



## The Community Roots School Board Meeting

Tuesday, Sept. 12, 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  
– Sarah **(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 Aug 1st, 2023 Meeting Minutes
4. Audience with Visitors (Audience members may make comments to the board on any topic)**(6:40)**
5. Administrator Report – Christen Kelly **(6:50-6:55)**
6. Committee reports (Fundraising, Finance, Facilities) **(6:55-7:05)**
  - Discussion Items
    - 1) Strategic Plan - Retreat
    - 2) Fiscal Policies - use of debit/credit card
    - 3) Facility - offer of purchase

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 August 1st, 2023 Draft Minutes

Jane read mission statement

Staff: Christen

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

Consent Agenda: Jackie approves minutes from 6/6, Jane seconds, all approve

Audience Visitors: Colleen went over PTO updates. Colleen submitted 501c3 but have not heard back yet. Evan joined as VP of PTO. Katie is working on a website for the PTO to make it more visible and accessible. Aaron and Katie are working on a CRM to track all the volunteer hours and gather all the information of parents. Welcome picnic date is 8/26/23. Drinks and games will be provided. PTO meetings will be 2nd Friday of month 9am for officers and 10am for public.

Admin Report: Back in 2 weeks to start enrollment and start the lottery again in case additional new applications. Interviewing for LE assistant and Ops Manager. Christen attended Nautilus Training for Public Montessori in Action. Lease agreement has been signed and confirmed. Moving next board meeting to Tuesday 8/12/23 6:30pm

Fundraising: Oktoberfest update: Need a kitchen to prep all the meals. Some options may be Senior Center or churches around the area. Melissa is the volunteer coordinator and Jane is heading up finances. Fundraising committee meeting is August 16th 5pm at BST Realty. Alyssa got a \$2k grant for our garden program.

Finances: No new updates for finances

Facilities: Sold \$23k from materials from the Grange. The Grange is all done and moved out. Brenda's husband John is replacing the carpet in the Kindergarten. Carpet Cleaning and floor cleaning are happening.

Discussion Items:

Insurance Package Renewals: PACE renewal old premium only increased by \$200.



## The Community Roots School September 2023 Administrator Report

Enrollment:

- Current: 110 students enrolled for 23/24 as of 9/06/23

### 1. Enrollment

- a. 110 Students enrolled = 17 more students than this time last year.

### 2. District Communication

- a. Online registration is complete, as is the transition to Synergy/ParentVue
- b. Bus transportation schedules were completed by Heather Johnson and First Student transportation. CRS shares a bus schedule with Bethany; the final schedule has been posted on the SFSD website and communicated out to CRS families via ParentSquare.
- c. School nurse Leslie Kuhn reviewed and created nursing protocols for our students this year.
- d. New COVID-19 tests have been ordered and received.
- e. IT department has communicated out plan to revise student accounts and email addresses that are linked to Synergy. Staff members are required to change their passphrases yearly.
- f. Meal service is underway

### 3. Educational Accountability & School News

- a. SpEd services/SDI will begin the week of September 18<sup>th</sup>. Lead by Christine Davis as the case manager, and Heather Gehring as the SNA. Our SLP this year is Kate St. Clair, our behavior specialist is Jon Harrington, and our Autism specialist is Janet Jungwirth.
- b. Communications regarding the 2023/24 school year have gone out to families in the form of Parent Square Posts and the website is in the process of being updated.
- c. Open houses for students and staff were held on 9/1.
- d. iReady is the assessment system we will be using this year for grades 3-6. Guides, Admin, and Specialists have received training on this new system and the first assessment will be administered to students once the district has all the students synced to the system.
- e. Our Tier 2 support specialist is working with Guides on preliminary assessments and supports.
- f. In partnership with Marion County Soil and Water Conservation District and Oregon Department of Fish and Wildlife, Community Roots' 6th year class is participating in the annual Salmon Watch program.

### 4. Budget & Finances

- a. Medical Insurance rates have increased 17%. We are needing to choose a different plan within the same provider that will meet our budget. Christen is working with our insurance agent and will communicate out any changes to employees once we find that best package that fits the bill.
- b. ODE released preliminary allocations for 23-25 Literacy (HB3198). CRS has been preliminarily allocated \$41,690.33 for 23-24 and \$43,319.97 for 24-25. This money is in addition to and separate from our SSF dollars.
- c. Our ADM allocation is \$7866.40

### 5. Community & Fundraising

- a. A Family Picnic put on by the PTO was held on campus 8/26
- b. Oktoberfest preparations are underway and the main event takes place September 14-17<sup>th</sup>
- c. Kelly Hutchinson will be the CRS Staff Liaison for the PTO and Fundraising Committees.

