



The Community Roots School Board Meeting

Tuesday, May 2, 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 April 4th, 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)
 1. Staff Contracts (Including TOSA)
 - Discussion
 - Action
 2. Policy Updates - 2nd readings (discussion/action)
 - AC-AR – Discrimination Complaint Procedure
 - GCBDF/GDBDF – Paid Family Medical Leave Insurance
 - GCBDF/GDBDF-AR – Paid Family Medical Leave Insurance
 - JFCF-AR – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence Reporting
 - KL-AR - Public Complaint Procedure
 3. School Calendars
 - Discussion
 - Action
 4. Board Nominations & Ballot
 - Discussion
 5. PTO
 - Discussion
 6. Nike Grant Results

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 April 4th, 2022 Draft Minutes

Present: Sarah Brown, Jackie Kemp, Virginia Griffin, Jane Zhen (virtually), Christen Kelly, Hilary

Jane read mission statement

Consent agenda - remove Virginia attendance from minutes
Remove benefit packages

Virginia moves to approve consent agenda with revisions noted. Jackie seconds. 4-0-0 in favor.

Audience with visitors. Hilary - From Ali - in the doves, a parent organized for firefighters to come with truck! Hummingbirds - auction project is a quilt. Puffins are at outdoor school. Meadowlarks have \$1000 more to raise for their outdoor trip, starting May 1. Dinner theater April 15. Dates scheduled for 3rd years to visit upper el. Scheduled shadowing for students who get in through lottery to acclimate to classrooms.

Parent volunteers in classrooms have been helpful, as well as Jess as a floater. Biggest challenge is finding space for all the students in the classrooms.

Admin report highlights:

Unprecedented enrollment in lottery for kinder. 25-26 in district, a few out of district. Can only accept 17-18. Will have waitlist. Sarah - can we reiterate the importance of the commitment in our letter to accepted families? Christen will revise. Also advertise for board members in this letter?

Board thanks Alyssa and guides and volunteers at farmers' market. Note we should make sure a similar effort happens next year; document recruitment efforts from this year. May want to go back to farmers' market in August for visibility and waitlist purposes.

Hiring - have hired kinder guide for next year; remains to hire upper el guide.

Committee Reports:

Facilities - Christen. Meeting with church today, discussed delineating ll/tenant responsibilities more clearly in lease. Discussed future of the school in this facility.

Sarah - could we add to lease right of first refusal in case church decides to sell facility?

Add to next month's agenda: Benefit policy; letter to church about (1) right of first refusal, (2) lease to own possibility, with school to assume maintenance.

Middle school materials, Alyssa and Bridgett are working on a document that will include info about what we have to other charter schools.

Working on keeping the shipping container at the grange.

Fundraising - Auction update.



April 4th, 2023 Minutes cont.

No PTO rep for update.

Finance - Has gone through budget in detail. More discussions of increasing contingency amounts. Went through benefits in budget.

Sarah - Once teacher hiring and lottery numbers are finalized(ish), would like to discuss whether we can identify conditions that could be satisfied before September that would make us confident enough to hire a TOSA. Sarah - If we have a robust waitlist after the lottery, maybe we will be ready to post in May. Jackie - but we should be cautious, the August enrollment drop could happen again.

Add to May agenda: Discuss hiring TOSA after ADM is settled, Nike grant results (maybe), hiring is complete, lottery and waitlist are semi-done.

Action item - talk to Kecia about online element to paddle up for absent family members.

Board elections - Policy

Only Virginia on the ballot this year we think.

Call for nominations April 10 in Monday Message

Nominations due April 21

Applications due Monday May 1

Annual meeting is May 2 board meeting (advertise this in all Monday Messages in April)

After that, ballot goes live. Deadline for returning ballots May 9. Count votes ASAP after that.

Admin Eval - Sarah uploaded the form

Onpoint awards - our teachers are being nominated; Sarah may ask for board member contributions.

PTO - Continued discussion of becoming their own organization from last meeting. No PTO members here. Carry over to next meeting agenda.

Discrimination complaint procedure - discussion about whether escalation of complaints should go to SFSD, all agree it should.

Paid family medical leave insurance - Christen: Doing this in conjunction with SFSD.

Public complaint procedure - also choose escalation of complaints to SFSD.

JFCF-AR - Hazing etc. - accept edits.

All policies ready for second reading.



