



## The Community Roots School Board Meeting

Tuesday, Dec. 5th 2023 6:30pm  
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.*
3. Consent Agenda **(6:35)**
  - Approve Nov 7th, 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) Budget
    - 2) Scenarios for Finance
    - 3) Early Literacy Grant
    - 4) Animal Policy 2nd Reading - Policy and Considerations
    - 5) Strategic Plan

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  
Nov 7, 2023  
Draft Minutes

Sarah read mission statement

Staff: Christen, Michelle  
Board Members: Matt, Jane, Virginia, Sarah, Rebecca  
Visitors: Aaron

Consent Agenda: Matt motions and Virginia seconds minutes for August 1st. All approve.

Audience w/ Visitors: Michelle shared that they had a whole school theme of gratitude and learned a lot about different inventions. A Habitat kit that had 40 plants were planted and salmon release was done this month. Puffin room gave historical speeches on Halloween. 6th graders are working on a fundraiser to plan a field trip.

Admin Report: Oregon at a glance report about CRS - Later this year go over different insurances. Christen finished all of her 1 on 1 meetings with staff. Enrollment is typically low in November and December and 2 students are moving away in the next month which will put the school at 102 enrollment. Attrition is similar to years past and is typically for a number of reasons - moving, transitions into public school or home school, etc. Recruitment is falling on Christen and Kelly for marketing.

PTO: Some new members joined the PTO Board. Square account is set up and will be used for donations and fundraising. Wreaths/Garland sale is still live till 11/22/23. Harvest Crafting Party went well and a wreath making class with Alyssa on 12/2/23 11-4pm at CRS cafeteria. Donations are welcome. Evan is helping record hours until the computer database is built. Oregon shadow theater performance was on Nov 3 and it went well. Reptile Man performs on Dec. 22nd, 2023. Website is being worked on for design and content.

Fundraising: No new updates, Giving Tuesday is coming up.

Facilities: Still waiting to hear a response back from the church.

Finance: Because of a drop in enrollment it dropped us to a small deficit for the year. An Oktoberfest invoice came through which we were not expecting and it put us at a deficit for Oktoberfest as well.

Action Item: Budget for next year and recruitment ideas

Discussion Items: GBM and GBM-AR 2nd reading - Virginia motions and Matt approves - all in favor.

Animal on Campus Policy 1st reading - Liability was one thing that came up in the discussion. We will not be voting on this at the moment. Action item: second reading on animal policy.

Virtual Meeting on 12/5 6:45pm and no scheduled meeting in January.



# The Community Roots School

## December 2023

# Administrator Report

### **Enrollment:**

Budgeted for: 97

Current: 101 students

### **1. District Communication**

- a. 2022-23 Annual report was filed with SFSD superintendent's office.

### **2. Educational Accountability & School News**

- a. Classroom observations for parents and interested families continue, people can schedule online through the website.
- b. The open Classroom event in November was a success with great parent & student turnout.
- c. Parent Teacher conferences have concluded.
- d. DERS observations will take place in December.
- e. CRS will be applying for the ODE Early Literacy Grant this month.
- f. Christen attended the Oregon Coalition of Community Charter Schools Conference at the end of November.

### **3. Budget & Finances**

- a. Christen met with SFSD Business team to discuss a true up in SSF funds based on our increased enrollment this year.
- b. Draft Budgeting has begun for the 24/25 school year.
- c. Giving Tuesday donations were \$5,704 on the date itself, not including any company matching funds that usually arrive at a later date.
- d. Old Bottle drop account was closed out and we received payment for ~ \$1,000 as a result.

### **4. Community & Fundraising**

- a. Wreath making workshop was a popular activity, with about \$700 raised for the PTO
- b. Giving Tuesday donations were \$5,704 on the date itself, not including any company matching funds that usually arrive at a later date.
- c. Annual Auction is scheduled for April 27<sup>th</sup> at the Oregon Garden

### **5. HR**

- a. Staff handbook revisions are nearly complete and will be shared out in the January InService day Staff Meeting.
- b. Last Resilient Educator workshop is scheduled for December 11<sup>th</sup>.

