



The Community Roots School Board Meeting
Tuesday, June 7, 2022 6:30 p.m.
229 Eureka Ave. Silverton

Agenda

1. Call meeting to order – Jackie
2. Reading of Community Roots School Mission Statement – Jason (6:30)
Rooted in our local community, we learn in an authentic Montessori environment, growing as conscientious and joyful learners, inspired to lead in the world community.
3. Consent Agenda (6:35)
 - Approve May Meeting Minutes
4. Audience with Visitors (Audience members may make comments to the board on any topic) (6:40)
5. Administrator Report – Christen Kelly (6:45-6:55)
6. Committee reports (Fundraising, Finance, Facilities) (6:55-7:05)
7. Discussion Items and Actions (7:05-8:00)
 - Board member application-Jackie
 - Discussion
 - Action
 - Executive Session per ORS 192.660 (2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (Administrator evaluation)
 - Administrator contract-Jackie
 - Discussion
 - Action

VISITORS: Meetings of the school board are for the members to conduct official school business. All meetings are open to the public, except executive sessions, which may be called according to Oregon law. Members of the public desiring to address the board are asked to contact the administrator at least one week in advance of the meeting. Large groups are asked to designate a primary spokesperson.

The Community Roots School Board Meeting
May 3, 2022
Draft Minutes

Staff present: Bridget, Christen

Board members present: Jane, Virginia, Matt, Jackie, Jen, Jason

Consent agenda: (minutes tabled) Jen moves, Matt seconds, **unanimously passed.**

Audience with visitors: Bridget reported that the campus is alive with planting and preparing for the auction and the plant sale. Big smiles on the kids' faces as everything is coming together. Just returned from a conference and came back with some new ways to look at the craft of Montessori.

Admin report: see handout - 2nd grade lottery and 3rd grade wait list. Determining classroom placements for next year. Staff busy wrapping up all the paperwork and closing out the year with educational accountability. May organize a summer camp for kids.

Finance: Discussed the auction financial status. Irene asked to look at the insurance costs. Wrapped up tax return documents. Started the audit for next year.

Facilities: Grange a new proposal for the water. Wanting to install a water tank and have water delivered and avoid the issue with the neighbor regarding the well.

Fundraising: Collecting ideas for paddle up.

Appraisal: Reviewed the process for the appraisal and contract review for next month.



The Community Roots School

June 2022

Administrator Report

Enrollment:

- Current: 99 students enrolled.

1. Enrollment

- a. Still receiving applications for this upcoming school year – names are placed on the waitlist for LE
- b. Space available in K and grades 4-8

2. Educational Accountability & School News

- a. In May, CRS wrapped up their DEI work with Buffalo Cloud Consulting for the 21-22 school year.
- b. SBAC assessments have been administered. ODE extended the testing window until June 17th. Students who were absent the day of the tests are in the process of scheduling make-up tests over the next week or so.
- c. Child Study teams are finalizing paperwork for the end of the year, and making sure all documentation is uploaded to the Google Drive in preparation for next year. Teams meet to help support classroom placement for students moving up a grade.
- d. SPED services continue for children with IEP's and 504s. Paperwork is being completed and STAR scores are used to help with progress monitoring. The SPED team is wrapping up the year with final meetings.
- e. CRS will be hosting two weeks of summer programming. One week focuses on “Bugs and Pollinators” with Lower Elementary Students, and the other week has an Art/Creative Expression focus for Upper Elementary Students. The Lower Elementary program is full, and the Upper Elementary program still has space available.
- f. CRS is hiring for an Upper Elementary assistant, a Kindergarten Assistant, and an Adolescent Assistant for the upcoming 22-23 school year.

3. Budget & Finances

- a. Christen met with Kim Doud at the Business office for a monthly review.
- b. Prep for the 21/22 Audit is underway; final materials are due August 26, 2022
- c. SFSD applied for Education Staff Retention and Recruitment Grants in May
- d. Net Gain for the Annual Fundraising Auction was \$51,115.71
- e. 21-22 SIA spending deadline has been extended until September 2022.

4. Community & Fundraising

- a. The Auction was a great success! Net Gain was \$51,115.71. Paddle up alone yielded \$9,200.
- b. CRS will have a family picnic at 11:30 on the last day of school, June 16th.
- c. 8th Grade Graduation will be held the last day of school, June 16th at 12:00pm

5. Facilities

- a. Recommended items from the fire inspection have been completed.
- b. Starting to prep the CRS/SFC campus for the end of the year – scheduling for carpet cleaning and general campus clean-up.
- c. CRS to have a walk-through with SFC to note any repairs/maintenance.

Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
Supplemental from Fundraised/School Related Acct.	26150.00	31096.15	-4946.15	0.00	-4946.15
State School Fund—General Support (123) \$7037	891855.00	809586.35	82268.65	0.00	82268.65
BEGINNING FUND BALANCE	89491.00	171212.39	-81721.39	0.00	-81721.39
<u>Total Revenue</u>	<u>1007496.00</u>	<u>1011894.89</u>	<u>-4398.89</u>	<u>0.00</u>	<u>-4398.89</u>
K-5					
Licensed Salaries	221827.00	134630.36	87196.64	59868.24	27328.40
Classified Salaries	99158.00	102488.16	-3330.16	46728.24	-50058.40
Unused Leave	5250.00	0.00	5250.00	0.00	5250.00
Temp Classified - Lego- ESL	3000.00	0.00	3000.00	0.00	3000.00
Employer Contribution, Tier I and Tier II	44185.00	4277.52	39907.48	2273.42	37634.06
PERS UAL Contribution	26187.00	15950.36	10236.64	8527.70	1708.94
PERS UAL Contribution 2021 Bond	0.00	14953.49	-14953.49	7994.72	-22948.21
Social Security Administration	24353.00	18005.07	6347.93	8084.94	-1737.01
Workers' Compensation	1749.00	130.16	1618.84	27.85	1590.99
Unemployment Compensation	0.00	445.92	-445.92	0.00	-445.92
Contractual Employee Benefits	39054.00	41964.96	-2910.96	22427.44	-25338.40
Instruction Services - Certified Subs	8000.00	850.09	7149.91	0.00	7149.91
Instructional Programs Improvement Services - Classified Subs	4000.00	2219.71	1780.29	0.00	1780.29
Consumable Supplies and Materials	1733.00	5528.10	-3795.10	430.02	-4225.12
Dues and Fees	10000.00	1321.00	8679.00	1289.59	7389.41
6-8th					
Licensed Salaries	86501.00	53638.33	32862.67	22854.44	10008.23
Classified Salaries	39168.00	23138.80	16029.20	16178.90	-149.70
Employer Contribution, Tier I and Tier II	18473.00	1404.86	17068.14	768.96	16299.18
PERS UAL Contribution	10908.00	4962.13	5945.87	2753.92	3191.95

19-20 CRS - SSF Budget 5/18/2022

PERS UAL Contribution 2021 Bond	0.00	4652.06	-4652.06	2581.84	-7233.90
Social Security Administration	9917.00	5870.67	4046.33	2632.00	1414.33
Workers' Compensation	705.00	38.57	666.43	7.97	658.46
Unemployment Compensation	0.00	144.39	-144.39	0.00	-144.39
Contractual Employee Benefits	15021.00	7552.90	7468.10	3594.24	3873.86
Consumables	677.00	2638.96	-1961.96	0.00	-1961.96
Additional Salary	0.00	1615.00	0.00	1615.00	-1615.00
Instructional Professional and Technical	4000.00	1702.00	2298.00	0.00	2298.00
Non-instructional Professional and Tech. - OSBA etc	2000.00	1927.00	73.00	0.00	73.00
Audit Services	7500.00	1675.00	5825.00	7480.00	-1655.00
Consumable Supp./Materials- Print Annual Report	500.00	0.00	500.00	0.00	500.00
Insurance and Judgments	5500.00	3010.30	2489.70	0.00	2489.70
Copier Rental - RICOH	0.00	1341.00	-1341.00	268.20	-1609.20
Comunication (RICOH)	0.00	69.88	-69.88	0.00	-69.88
Printing and Binding (RICOH)	0.00	565.22	-565.22	1086.86	-1652.08
Classified Salaries	24908.00	19449.00	5459.00	6483.00	-1024.00
Administrators	123542.00	58474.20	65067.80	11694.80	53373.00
Employer Contribution, Tier I and Tier II	17979.00	3126.76	14852.24	354.46	14497.78
PERS UAL Contribution	10513.00	6233.82	4279.18	1454.22	2824.96
PERS UAL Contribution 2021 Bond	0.00	4805.12	-4805.12	1363.35	-6168.47
Social Security Administration	11256.00	5920.09	5335.91	1382.73	3953.18
Workers' Compensation	809.00	27.28	781.72	5.42	776.30
Unemployment Compensation	0.00	130.83	-130.83	0.00	-130.83
Contractual Employee Benefits	16800.00	6485.90	10314.10	1359.08	8955.02
Substitutes - Licensed	1500.00	0.00	1500.00	0.00	1500.00

19-20 CRS - SSF Budget 5/18/2022

Non Instructional Professional and Technical Services	0.00	180.00	-180.00	0.00	-180.00
Consumable Supplies and Materials (+ staff gear)	5544.00	6756.54	-1212.54	217.74	-1430.28
Dues & Fees / OSBA policy charge /Bookkeeper/	13040.00	8437.60	4602.40	0.00	4602.40
Workers' Compensation - whole school	2500.00	0.00	2500.00	0.00	2500.00
Property Services	57240.00	43900.37	13339.63	2506.45	10833.18
Cleaning Services	7500.00	2319.79	5180.21	1705.00	3475.21
Water and Sewer	1228.00	2645.77	-1417.77	1083.73	-2501.50
Garbage	1272.00	419.42	852.58	0.00	852.58
Consumable Supplies and Materials	5000.00	1677.48	3322.52	79.86	3242.66
Student Transportation Services	1000.00	0.00	1000.00	0.00	1000.00
Food Classified Salary	0.00	0.00	0.00	10387.68	-10387.68
Dues and Fees	0.00	0.00	0.00	0.00	0.00
Planned Reserve	16499.00	0.00	16499.00	0.00	16499.00
Reserved for Next Year	0.00	0.00	0.00	0.00	0.00
	\$1,007,496.00	\$629,701.94	\$379,409.06	\$259,552.01	\$119,857.05