The Community Roots School

MAY 2023

Administrator Report

Enrollment: 95 students

1. Enrollment

- a. Lottery was held on Friday, April 7, and offers have been made to new students and families. Projected enrollment for fall 2023 is ~109 students

2. District Communication

- a. Met with the Business Office team to clarify new Paid Leave Oregon process to go into effect for 2023/24.
- b. SpEd consent/eligibility meetings continue to be conducted..SpEd Services continue for our students with IEPs and 504s.
- c. Christine West and Heather Gehring have been assigned to CRS indefinitely as our SpEd Specialists.
- d. Christen presented a CRS update to the SFSD Board during their meeting on April 10.
- e. Communication with District Test coordinator to train and prepare for SBAC.
- f. Communication with Teaching and Learning Director to plan for different assessment systems for next year in Language and Math.
- g. Communication with Brett in IT to make plans to re-home tech from the Grange to CRS main campus.

3. Educational Accountability & School News

- a. Meadowlark students will travel to NCI in Northern California April 30-May 5th.
- b. WiseMind is currently working with Lower Elementary and Adolescents on SEL and mindfulness for a 6-8 week session.
- c. SBAC testing dates will be scheduled for May 16-26th
- d. DERS will be conducted again in May, as final check-ins with Guides before the summer break.
- e. Completed regularly scheduled safety drills in April, including Fire and Lockdown Drills.
- f. Scheduling a sale in June for Middle School items for charter schools across the state.

4. HR

- a. Staff Contracts for 2023/24 are ready for board approval.
- b. Outstanding position to hire: educational assistant for LE.
- c. 90% of staff are returning for 23/24.

5. Budget & Finances

- a. Uploads for 22/23 FY audit prep will begin this month.
- b. Completed SIA Q3 report was completed and uploaded to ODE smartsheet.
- c. We received the most recent estimates for SSF payment summary. According to it, we do not owe money for the true-up this year. Will receive final report by the end of May.

6. Community& Fundraising

- a. 7th and 8th grade students hosted a successful garage sale and Murder Mystery Dinner Theatre to raise money for their California trip.
- b. Volunteers and Room Parents have been helping out classrooms with their Auction projects.
- c. A second plant sale that is initiated by Alyssa's outdoor classroom will be held at the Silverton Farmer's Market on May 13th.
- d. Auction promotion and ticket sales continue! We're in the final stretch, and need all hands on deck.

The Community Roots School
Statement of Financial Activities
As of 3/31/2023

Description	Actual	Actual	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	2/28/2023	3/31/2023	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	586,671.13	651,414.08	827,668.80	(176,254.72)
BEGINNING FUND BALANCE	-	-	-	-	171,212.39	171,212.39	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	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	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	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	39,276.61	50,732.12	40,000.00	10,732.12
Grants	-	3,000.00	3,000.00	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	4,497.75	4,497.75	5,250.00	(752.25)
Recharge Café	-	-	728.28	1,329.81	1,610.49	2,250.32	2,921.17	3,402.75	-	3,402.75
Total Revenue	202,313.63	306,792.91	447,651.87	514,437.64	751,256.46	817,918.91	903,858.22	980,538.26	981,256.80	(718.54)
General Funding										
Salaries	(15,453.82)	(56,389.98)	(104,246.56)	(150,195.56)	(195,462.28)	(240,241.08)	(285,824.16)	(331,841.56)	(503,953.86)	172,112.30
Substitute & Temporary Wages	-	-	-	(49.21)	(49.21)	(298.46)	(796.96)	(2,292.46)	(13,500.00)	11,207.54
Benefits	(5,669.50)	(16,725.02)	(28,611.79)	(39,681.93)	(50,813.62)	(64,552.82)	(76,928.03)	(92,372.09)	(129,064.83)	36,692.74
PERS	(1,983.33)	(7,553.01)	(13,556.55)	(19,171.89)	(24,727.72)	(30,207.93)	(35,859.05)	(42,230.49)	(108,048.51)	65,818.02
Computer Expenses	(1,008.00)	-	(5,890.83)	(2,570.63)	(3,178.67)	(3,786.71)	(9,336.90)	(5,002.79)	-	(5,002.79)
Consumable Supplies and Materials	(1,683.46)	(3,057.85)	(6,032.56)	(8,142.21)	(6,389.52)	(5,331.36)	(9,848.66)	(10,452.53)	(7,600.00)	(2,852.53)
Dues and Fees	-	(416.84)	(2,078.94)	(828.94)	(1,375.54)	(1,375.54)	(2,773.55)	(1,713.49)	(2,000.00)	286.51
Insurance	(7,116.00)	(7,116.00)	(7,116.00)	(7,256.00)	(7,804.83)	(7,804.83)	(7,804.83)	(7,804.83)	(7,500.00)	(304.83)
Professional Development	-	-	-	-	-	-	-	-	-	-
Professional Services	-	-	(718.20)	(718.20)	(718.20)	(11,252.35)	(12,150.10)	(14,468.30)	(18,000.00)	3,531.70
Rent	(637.60)	(956.40)	(4,290.42)	(1,862.30)	(2,462.30)	(2,462.30)	(5,046.32)	(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)	(29,507.58)	(33,093.58)	(5,750.00)	(27,343.58)
Repairs and Maintenance	-	-	-	-	-	-	-	-	-	-
Transportation	-	-	-	-	(72.60)	(84.00)	(102.60)	(113.40)	(1,000.00)	886.60
Utilities	(691.72)	(1,207.40)	(1,922.78)	(2,268.64)	(3,425.81)	(3,425.81)	(4,211.14)	(4,800.18)	(6,100.00)	1,299.82
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)	(480,189.88)	(548,648.00)	(862,517.20)	313,869.20
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)	(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)	(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)	(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)	(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)	(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)	(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)	(1,757.00)	(1,757.00)	-	(1,757.00)
Merchant Fees			(84.58)	(173.27)	(173.27)	(198.82)	(247.94)	(323.04)	-	(323.04)
Fund Purchase	(5,135.00)		(5,135.00)	(5,135.00)	(10,624.05)	(15,796.38)	(14,441.02)	(19,155.03)	-	(19,155.03)
Other School Related Expense	-	-	420.00	420.00	420.00	420.00	(1,842.24)	(1,842.24)	-	(1,842.24)
Total Citizen Bank	(5,135.00)	-	(5,219.58)	(5,308.27)	(12,554.32)	(17,752.20)	(18,288.20)	(23,077.31)	-	(23,077.31)
			-	-	-	-	-	-		
<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)	(205,154.93)	(261,547.71)	(342,197.70)	(422,472.57)	(511,319.83)	(584,567.06)	(986,167.07)	401,600.01
Net Revenue (Expense)	171,686.02	190,259.59	242,496.94	252,889.93	409,058.76	395,446.34	392,538.39	395,971.20	(4,910.27)	400,881.47
Citizens Bank Balance		164,432.17	175,249.17	178,369.98	171,987.41	168,769.03	189,789.39	201,651.38		

