge Café	-	-	728.28	1,329.81	1,610.49	2,250.32	-	2,250.32
Total Revenue	202,313.63	306,792.91	447,651.87	514,437.64	751,256.46	817,918.91	981,256.80	(163,337.89)
General Funding								
Salaries	(15,453.82)	(56,389.98)	(104,246.56)	(150,195.56)	(195,462.28)	(240,241.08)	(503,953.86)	263,712.78
Substitute & Temporary Wages	-	-	-	(49.21)	(49.21)	(298.46)	(13,500.00)	13,201.54
Benefits	(5,669.50)	(16,725.02)	(28,611.79)	(39,681.93)	(50,813.62)	(64,552.82)	(129,064.83)	64,512.01
PERS	(1,983.33)	(7,553.01)	(13,556.55)	(19,171.89)	(24,727.72)	(30,207.93)	(108,048.51)	77,840.58
Computer Expenses	(1,008.00)	-	(5,890.83)	(2,570.63)	(3,178.67)	(3,786.71)	-	(3,786.71)
Consumable Supplies and Materials	(1,683.46)	(3,057.85)	(6,032.56)	(8,142.21)	(6,389.52)	(5,331.36)	(7,600.00)	2,268.64
Dues and Fees	-	(416.84)	(2,078.94)	(828.94)	(1,375.54)	(1,375.54)	(2,000.00)	624.46
Insurance	(7,116.00)	(7,116.00)	(7,116.00)	(7,256.00)	(7,804.83)	(7,804.83)	(7,500.00)	(304.83)
Professional Development	-	-	-	-	-	-	-	-
Professional Services	-	-	(718.20)	(718.20)	(718.20)	(11,252.35)	(18,000.00)	6,747.65
Rent	(637.60)	(956.40)	(4,290.42)	(1,862.30)	(2,462.30)	(2,462.30)	(55,000.00)	52,537.70
Rental - Other	(268.20)	(5,400.03)	(12,881.13)	(14,029.23)	(20,321.33)	(21,055.43)	(5,750.00)	(15,305.43)
Repairs and Maintenance	-	-	-	-	-	-	-	-
Transportation	-	-	-	-	(72.60)	(84.00)	(1,000.00)	916.00
Utilities	(691.72)	(1,207.40)	(1,922.78)	(2,268.64)	(3,425.81)	(3,425.81)	(6,100.00)	2,674.19
Other Expense	-	(5,135.00)	(13.80)	(39.60)	-	-	(5,000.00)	5,000.00
Total General Funding	(34,511.63)	(103,957.53)	(187,359.56)	(246,814.34)	(316,801.63)	(391,878.62)	(862,517.20)	470,638.58
SIA Funds								
Professional Development	-	-	-	-	-	-	(1,164.44)	1,164.44
Admin Salary - 40% 2022-23	-	(3,150.69)	(3,150.69)	-	(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)	-	(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)	(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)	(3,966.72)	(3,966.72)	(3,966.72)	(8,500.00)	4,533.28
PPE & Air Filtration	1,055.25	(4,158.38)	(4,158.38)	(4,424.34)	(4,424.34)	(4,424.34)	(1,500.00)	(2,924.34)
Total ESSER II	3,884.02	(9,425.10)	(9,425.10)	(9,425.10)	(9,691.06)	(9,691.06)	(14,000.00)	4,308.94
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)	(2,177.00)	(2,177.00)	-	(2,177.00)
Merchant Fees			(84.58)	(173.27)	(173.27)	(198.82)	-	(198.82)
Fund Purchase	(5,135.00)		(5,135.00)	(5,135.00)	(10,624.05)	(15,796.38)	-	(15,796.38)
Total Citizen Bank	(5,135.00)	-	(5,639.58)	(5,728.27)	(12,974.32)	(18,172.20)	-	(18,172.20)
			-					
<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	(30,627.61)	(116,533.32)	(205,574.93)	(261,967.71)	(342,617.70)	(422,892.57)	(986,167.07)	563,274.50
Net Revenue (Expense)	171,686.02	190,259.59	242,076.94	252,469.93	408,638.76	395,026.34	(4,910.27)	399,936.61
Citizens Bank Balance		164,432.17	175,249.17	178,369.98	171,987.41	168,769.03		