**The Community Roots School**  
**Statement of Financial Activities**  
**As of 10/31/2023**

	Actual	Actual	Actual	Actual	5-Yr Budget	Working Budget
Description	7/31/2023	8/31/2023	9/30/2023	10/31/2023	Approved Budget	Working Budget
State School Fund—General Support	-	-	241,183.87	241,183.87	762,300.00	844,230.40
BEGINNING FUND BALANCE	-	-	-	-	-	5,955.00
SIA Funds	-	-	-	-	70,000.00	72,969.51
Literacy Allocation		-	-	-	-	41,690.33
Fundraising	278.00	2,153.00	5,605.10	3,430.92	100,000.00	74,391.93
Grants	-	-	1,000.00	1,000.00	1,000.00	1,000.00
Supply Fees	-	120.00	3,180.00	4,610.00	4,900.00	4,610.00
Other School Related Income	787.59	787.59	787.59	787.59	-	
<b>Total Revenue</b>	<b>1,065.59</b>	<b>3,060.59</b>	<b>251,756.56</b>	<b>251,012.38</b>	<b>938,200.00</b>	<b>1,044,847.17</b>
<b>General Funding</b>						
Salaries	(7,147.08)	(7,147.08)	(69,368.61)	(120,517.83)	(481,513.11)	(525,684.43)
Substitute & Temporary Wages	-	-	-	(2,159.46)	(16,770.00)	(16,770.00)
Benefits	(1,242.45)	(1,242.45)	(15,445.95)	(28,012.67)	(158,448.41)	(175,150.94)
PERS	(1,093.50)	(1,093.50)	(10,027.13)	(17,209.89)	(92,419.11)	(96,995.36)
Computer Expenses	-	-	-	-	-	-
Consumable Supplies and Materials	(3.48)	(3.48)	(1,089.81)	(3,490.27)	(12,120.00)	(12,120.00)
Dues and Fees	-	-	(565.65)	(1,269.61)	(2,100.00)	(2,100.00)
Insurance	(7,282.00)	(7,282.00)	(7,282.00)	(7,282.00)	(7,900.00)	(7,900.00)
Professional Development	-	-	-	-	-	-
Professional Services	(3,800.00)	(3,800.00)	(3,800.00)	(3,800.00)	(14,100.00)	(14,100.00)
Rent	(4,328.14)	(4,328.14)	(16,765.68)	(21,483.78)	(44,400.00)	(45,096.00)
Custodial Supplies/Services	-	-	(359.10)	(924.68)	(11,000.00)	(11,000.00)
Repairs and Maintenance	(2,963.99)	(2,963.99)	(2,963.99)	(2,963.99)	(2,000.00)	(2,963.99)
Transportation	-	-	-	-	(1,000.00)	(1,000.00)
Utilities	(259.00)	(259.00)	(1,118.56)	(1,720.33)	(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>(28,119.64)</b>	<b>(128,786.48)</b>	<b>(210,834.51)</b>	<b>(851,930.63)</b>	<b>(919,040.72)</b>
<b>Literacy Allocation 23/24</b>						
Licensed Salary (MH)		-	-	-	-	(41,690.33)

<b>Total Literacy Allocation</b>	-	-	-	-	-	<b>(41,690.33)</b>
<b>SIA Funds</b>						
Professional Development - SIA	-	-	-	-	(5,000.00)	(9,113.56)
Intervention Programs/STAR	-	-	-	-	(4,513.63)	(1,613.25)
Non-Licensed Salary - Specialist	-	-	-	-	(31,737.84)	(31,723.37)
Employer Burden (health and Other) - Specialist	-	-	-	-	(28,748.53)	(30,519.33)
<b>Total SIA Funds</b>	-	-	-	-	<b>(70,000.00)</b>	<b>(72,969.51)</b>
<b>Citizen Bank</b>						
Fundraising Expense	(688.72)	-	-	-	-	-
Merchant Fees	-	-	-	-	-	-
Fund Purchase	-	-	(229.99)	(1,729.99)	(1,000.00)	(1,000.00)
Other School Related Expense	-	(2,531.10)	(1,268.10)	(1,268.10)	-	-
<b>Total Citizen Bank</b>	<b>(688.72)</b>	<b>(2,531.10)</b>	<b>(1,498.09)</b>	<b>(2,998.09)</b>	<b>(1,000.00)</b>	<b>(1,000.00)</b>
<i>Cont Fund 1.25% of SSF Revenue</i>	-	-	-	-	(9,528.75)	(10,552.88)
<i>Reserve Fund .6% off of SSF Revenue</i>	-	-	-	-	(4,573.80)	(5,065.38)
<b>Total Expense</b>	<b>(28,808.36)</b>	<b>(30,650.74)</b>	<b>(130,284.57)</b>	<b>(213,832.60)</b>	<b>(937,033.18)</b>	<b>(1,050,318.82)</b>
<b>Net Revenue (Expense)</b>	<b>(27,742.77)</b>	<b>(27,590.15)</b>	<b>121,471.99</b>	<b>37,179.78</b>	<b>1,166.82</b>	<b>(5,471.65)</b>
<b>Citizens Bank Balance</b>	<b>252,547.95</b>	<b>252,700.57</b>	<b>263,528.04</b>	<b>260,777.90</b>		