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 Complaints 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 administrators 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 a 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 30 days of receipt of the appeal by the Board.

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

If 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 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.

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 District. The complainant may file such appeal with the Board chair of the Silver Falls School District. A final decision reached by the Board of the Silver Falls School District may be appealed to ODE under OAR 581-002-0001 - 581-002-0023.

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

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.

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: GCBDF/GDBDF
Adopted:

Paid Family Medical Leave Insurance *

The public charter school participates in Paid Family and Medical Leave Insurance (PFMLI) and Paid Leave Oregon (PLO)¹. This includes submitting employee and employer contributions to the Employment Department (“Department”) as required by state law.² The public charter school does not administer PFMLI or PLO. All applications and questions should be directed to the Department.

Definitions

1. “Family leave” means leave from work taken by a covered individual:
 - a. To care for and bond with a child during the first year after the child’s birth or during the first year after the placement of the child through foster care or adoption; or
 - b. To care for a family member with a serious health condition.

2. “Family leave” does not mean:
 - a. Leave described in Oregon Revised Statute (ORS) 659A.159 (1)(d) (non-serious health condition of child or school or child care provider closure due to public health emergency);
 - b. Leave described in ORS 659A.159 (1)(e) (death of a family member); or
 - c. Leave authorized under ORS 659A.093 (leave for spouses of members of the military upon deployment or call to active duty).

3. “Family member” means:
 - a. The spouse of a covered individual;
 - b. A child of a covered individual or the child’s spouse or domestic partner;
 - c. A parent of a covered individual or the parent’s spouse or domestic partner;
 - d. A sibling or stepsibling of a covered individual or the sibling’s or stepsibling’s spouse or domestic partner;
 - e. A grandparent of a covered individual or the grandparent’s spouse or domestic partner;
 - f. A grandchild of a covered individual or the grandchild’s spouse or domestic partner;
 - g. The domestic partner of a covered individual; or
 - h. Any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship.

¹ Paid Leave Oregon is the program developed by the Oregon Department of Employment to administer Paid Family and Medical Leave Insurance.

² The overall contribution will be determined by the Department director, and is initially set at 1 percent (up to \$132,900). The employer contribution is 40 percent and the employee contribution is 60 percent of this amount. The amount will be set annually by November 15. See ORS 657B.150.