Utilities (water,sewer,garbage)		6,100.00		6,660.00		6,793.20		6,929.06		7,067.65
Custodial & Custodial Supplies		9,000.00		11,000.00		11,220.00		11,444.40		11,673.29
Middle School Rent & Utilities		12,000.00								
Sub-Total Operation & Maintenance		\$73,850		\$64,060		\$65,745		\$67,477		\$69,258
Food		\$0		\$0		\$0		\$0		\$0
Subtotal		\$0		\$0		\$0		\$0		\$0
Classroom Supplies & Equipment										
Grants				1,000.00		1,000.00		1,000.00		1,000.00
Paddle Up		0.00		0.00		0.00		0.00		0.00
Fundraising Birds		0.00		0.00		0.00		0.00		0.00
ReCharge Café		0.00				0.00		0.00		0.00
Donor Supplies for Teachers										
Teacher Supplies		3,000.00	5x\$500	2,500.00		2,500.00		2,500.00		2,500.00
Distance Learning Curriculum		-0-		-0-		-0-		-0-		-0-
Intervention Programs/STAR	ESSER		SIA							
Sub-Total Supplies & Equipment		\$3,000		\$3,500		\$3,500		\$3,500		\$3,500
Administration Costs										
Printing/Copies/Office Supplies		4,600.00		5,200.00		5,460.00		5,733.00		6,019.65
Copier Lease		2,000.00		1,200.00		1,200.00		1,236.00		1,273.08
Misc. Office - TC, etc.		4,000.00		3,220.00		3,220.00		3,316.60		3,416.10
December staff gear		1,000.00		1,500.00		1,500.00		1,545.00		1,591.35
Transportation		1000.00		1000.00		1000.00		1000.00		1000.00
Sub-Total Administration Costs		\$12,600		\$12,120		\$12,380		\$12,831		\$13,300
Board of Education Services										
Audit - tax prep		8,000.00		9,600.00		9,600.00		9,888.00		10,184.64
Policy & Dues		2,000.00		2,100.00		2,100.00		2,163.00		2,227.89
Legal		1,000.00		1,100.00		1,100.00		1,133.00		1,166.99
Annual Report				800.00		800.00		824.00		848.72
Worker's Compensation		2,500.00		2,600.00		2,600.00		2,678.00		2,758.34
Insurance Liability		7,500.00		7,900.00		7,900.00		8,137.00		8,381.11
Sub-Total Board of Education		\$21,000		\$24,100		\$24,100		\$24,823		\$25,568
ESSER II Funds										
Professional Development - STAFF		4,000.00								
Computer Software Guidepost										
Technology		8,500.00								
PPE & Air Filtration		1,500.00								
Sub-Total ESSER II		14,000.00								
ESSER III Funds										
Non-Licensed Salary (AB)		7,919.99								
FICA/Medicare		0.00								
Workers Comp/Unemployment		0.00								
PERS 211		0.00								
PERS 213		0.00								
Intervention Programs/STAR		5,080.01								
Sub-Total ESSER III		13,000.00								
SIA										
Professional Development		1,164.44		5,000.00		5,100.00		5,202.00		5,306.04
Intervention Programs/STAR				4,292.27		4,378.12		4,465.68		4,554.99
NCMPS DEI Conference & PD		0.00				0.00				
Lic. Salaries		0.00	TOSA	41,307.00		42,133.14		42,975.80		43,835.32
Employer Burden - Lic, Salaries		0.00	TOSA	19,400.73		19,788.74		20,184.52		20,588.21
Admin Salary - Monday 1/2 Day		0.00				0.00				0.00
Employer Burden - Admin		0.00				0.00		0.00		0.00
Admin Salary (curriculum Dir)- 40% 2022-23		28,628.74				0.00		0.00		0.00
Employer Burden Admin 40% 2022-23		9,997.50				0.00		0.00		0.00
Non-Licensed Salary (AB) 2022-23	Outdoor Class	31,000.00				0.00		0.00		0.00
Employer Burden (AB) 2022-23		10,547.32				0.00		0.00		0.00
Sub-Total SIA		81,338.00		70,000.00		71,400.00		72,828.00		74,284.56
Cont Fund 1.25% of SSF Revenue		10,345.86		9,432.50		10,237.50		10,862.50		11,600.00
Reserve Fund .6% off of SSF Revenue		4,966.01		4,527.60		4,914.00		5,214.00		5,568.00
Sub-Total Contingency Funds		\$15,312		\$13,960		\$15,152		\$16,077		\$17,168
Total Expenses		\$986,167		\$951,555		\$973,905		\$997,445		\$1,021,749
Revenue less Expenses		-\$4,910		-\$21,055		\$22,745		\$50,883		\$87,286

		Break Even ADM 101							
		3/3/23 = 99							

TERMINATION OF LEASE

This Termination of Lease (this "Agreement") is made effective as of _____, 2023 (the "Effective Date") by and between, **Silverton Grange #748**, an Oregon nonprofit corporation ("Landlord") and **The Community Roots School**, an Oregon nonprofit corporation ("Tenant"). Landlord and Tenant may be referred to herein individually as a "Party" or together as the "Parties."

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. Lease. Tenant and Landlord entered into a rental agreement (the "Lease") dated January 1, 2022, pursuant to which Tenant has been leasing the Grange Hall on the property located at 201 N Division St., Silverton, OR 97381 (the "Premises").

2. Early Termination. Due to fluctuations in budget and enrollment, Tenant must cease its middle school program and other related activities. The Parties hereby agree as of _____, 2023 (the "Early Termination Date"), the Lease shall terminate and be of no further force or effect. Each party shall have no further obligation under the Lease as of the Early Termination Date.

3. Continued Performance. Each party must continue performance under the terms of the Lease until the Early Termination Date. Tenant must continue to make rent payments until the Early Termination Date.

4. Condition of Premises. Tenant shall surrender the Premises in good condition, ordinary wear and tear excepted, in accordance with the terms and conditions of the Lease. Tenant shall remove all garbage and personal property from the Premises prior to the Early Termination Date.

5. Miscellaneous. This Agreement is binding on and inures to the benefit of the Parties and their respective heirs, personal representatives, successors, and permitted assigns. This Agreement may be executed in counterparts, each of which will be considered an original and all of which together will constitute one and the same agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon. If any provision of this Agreement is deemed to be invalid or unenforceable in any respect for any reason, the validity and enforceability of such provision in any other respect and of the remaining provisions of this Agreement will not be impaired in any way.

IN WITNESS WHEREOF, the Parties have executed this Agreement to be effective as of the Effective Date.

LANDLORD

TENANT

SILVERTON GRANGE #748

THE COMMUNITY ROOTS SCHOOL

By: _____

By: _____

Its: _____

Its: _____