	Budget	YTD Transactions
Revenue	\$1,007,496.00	\$1,011,894.89
Expenditures	\$1,007,496.00	\$629,701.94
Balance	\$0.00	\$382,192.95

	2020-21 Actual	2021-22 Budgeted
Total in SSF Reserve	\$83,000	\$83,000
Reserve - roll over - Fundraising group	\$46,756	\$46,756
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
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SARAH BROWN

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- * Executive leader with 10+ years leading groundbreaking national programs to create a healthy, just future for people and the planet.
- * Builder of high-performing remote teams; racial justice advocate; inspired people manager committed to others' personal and collective learning, growth, meaning, and joy.
- * Core expertise in sustainability; governance; non-profit administration; organizational management; organic and sustainable agriculture; natural resource management; stakeholder engagement; strategic planning; communications; grant management and administration.
- * Systems thinker and do-er nurturing cross-sector, multi-stakeholder collaboration toward common goals, shared strategy, and systemic change.

EXPERIENCE

HEAD OF STAKEHOLDER STRATEGY

ORGANICALLY GROWN COMPANY | 2021-PRESENT

Led integration and alignment across philanthropy, sustainability, advocacy, marketing, and communications to form a new team and cohesive department. Devised and orchestrated stakeholder listening approaches to align strategy across functional areas; developed and enhanced relationships with 100s of stakeholders; executed and authored annual impact reports.

Participated on senior executive team of 5, co-leading trust-owned business with staff of 260+. Led strategic planning process; developed internal engagement strategy including launch of 7 coworker committees, an internal communication plan, and formalized coworker listening; secured funding and cultivated buy-in to support racial equity assessment and learning, resulting in the development of an equity action plan.

Refined the Mission Fund grant program to compliment other stakeholder giving, distributing \$700k to over 200 recipient in two years; adopted best practices related to trust-based and participatory grant making; identified and engaged with key philanthropic partners to learn and network; invested in online platform to manage granting and reporting; audited processes and performance to brief governance and stakeholders; facilitated and authored annual stakeholder distribution policy and accompanying recommendations.

Collaborated across departments and stakeholder categories to develop organizational sustainability strategy based on materiality assessment. Built networks and capacity to analyze performance across key impact areas; launched new partnerships to perform waste assessment, carbon emissions calculations, and packaging analysis; reconciled annual report with regulatory requirements.

Provided leadership in progressive, purpose-driven governance model through role of nomination committee chair, Board liaison, and governance committee member. Led process and policy development of governance nominations and election, GAP analyses, charters, and job descriptions. Facilitated and directed annual stakeholder gathering, including process for evaluating and approving qualified stakeholders.

SARAH BROWN

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EXPERIENCE

CO-OWNER

DIGGIN' ROOTS FARM | 2007- PRESENT

Built and operate a first generation diversified, 48-acre certified organic family farm.

DIRECTOR OF EDUCATION + ADVOCACY

OREGON TILTH | 2014-2021

Participated on senior executive team of \$8M+ nonprofit with staff of 70. Key role in organizational impact strategy and assessment; budget development and oversight; board learning and governance.

Created and implemented revenue strategy; developed diversified funding portfolio including Federal, state, foundation, and corporate funders; managed development services contract; coordinated collaborative program planning and grant development with diverse stakeholders.

Built relationships and strategies to bridge divides among grassroots/progressive stakeholders, bureaucratic agencies, and private industry; e.g., established joint staff position with USDA NRCS; coordinated national buyers to explore opportunities for supporting organic transition; etc.

DIRECTOR + PRESIDENT

INTERNATIONAL FEDERATION OF ORGANIC AGRICULTURE MOVEMENTS, NORTH AMERICA | 2018-2020

Launched North America chapter of international non-profit. Led strategic planning, coordination with international partners, stakeholder engagement, board development, and annual election.

PROGRAM MANAGER

OREGON TILTH + USDA NATURAL RESOURCE CONSERVATION SERVICE | 2010-2014

Developed and directed innovative national public-private partnership with USDA Natural Resource Conservation Service. Designed and conducted training and technical assistance to 1,200+ professionals in 14 states to improve conservation programs and increase access for organic and transitioning farmers. Managed grants, government agreements, program evaluation and reporting.

EDUCATION

BACHELORS OF SCIENCE | INTERNATIONAL AGRICULTURAL DEVELOPMENT

UNIVERSITY OF CALIFORNIA, DAVIS

UNIVERSIDAD NACIONAL DE CUYO, MENDOZA, ARGENTINA

Continuing education in Anti-Racist Results-Based Accountability, Change Management, Engaged Feedback, Strengths-Based Leadership, Program Evaluation, Institutional Equity, and Cultural Agility.