4. “Medical Leave” means leave from work taken by a covered individual that is made necessary by the individual’s own serious health condition.
5. “Safe leave” means related to domestic violence, harassment, sexual assault, stalking and relocation for health and safety reasons as provided in ORS 659A.272.
6. “Serious health condition” means an illness, injury, impairment, or physical or mental condition of a claimant or their family member that:
 - a. Requires inpatient care in a medical care facility such as, but not limited to, a hospital, hospice, or residential facility such as, but not limited to, a nursing home or inpatient substance abuse treatment center;
 - b. In the medical judgment of the treating health care provider poses an imminent danger of death, or that is terminal in prognosis with a reasonable possibility of death in the near future;
 - c. Requires constant or continuing care, including home care administered by a health care professional;
 - d. Involves a period of incapacity. “Incapacity” is the inability to perform at least one essential job function, or to attend school or perform regular daily activities for more than three consecutive calendar days. A period of incapacity includes any subsequent required treatment or recovery period relating to the same condition. The incapacity must involve one of the following:
 - (1) Two or more treatments by a health care provider; or
 - (2) One treatment plus a regimen of continuing care.
 - e. Results in a period of incapacity or treatment for a chronic serious health condition that requires periodic visits for treatment by a health care provider, continues over an extended period of time, and may cause episodic rather than a continuing period of incapacity, such as, but not limited to, asthma, diabetes, or epilepsy;
 - f. Involves permanent or long-term incapacity due to a condition for which treatment may not be effective, such as, but not limited to, Alzheimer’s Disease, a severe stroke, or terminal stages of a disease. The employee or family member must be under the continuing care of a health care provider, but need not be receiving active treatment;
 - g. Involves multiple treatments for restorative surgery or for a condition such as, but not limited to, chemotherapy for cancer, physical therapy for arthritis, or dialysis for kidney disease that if not treated would likely result in incapacity of more than three calendar days;
 - h. Involves any period of disability due to pregnancy, childbirth, miscarriage or stillbirth, or period of absence for prenatal care; or
 - i. Involves any period of absence from work for the donation of a body part, organ, or tissue, including preoperative or diagnostic services, surgery, post-operative treatment, and recovery.

Eligibility

1. To be eligible for PLO benefits, an individual must:

- a. Be an employee of the public charter school³;
- b. Earn at least \$1,000 in the base or alternate base year⁴;
- c. Contribute to the PLO in accordance with state law;
- d. Experience an event qualifying the employee for:
 - (1) Family leave;
 - (2) Medical leave; or
 - (3) Safe leave.
- e. Submit an application to Department;
- f. Have not exceeded maximum paid leave for the year; and
- g. Have no current disqualifications⁵.

Leave

PLO can be used for family leave, medical leave or safe leave. Up to 12 weeks of paid leave can be taken per benefit year.⁶ Leave can be taken in one-day increments and can be consecutive or nonconsecutive.

Any family leave or medical leave taken under PLO must be taken concurrently with any leave taken by an eligible employee under ORS 659A.150 - 659A.186 (OFLA) or under the federal Family and Medical Leave Act of 1993 (P.L. 103-3, FMLA) for the same purposes.

The public charter school will maintain an employee's existing health benefits while the employee is using leave. The employee will be required to pay the employee's contribution to premiums.

END OF POLICY

Legal Reference(s):

[ORS 657B](#)

[OAR 471-070](#)

³ PFMLI is a state-wide benefit, and not unique to the public charter school. An eligible individual does not need to be an employee of the public charter school in order to be eligible for PFMLI, but this policy only applies to employees of the public charter school.

⁴ Pay could come from another Oregon employer.

⁵ Disqualifications may include eligibility for Workers' Compensation or Unemployment or determination of a willful false statement or failure to report a material fact in order to obtain benefits. See OAR 471-070-1010(1)(h).

⁶ In some pregnancy-related situations, employees may be able to take two additional weeks, for a total for 14 weeks.

OSBA Model Charter School Sample Policy

Code: GCBDF/GDBDF-AR
Revised/Reviewed:

Paid Family Medical Leave Insurance (PFMLI)

Application

Employees may submit applications for Paid Leave Oregon (PLO) to the Oregon Employment Department (“Department”).¹ Applications may be submitted up to 30 days prior to the start of the leave and up to 30 days after the start of the leave.² The Department may require verification from the employee.³ The Department will make all decisions regarding acceptance and denial of an application, including determining the amount of the benefit.⁴ The public charter school cannot accept, file, process or make decisions on applications.