## **Animals in Community Roots School Facilities**

Community Roots School facilities are any areas designated for use by Community Roots School (CRS) students or staff, including outdoor areas **during the school day**.

### **Service Animals**

A service animal, as defined in the Americans With Disabilities Act of 1990 (ADA), serving a person with a disability is allowed in CRS facilities in accordance with the ADA.

### **Animals Other Than Service Animals**

*A. Purposes:* CRS recognizes the educational and emotional benefits of having animals present in school facilities as part of the curriculum and cocurricular activities. CRS's paramount priority is the safety, wellbeing, and education of students, as well as the safety and wellbeing of staff and visitors. All decisions regarding the presence of animals in CRS facilities should be made with student, staff, and visitor safety and wellbeing as the priority.

*B. Approval:* Animals other than service animals are allowed in CRS facilities only if their presence is approved by the administrator or, in the case of a personal pet of the administrator, the board president.

*Before the administrator or board president will consider whether to approve the presence of a dog, the owner must demonstrate that the dog has qualified as a Canine Good Citizen under the standards established by the American Kennel Club or a well-established equivalent or more stringent test.*

*C. Approval - Procedure:* Any person who wishes to bring a personal pet to CRS facilities may submit a request, in writing, to the administrator or, if the request is by the administrator, the board president. *If the animal is a dog, the owner should provide documentation of the dog's qualification as a Canine Good Citizen or under another test.*

The administrator or board president may seek additional information and/or request to meet the animal before making a decision. The decision will be made within **two months** of the request.

If a request to bring a personal pet into CRS facilities is approved, the administrator will provide the owner with a responsibility and expectation agreement. Once the agreement is signed **and returned to the administrator**, the animal may be in CRS facilities.

*D. Circumstances of approved animals:* Any small animal must be adequately housed and cared for in a secure cage. Dogs must be on leash or under verbal control at all times.

Animals must occupy spaces designated for them and should not compromise the use of any space designated for another purpose.

*D. Animal Behavior, Complaints, Suspension, Revocation:* The administrator's or the board president's approval of an animal's presence in CRS facilities may be suspended or revoked at any time.

For dogs, no growling, lunging, aggressive barking, or biting will be permitted.

Behaviors that cause distraction or inconvenience to students, staff, or visitors—for example, barking at other than a person—will not be permitted.

If a complaint regarding an animal's presence or behavior is filed with the administrator, the administrator will inform the board. If a complaint is filed, the board may suspend or revoke approval of the animal's presence in CRS facilities.

For all animals, prioritizing student, staff, and visitor safety and wellbeing includes consideration of the following:

- \* Whether any students or staff are afraid of or have anxiety about the type of animal in general or the animal under consideration in particular;
- \* Whether any students or staff have allergies to the animal; and
- \* Whether the animal or its behavior may have any other negative effects on the health or wellbeing of any student or staff member.

For dogs and other animals capable of causing serious injury, prioritizing student, staff, and visitor safety and wellbeing includes, in addition to the previously listed considerations, consideration of the following:

- \* Whether the animal is trained to remain and capable of remaining under the control of the owner at all times and in all circumstances that may occur in a school setting.