



The Community Roots School Board Meeting

Tuesday, June 6th, 2023
6:30 p.m. 229 Eureka Ave.
Silverton, OR

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 May 2nd, 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. Election Results and Next Steps
 2. Meeting Schedule - July off and Aug 1st next meeting
 3. 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)
 4. Administrator contract-Sarah
 - 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 2nd, 2023 Draft Minutes

Staff: Christen, Michelle
Board Members: Matt, Jane, Virginia, Sarah, Jackie
Jackie read mission statement

Consent agenda: April 4th 2023 minutes - Virginia approves and Matt seconds - all approve

Audience with visitors: Michelle says that a lot is coming up with the auction, Hummingbirds celebrated April birthdays with bacon and lemonade. Owls are working on Birthday community service. Ducklings are about to hatch, baby chicks have hatched. Last week the school celebrated Gwen and Christen. Meadowlarks had a yard sale and made 500.

Administrative Report: Christen says currently training for the state testing, working with tech department for chrome books and testing will start in mid May. A lot of buzz around the auction, Gwen has been getting a lot of donations into the office and getting them to Kecia. A lot of wrapping up for the end of the school year.

Finance: Reviewed student fund and hopefully will be increased. Looking good at 109 enrollment. Fundraising, amount of ADM, and enrollment are huge factors on the budget. Starting the audit soon and getting documents uploaded for that.

Facilities: Lease renewal, making more detailed and clearer landlord and tenant obligations. Grange is willing to let us leave the shipping container in exchange for some of the furniture. Bridgett will have a sale for school items from the middle school. Bathroom is getting repaired in the cafeteria.

Fundraising: Kecia is heading up the auction and 5 core people are helping. There are concerns with Oktoberfest and the support of volunteers for that. Colleen will be putting out an email for volunteers. A lot of opportunity to reach out to the broader community other than just parents. Also new families coming into the fold. Christen would need a volunteer coordinator to track volunteer hours and do background checks, etc. and spearhead that. Communication is a key factor in getting engagement from the parents and extended community. Virginia had a question about uniting all the fundraising and PTO entities together?

Discussion:

PTO to take over fundraising for the smaller fundraising the bottle drop, wreaths, spring plant sale, read a thon and t-shirt sales. Virginia moves to approve, Janes seconds - all approve. Colleen could possibly announce the PTO at the auction



May 2nd, 2023 Draft Minutes continued...

Staff Contracts: Christen: every contract consists of a 3 COLA and she made a sheet with an option of a 4 COLA. Licensed salaries are adjusted at the district. Christen will be preparing a projected plan on what it would look like to align with district salary for next month's meeting. We must look at the benefits package as a part of the whole salary package. CRS covers both employees and dependents. Sarah motions to approve contracts with a 1 increase and review Christen's next meeting and Virginia seconds - all approve

Policies 2nd Readings - Virginia moves to approve and Matt seconds and all approve.

School Calendar: Mirrors Silver Falls District except CRS half days are on Mondays instead of Wednesdays. Inclement weather is more of a guideline. Matt motions to approve and Virginia seconds - all approve.

Board Nominations: Ballots are due by May 9th. Virginia will reach out to new nomination Rebecca to get bio and then send out the ballot.



The Community Roots School

June 2023

Administrator Report

Enrollment: 95 students

1. Enrollment

- a. Projected enrollment for fall 2024 is 105 students. Kinder and Lower Elementary are full, and there is space available in 5th and 6th grade.
- b. A second lottery will be held in August for additional waitlisted spots in Kindergarten.

2. District Communication

- a. SpEd consent/eligibility meetings are wrapping up for the 2022/23 school year. Setting the stage for 2023/24 supports.
- b. Communication with District Test coordinator to turn in SBAC Opt-Out forms.
- c. Communication with Teaching and Learning Director to plan for different assessment systems for next year in Language and Math, CRS decided to align with SFSD in using iReady for 1-6 assessments instead of STAR/Renaissance in both Reading and Math.
- d. Worked with SFSD team to submit SIA objectives and input from CRS

3. Educational Accountability & School News

- a. WiseMind is wrapping up working with Lower Elementary and Adolescents on SEL and mindfulness for a 6-8 week session.
- b. SBAC testing is finished for all students who Opted In for grades 3-8 in ELA, Math, and Science.
- c. Sale went live in May for Middle School items for charter schools across the state. A handful of schools bought 98% of the items available. Schools have been invoiced and materials are being bundled and ready for pickup on June 20th between 10am – 2pm. Alyssa is coordinating volunteers. We still need help transporting the larger items to the Grange the morning of the 20th and the evening of the 19th.

4. HR

- a. Administrator is investigating a parent complaint filed on May 31st. Report out will be completed and communicated to all parties by Wednesday June 7th.
- b. Outstanding position to hire: educational assistant for LE. Job has been posted on the SFSD job board.
- c. All PAFs for exiting and onboarding employees have been filed with the District.
- d. Final leave requests have been filed and honored, and reconciliations for payroll will be submitted next week.

5. Budget & Finances

- a. Uploads for 22/23 FY audit prep are complete up to and including April 2023.
- b. Will aim to meet with the Business office by the end of June for year end wrap-up.

6. Community & Fundraising

- a. Auction wrap up – both live and online Auctions are complete: waiting on final totals.
- b. Next big fundraising event is Oktoberfest.
- c. Family picnic is scheduled for the last day of school at 11:30am

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

Description	Actual	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	4/30/2023	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	727,605.34	827,668.80	(176,254.72)
BEGINNING FUND BALANCE	-	-	-	-	171,212.39	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	71,389.06	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	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	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	53,399.89	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	-	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	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	4,283.23	-	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	1,057,127.08	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)	(378,301.84)	(503,953.86)	172,112.30
Substitute & Temporary Wages	-	-	-	(49.21)	(49.21)	(298.46)	(796.96)	(2,292.46)	(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)	(106,963.74)	(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)	(49,074.63)	(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)	(13,850.94)	-	(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)	(9,293.31)	(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)	(2,431.73)	(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)	(7,804.83)	(7,500.00)	(304.83)
Professional Development	-	-	-	-	-	-	-	-	-	-	-
Professional Services	-	-	(718.20)	(718.20)	(718.20)	(11,252.35)	(12,150.10)	(14,468.30)	(15,904.70)	(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)	(4,262.30)	(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)	(36,947.78)	(5,750.00)	(27,343.58)
Repairs and Maintenance	-	-	-	-	-	-	-	-	-	-	-
Transportation	-	-	-	-	(72.60)	(84.00)	(102.60)	(113.40)	(126.00)	(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)	(5,764.52)	(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)	(633,018.78)	(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)	(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)	(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)	(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)	(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)	(5,399.86)	(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)	(10,666.58)	(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)	(2,207.00)	-	(1,757.00)
Merchant Fees	-	-	(84.58)	(173.27)	(173.27)	(198.82)	(247.94)	(323.04)	(385.42)	-	(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)	-	(19,155.03)
Other School Related Expense	-	-	420.00	420.00	420.00	420.00	(1,842.24)	(1,842.24)	(1,878.69)	-	(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)	(23,626.14)	-	(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)	(670,462.19)	(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	386,664.89	(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	199,936.79		