An employee may appeal an approval or denial of claim, the amount of a weekly benefit or a disqualification from receipt of benefits to the Department in accordance with Oregon Revised Statute (ORS) 657B.010 and Oregon Administrative Rule (OAR) 471-070-2220.

Employee Notice to Public Charter School

If the leave is foreseeable⁵, the employee must provide the public charter school with written notice⁶ at least 30 calendar days prior to the leave. If the leave is not foreseeable⁷ the employee must give oral notice to the public charter school within 24 hours of the start of the leave, and must provide written notice within 3 days after the start of leave.⁸ The public charter school requests as much advanced notice as possible.

The notice must include:

1. The employee’s first and last name;

¹ For application requirements see ORS 657B.060 and Oregon Administrative Regulation (OAR) 471-070-1100. *{Include link to Department website once available.}*

² Exceptions may be granted when the applicant can demonstrate good cause for late submission.

³ See verification requirements in OAR 471-070-1110 - OAR 471-070-1130.

⁴ The benefit may be less than the employee’s salary. See ORS 657B.050.

⁵ Examples of foreseeable leave include, but are not limited to, an expected birth, planned placement of a child, or a scheduled medical treatment for a serious health condition of the eligible employee or a family member of the eligible employee. See OAR 471-070-1310(1).

⁶ Written notice includes, but it not limited to, handwritten or typed notices, and electronic communication such as text messages and email.

⁷ Leave circumstances that are not foreseeable include, but are not limited to, an unexpected serious health condition of the eligible employee or a family member of the eligible employee, a premature birth, an unexpected adoption, an unexpected foster placement by or with the eligible employee, or for safe leave.

⁸ If other leave also applies (OFLA, FMLA, etc.), notice requirements for those types of leave may also apply.

2. Type of leave;
3. Explanation of the need for leave; and
4. Anticipated timing and duration of leave, including if it is continuous or intermittent.

Notice need only be given one time, but the employee shall notify the public charter school as soon as practicable if dates of scheduled leave change, are extended, or were initially unknown. This notice does not need to mention PFMLI or PLO to satisfy the notice requirements.

Failure to comply with these notice requirements may result in a penalty imposed by the Department. The Department may reduce the amount of the benefit by 25 percent in accordance with OAR 471-070-1310(9)-(10).

Concurrent Use of Public Charter School-Provided Paid Leave

The public charter school does not allow employees to use employer-provided paid leave in addition to receiving PLO benefits to replace an employee's wages up to 100 percent of the eligible employee's average weekly wage. Example:

An employee applies and is approved for PLO for a personal serious medical condition. The Department determines that the rate of pay will be 75 percent of the employee's regular salary. The employee will not be allowed to use charter school-provided paid leave (sick, vacation or otherwise) for days that PFMLI is received.

Return to Work

Upon completion of leave, the employee is entitled to return to the position held in the public charter school prior to the leave, if that position still exists and if the employee had been employed in the public charter school for 90 days prior to taking leave.⁹ If the position no longer exists, the employee may be placed in a different position with similar job duties and benefits and pay equal to the previous position.

Communications Between the Public Charter School and the Department

Upon receipt of an application or update in information from a public charter school employee for PLO, the Department will notify the public charter school. The public charter school may provide additional information to the Department within 10 days. This information may include, but is not limited to, information about the employee's notice to the public charter school or verification of the employee's continued employment with the public charter school. If the public charter school does not report such information to the Department, the Department will proceed using available information. The public charter school can provide additional information to the Department as it becomes available.

If the Department requests additional information from the public charter school, the public charter school will respond within 10 calendar days.

⁹ If the employee's leave also qualifies for OFLA/FMLA protection, see also Board policy GCBDA/GDBDA - Family Medical Leave and its accompanying administrative regulations.

Once the Department has issued a decision regarding an application submitted by an employee of the public charter school, the Department will notify the public charter school regarding the approval or denial and any applicable dates and periods of leave. The public charter school cannot appeal a Department decision.

Public Charter School Notice to Employees

At the time of hire and each time the policy or procedure changes, the public charter school must provide notice to employees. This notice must be in the language that the employer typically uses to communicate with employees and will include:

1. The right of an eligible employee to claim and receive family and medical leave insurance benefits;
2. The procedure for filing a claim for benefits;
3. That an eligible employee must provide notice to the public charter school before the employee commences leave, and a description of the penalties for failure to comply with the notice requirements;
4. The right of an eligible employee to job protection and benefits continuation;
5. The right of an eligible employee to appeal a decision or determination made by the Department director;
6. That discrimination and retaliatory personnel actions against an employee for inquiring about the PFMLI or PLO, taking leave under the program or claiming PFMLI or PLO benefits are prohibited;
7. The right of an employee to bring a civil action or to file a complaint for violation of ORS 657B.060 or 657B.070; and
8. That any health information related to family leave, medical leave or safe leave provided to an employer by an employee is confidential and may not be released without the permission of the employee unless state or federal law or a court order permits or requires disclosure.¹⁰

The public charter school will display this notice in an area that is accessible to and regularly frequented by employees in each building or worksite. The public charter school will provide this notice to employees working remotely by hand delivery, regular mail or through an electronic delivery method at the time of hire or assignment to remote work.