### 6. Facilities



- a. SFC has regraded the parking lot
- b. Annual Carpet Cleaning has been completed, and carpet has been replaced in the Kinder room with a special thanks to John Emerson for his labor and expertise.
- c. Hallway bathroom floor has been repaired, and new toilet installed.
- d. Mill Creek Heating serviced the HVAC systems and Mini Splits in the courtyard classrooms.
- e. Wear and Tear items have been addressed and fixed
- f. New lock for the PE shed is installed

7. **HR**

- a. All staff has been hired for the year.
- b. Kelly Hutchinson has started as the new Operations Manager
- c. Sam Kirkpatrick is the new assistant in the Hummingbirds classroom, working with Michelle.
- d. New-to-us Guides are in process of registering with TSPC
- e. Vector Trainings for staff have been launched, and onboarding new staff is ongoing.

**The Community Roots School**  
**Statement of Financial Activities**  
**As of 7/31/2023**

Description	Actual	Budget	Actual vs. Approved Budget
	7/31/2023	Approved Budget	
State School Fund—General Support	-	762,300.00	(762,300.00)
BEGINNING FUND BALANCE	-	-	-
SIA Funds	-	70,000.00	(70,000.00)
Fundraising	278.00	100,000.00	(100,000.00)
Grants	-	1,000.00	(1,000.00)
Supply Fees	-	4,900.00	(4,900.00)
Other School Related Income	787.59	-	
<b>Total Revenue</b>	<b>1,065.59</b>	<b>938,200.00</b>	<b>(938,200.00)</b>
<b>General Funding</b>			
Salaries	(7,147.08)	(484,513.11)	484,513.11
Substitute & Temporary Wages	-	(13,770.00)	13,770.00
Benefits	(1,242.45)	(158,448.41)	158,448.41
PERS	(1,093.50)	(92,419.11)	92,419.11
Computer Expenses	-	-	-
Consumable Supplies and Materials	(3.48)	(12,120.00)	12,120.00
Dues and Fees	-	(2,100.00)	2,100.00
Insurance	(7,282.00)	(7,900.00)	7,900.00
Professional Development	-	-	-
Professional Services	(3,800.00)	(14,100.00)	14,100.00
Rent	(4,328.14)	(44,400.00)	44,400.00
Custodial Supplies/Services	-	(11,000.00)	11,000.00
Repairs and Maintenance	(2,963.99)	(2,000.00)	2,000.00
Transportation	-	(1,000.00)	1,000.00
Utilities	(259.00)	(6,660.00)	6,660.00
Other Expense	-	(1,500.00)	1,500.00

<b>Total General Funding</b>	<b>(28,119.64)</b>	<b>(851,930.63)</b>	<b>851,930.63</b>
<b>SIA Funds</b>			
Professional Development	-	(5,000.00)	5,000.00
Intervention Programs/STAR	-	(4,513.63)	4,513.63
Non-Licensed Salary (AB) 2022-23	-	(31,737.84)	31,737.84
Employer Burden (AB) 2022-23	-	(28,748.53)	28,748.53
<b>Total SIA Funds</b>	<b>-</b>	<b>(70,000.00)</b>	<b>70,000.00</b>
<b>Citizen Bank</b>			
Fundraising Expense	(688.72)	-	-
Merchant Fees	-	-	-
Fund Purchase	-	(1,000.00)	1,000.00
Other School Related Expense	-	-	-
<b>Total Citizen Bank</b>	<b>(688.72)</b>	<b>(1,000.00)</b>	<b>1,000.00</b>
<i>Cont Fund 1.25% of SSF Revenue</i>	-	(9,528.75)	#VALUE!
<i>Reserve Fund .6% off of SSF Revenue</i>	-	(4,573.80)	#VALUE!
<b>Total Expense</b>	<b>(28,808.36)</b>	<b>(937,033.18)</b>	<b>#VALUE!</b>
<b>Net Revenue (Expense)</b>	<b>(27,742.77)</b>	<b>1,166.82</b>	<b>#VALUE!</b>
<b>Citizens Bank Balance</b>	<b>252,547.95</b>		