Public Charter School Filings

The public charter school will file the Oregon Quarterly Tax Report, the Oregon Employee Detail Report and any other reports required by law. If the public charter school fails to submit required filings or report, or fails to pay all required contributions, the public charter school may be penalized in accordance with OAR 471-070-8520.

¹⁰ Paid Leave Oregon will provide a model notice, <https://paidleave.oregon.gov/DocumentsForms/Paid-Leave-ModelNotice-Poster-EN.pdf>. This policy can also be used as the notice.

Employee Protections

No employee or prospective employee will be discriminated or retaliated against for inquiring about PFMLI or PLO, giving notification of leave under PLO, taking PLO leave or claiming PLO benefits. Eligible employees have a right to file a complaint and/or bring a civil action for violations of ORS 657B.060 or ORS 657B.070.

Any health information related to family leave, medical leave or safe leave provided to the public charter school by an employee is confidential and may not be released without the permission of the employee unless state or federal law or a court order permits or requires disclosure.

OSBA Model Charter School Sample Policy

Code: JFCF-AR
Revised/Reviewed:

Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, or Teen Dating Violence Reporting Procedures – Student

The administrator has responsibility for investigations concerning acts of hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying, and incidents of teen dating violence. The investigator(s) shall be a neutral party having had no involvement in the report presented.

All reports will be investigated in accordance with the following procedures:

- Step 1 Any reports or information on acts of hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying, or incidents of teen dating violence (e.g., complaints, rumors) shall be presented to the administrator. Reports against the administrator shall be filed with the Board chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.
- Step 2 The administrator receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The administrator will arrange such meetings as may be necessary with all concerned parties within [five] working days after receipt of the information or report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the report will be reduced to writing. The public charter school official(s) conducting the investigation shall notify the person making the report within 10 working days of receipt of the information or report, and parents as appropriate, in writing when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
- Step 3 If the person making the report is not satisfied with the decision at Step 2, they may submit a written appeal to the Board. Such appeal must be filed within [10] working days after receipt of the Step 2 decision. The Board shall, within [20] working days, conduct a hearing at which time the person making the report shall be given an opportunity to present the report. The Board shall provide a written decision to the person making the report within 30 working days of receipt of the appeal by the Board.

Reports against the administrator may start at step 3 and should be referred to the Board chair on behalf of the Board. The Board chair shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted. A final decision will be made within 30 days of receipt of the report.

Timelines may be extended upon written agreement between both parties. This also applies to reports filed against the administrator or any Board member.

Direct complaints of discriminatory harassment related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 Second Ave., Room 3310, Seattle, WA 98174-1099.

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all reported acts of hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying, and incidents of teen dating violence reports and documentation will be maintained as a confidential file in the CRS front office.

OSBA Model Charter School Sample Policy

Code: KL-AR
Revised/Reviewed:

Public Complaint Procedure

A parent or guardian of a student attending the public charter school, a staff member, a student or patron of the public charter school who wishes to express a concern should discuss the matter with the public charter school employee involved. If the concern remains unresolved, a complaint may be filed.

An individual or organization that alleges the public charter school is violating or has violated provisions of restraint or seclusion in Oregon Revised Statute (ORS) 339.285 - 339.303 or Oregon Administrative Rule (OAR) 581-021-0550 - 581-021-0570 (Restraint or Seclusion) is encouraged to initiate Step One of this complaint procedure and file a complaint with the administrator.

The Administrator: Step One:

A complainant may file a complaint with the administrator clearly stating the nature of the complaint and a suggested remedy. A form is available, but is not required.

The administrator shall investigate the complaint, confer with the complainant and the parties involved, prepare a report of the findings and conclusion, and provide a report in writing or in an electronic form to the complainant within five working days of receipt of the complaint.

The Board: Step Two

If the complainant is dissatisfied with the administrator's findings and conclusion, the complainant may appeal the decision to the Board within five working days of receiving the administrator's decision. The Board will review the findings and conclusion of the administrator in a public meeting to determine what action is appropriate. The Board may use executive session if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the administrator's decision as the public charter school board's decision. All parties involved may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues.

The complainant shall be informed of the Board's decision within 30 days from the receipt of the appeal to the Board. The Board's decision will address each allegation in the complaint and contain reasons for the Board's decision. The Board's decision will be final.

If the Board chooses not to hear the complaint the administrator's decision is final.

The complaint procedure will not be longer than 90 days from the filing date of the original complaint with the administrator. The timelines may be extended upon written agreement between the public charter school and the complainant.

Complaints against the administrator should be filed with the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is

complete, the results will be presented to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide, within 20 days, in open session what action, if any, is warranted. The written final decision of the Board regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint by the Board.

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide in open session what action if any, is warranted. The written final decision of the Board regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint.

Complaints against the Board chair should be referred directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete the results will be presented to the Board. The Board shall decide in open session what action, if any, is warranted. The written decision of the Board regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint.

The timelines may be extended upon written agreement between the public charter school and the complainant.

Appeal Process

A final decision reached by the public charter school board for a complaint that alleges a violation of ORS 339.285 - 339.303 or OAR 581-021-0550 - OAR 581-021-0570 (Restraint or Seclusion), ORS 659.852 (Retaliation), or applicable OAR Chapter 581, Division 22 (Division 22 Standards), may be appealed to the board of the Silver Falls School District¹. The complainant may file such appeal with the Board chair of the school sponsor. A final decision reached by the Board of the school sponsor will be the district's final decision and may be appealed to the Oregon Department of Education under OAR 581-002-0003 - 581-002-0005.

¹ The public charter school's sponsor will hear this appeal as established through a resolution of the Community Roots School board.

The Community Roots School

COMPLAINT FORM

To: Employee* Administrator Board chair Board vice chair

* Form available but is not required.

Person Making Complaint _____

Phone Number _____ Email _____

Nature of Complaint _____

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

Suggested solution/resolution/outcome: _____

Signature of Complainant: _____ Date: _____

.....

Office Use

Disposition of Complaint: _____

Signature: _____ Date: _____

cc: School Office

Community Roots School

2023-2024 Teacher Calendar 192 Days

Student Early Release Every Monday at 12:00 noon*

<u>August</u>					<u>September</u>					Class Days	In-Service Staff Development	Holidays	Conferences	Contract Days
1	2	3	4						1					
7	8	9	10	11	H	5	6	7	8					
14	15	16	17	18	*11	12	13	14	15					
21	22	23	24	25	*18	19	20	21	22					
28	29	30	31		*25	26	27	28	29					
Class Days					Class Days					19				
Other					Other					H-1				
TOTALS					TOTALS					19	5	1	0	25
<u>October</u>					<u>November</u>					<u>December</u>				
*2	3	4	5	6		1	2	3						1
*9	10	11	12	I	*6	7	8	9	H	*4	5	6	7	8
*16	17	18	19	20	*13	14	15	16	17	*11	12	13	14	15
*23	24	25	26	27	C	C	22	H	24	*18	19	20	21	22
*30	31				*27	28	29	30		25	26	27	28	29
Class Days					Class Days					Class Days				
Other					Other					Other				
TOTALS					TOTALS					TOTALS				
19					16					53				
I-1					C-2, H-1					C-2				
1					1					1				
2					2					2				
57					57					57				
<u>January</u>					<u>February</u>					<u>March</u>				
1	2	3	4	5		1	2							1
I	9	10	11	12	*5	6	7	8	9	*4	5	6	7	8
H	16	17	18	19	*12	13	14	15	16	*11	12	13	14	C
*22	23	24	25	26	H	20	21	22	23	C	19	20	21	22
*29	30	31			*26	27	28	29		25	26	27	28	29
Class Days					Class Days					Class Days				
Other					Other					Other				
TOTALS					TOTALS					TOTALS				
16					19					14				
H-1 I-1					H-1 I-1					C-2				
1					1					2				
2					2					2				
55					55					55				
<u>April</u>					<u>May</u>					<u>June</u>				
*1	2	3	4	5		1	2	I		*3	4	5	6	7
*8	9	10	11	12	*6	7	8	9	10	*10	11	12	13	I
*15	16	17	18	19	*13	14	15	16	17	17	18	19	20	21
*22	23	24	25	26	*20	21	22	23	24	24	25	26	27	28
*29	30				H	28	29	30	31					
Class Days					Class Days					Class Days				
Other					Other					Other				
TOTALS					TOTALS					TOTALS				
22					21					9				
H-1 I-1					H-1 I-1					IS 1				
2					2					1				
0					0					0				
55					55					55				
2023-24 Totals										173	9	5	4	192

School starts Sept. 6 and ends June 15. Teacher contracts begin August 26th and end June 16th

No Student Contact	C Parent Conferences
I=Inservice	
* Early Release 12:00	H Holiday - Paid holiday
Vacation	

NOTE: November 21st and 22nd make up 3 days= 2- 12 hr days
 Nov. 20 -- 7:30 a.m. - 7:30 p.m. Parent Conferences
 Nov. 21 -- 7:30 a.m. - 7:30 p.m. Parent Conferences

INCLEMENT WEATHER
 1st closure = no make-up
 2nd closure =March 16th
 3rd closure =May 3rd

Community Roots School

2023-2024 ADMIN Calendar 205 Days

Student Early Release Every Monday at 12:00 noon*

<u>August</u>		<u>September</u>		Class Days	In-Service Staff Development	Holidays	Conferences	Contract Days						
1	2	3	4						H	5	6	7	8	
7	8	9	10	11	*11	12	13	14	15					
14	15	16	17	18	*18	19	20	21	22					
21	22	23	24	25	*25	26	27	28	29					
28	29	30	31	Class Days	19									
Other				H-1										
TOTALS				19	5	1	0	34						
<u>October</u>		<u>November</u>		<u>December</u>		Class Days	In-Service Staff Development	Holidays	Conferences	Contract Days				
*2	3	4	5	6	*6						7	8	9	H
*9	10	11	12	I	*13	14	15	16	17	*11	12	13	14	15
*16	17	18	19	20	C	C	22	H	24	*18	19	20	21	22
*23	24	25	26	27	*27	28	29	30	25	26	27	28	29	
*30	31	Class Days	21		Class Days	16		Class Days	16					
Other		I-1		Other		C-2, H-1		Other		C-2				
TOTALS		53	1	1	2	57								
<u>January</u>		<u>February</u>		<u>March</u>		Class Days	In-Service Staff Development	Holidays	Conferences	Contract Days				
1	2	3	4	5	1						2	*4	5	6
I	9	10	11	12	*5	6	7	8	9	*11	12	13	14	C
H	16	17	18	19	*12	13	14	15	16	C	19	20	21	22
*22	23	24	25	26	H	20	21	22	23	25	26	27	28	29
*29	30	31	*26	27	28	29	Class Days	19		Class Days	14			
Other		H-1		I-1	Other		H-1		I-1	Other		C-2		
TOTALS		49	1	2	2	55								
<u>April</u>		<u>May</u>		<u>June</u>		Class Days	In-Service Staff Development	Holidays	Conferences	Contract Days				
*1	2	3	4	5	1						2	I	*3	4
*8	9	10	11	12	*6	7	8	9	10	*10	11	12	13	I
*15	16	17	18	19	*13	14	15	16	17	17	18	H	20	21
*22	23	24	25	26	*20	21	22	23	24	24	25	26	27	28
*29	30	H	28	29	30	31	Class Days	21		Class Days	9			
Other		H-1		I-1	Other		H-1		I-1	Other		IS 1		
TOTALS		52	2	2	0	59								
2023-24 Totals				173	9	5	4	205						

School starts Sept. 5th and ends June 13th. Admin contracts begin August 15th and end June 21st

No Student Contact	C Parent Conferences
I=Inservice	
* Early Release 12:00	H Holiday - Paid holiday
V Vacation	

NOTE: November 21st and 22nd make up 3 days= 2- 12 hr days
 Nov. 20 -- 7:30 a.m. - 7:30 p.m. Parent Conferences
 Nov. 21 -- 7:30 a.m. - 7:30 p.m. Parent Conferences

INCLEMENT WEATHER
 1st closure = no make-up
 2nd closure =pm Apr 8 & 22nd
 3rd closure =May 3rd

Community Roots School 2023 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 Friday April 21st.

Nominee : Rebecca Delmar

Employer and Title: Senior Associate, Prime Residential

Address: 211 Welch St

City: Silverton State: OR Zip: 97381

Phone: (Cell) (650) 714-2900 (Home) () Email: rebeccajdelmar@gmail.com

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

If yes, for how long and in what capacity?

n/a - self-nomination

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.

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)

I have significant professional experience in management, financial analysis, and strategic planning and received my MBA at UC Berkeley. I also currently serve on Silverton's Affordable Housing Task Force led by mayor Freiling.

Your Name: _____ Relationship to CRS: _____

Phone Number: _____ Email Address: _____