



The Community Roots School Board Meeting

Tuesday, Nov. 7, 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
– 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.
3. Consent Agenda **(6:35)**
 - Approve Oct 3, 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 **(6:50-7:00)**
6. Committee reports (Fundraising, Finance, Facilities, PTO) **(7:00-7:50)**
 - Discussion Items
 - 1) Policy 2nd reading
 - GBM Staff Complaints
 - GBM-AR Staff Complaints - Procedure
 - 2) At-A-Glance School Profile
 - 3) Animal on Campus Policy 1st Reading

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 Oct 3, 2023

Rebecca read mission statement

Staff: Christen, Hilary

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

Visitors: Aaron

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

Audience w/ Visitors: Hilary said all guides are taking online class on recent reading research. The 'Salmon Queen' will be spending time with the students to learn about traditional salmon fishing and other activities paid for by the enrichment paddle up from last years auction. Puffins sang a song for the 1st school assembly. All the classes have been working on new subjects and enjoying the time together. Aaron mentioned the upcoming programs and activities w/ possible dates. Holiday, Tracking volunteers, t- shirts, harvest party, bottle drop, wreath making, etc.

Admin Report: 5th graders went on a field trip to Santiam River and learned about Salmon. Lesson study meetings have started and have helped with the staff.

Fundraising: Net \$1900 from Oktoberfest and a proposed retrospective meeting about Oktoberfest for the committee.

Finances: Medical Insurance Agent came and met with staff, we had the final numbers for ADM and went over the updated budget.

Facilities: Sent the letter to the church and had a meeting with the church today. Church replied with a letter to CRS and we will see how things will shake out in the future.

Discussion Items:

GBM-AR Staff Complaints - Procedure - Virginia is making some suggestions and we will have a 2nd reading next board meeting.

Charter School Annual Report: Virginia moves to approve and Matt seconds and all approve.

Executive Session

Action Items: Public Ethics Meeting

Add in PTO in agenda.



The Community Roots School

November 2023

Administrator Report

Enrollment:
Budgeted for: 97
Current: 104 students

1. Enrollment

- a. Current Enrollment is 104 students; no students on waitlist
- b. Historical attrition rates between August and November over the last for years:
 - i. 2020 = -7 students, 2021 = -9, students 2022 = -9 students, 2023 = -6 students
- c. We have more students enrolled this year than we did last year with a Middle School program, and have lost less students this year than in years past.

2. District Communication

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

3. Educational Accountability & School News

- a. ODE'S At-A-Glance school report cards have been released. CRS' is located [here](#) and included in this Board Packet.
- b. iReady diagnostic assessments are complete for Reading and Math in grades 3-6. Staff attended professional development
- c. [Brigitte McConville](#) from the Warm Springs Tribal Confederation visited us to talk about her tribe's cultural heritage and the importance of salmon for Pacific Northwest Tribes.
- d. Classroom observations for parents and interested families have begun, people can schedule online through the website.
- e. SIA Q1 report was completed and submitted to ODE on Oct 31st
- f. CRS Annual report has been filed with the Oregon Corporation Division
- g. An open Classroom event is scheduled for November 15th from 4-6pm. This event is an opportunity for parents to visit their child's classroom and experience a lesson or two.

4. Budget & Finances

- a. Purchasing is complete for last year's Giving Tree.
- b. Christen to meet with Kim Doud and Luis Chavez to discuss future health insurance options for consideration for 2024-25 budgeting.

5. Community & Fundraising

- a. Observation calendar has been set and added to the website for people to schedule a time throughout the year.
- b. Volunteer coordination has begun with Kelly taking the lead
- c. Holiday sales are underway for the PTO – poinsettias and wreaths
- d. Christina Gray & Fundraising team is taking the lead on Giving Tuesday promotions for the month of November.
- e. Wreath making workshop is scheduled for December 2nd.

6. Facilities

- a. A letter was sent to the Silverton Friend's Church that expressed CRS' interest in a dialogue of possibly acquiring the SFC facility.



7. HR
 - a. 1:1 meeting with Christen have been completed for step 1 in the yearly staff appraisal process.
 - b. Kelly and Christen are revising the staff handbook and aligning cross-referenced policies within it.
 - c. Resilient Educator workshop was held on the October In-Service day, October 13th, presented by WiseMind. A Neuroscience meets Montessori offering. Monday follow-ups are ongoing.

The Community Roots School
Statement of Financial Activities
As of 9/30/2023

	Actual	Actual	Actual	5-Yr Budget	Working Budget
Description	7/31/2023	8/31/2023	9/30/2023	Approved Budget	Working Budget
State School Fund—General Support	-	-	241,183.87	762,300.00	849,571.20
BEGINNING FUND BALANCE	-	-	-	-	-
SIA Funds	-	-	-	70,000.00	72,969.51
Literacy Allocation		-	-	-	41,690.33
Fundraising	278.00	2,153.00	5,605.10	100,000.00	74,391.93
Grants	-	-	1,000.00	1,000.00	1,000.00
Supply Fees	-	120.00	3,180.00	4,900.00	3,180.00
Other School Related Income	787.59	787.59	787.59	-	
Total Revenue	1,065.59	3,060.59	251,756.56	938,200.00	1,042,802.97
General Funding					
Salaries	(7,147.08)	(7,147.08)	(69,368.61)	(481,513.11)	(525,684.43)
Substitute & Temporary Wages	-	-	-	(16,770.00)	(16,770.00)
Benefits	(1,242.45)	(1,242.45)	(15,445.95)	(158,448.41)	(175,150.94)
PERS	(1,093.50)	(1,093.50)	(10,027.13)	(92,419.11)	(96,995.36)
Computer Expenses	-	-	-	-	-
Consumable Supplies and Materials	(3.48)	(3.48)	(1,089.81)	(12,120.00)	(12,120.00)
Dues and Fees	-	-	(565.65)	(2,100.00)	(2,100.00)
Insurance	(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)	(14,100.00)	(14,100.00)
Rent	(4,328.14)	(4,328.14)	(16,765.68)	(44,400.00)	(45,096.00)
Custodial Supplies/Services	-	-	(359.10)	(11,000.00)	(11,000.00)
Repairs and Maintenance	(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)	(6,660.00)	(6,660.00)

Other Expense	-	-	-	(1,500.00)	(1,500.00)
Total General Funding	(28,119.64)	(28,119.64)	(128,786.48)	(851,930.63)	(919,040.72)
<i>Literacy Allocation 23/24</i>					
Licensed Salary (MH)		-	-	-	(41,690.33)
Total Literacy Allocation	-	-	-	-	(41,690.33)
<i>SIA Funds</i>					
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)
Total SIA Funds	-	-	-	(70,000.00)	(72,969.51)
<i>Citizen Bank</i>					
Fundraising Expense	(688.72)	-	-	-	-
Merchant Fees	-	-	-	-	-
Fund Purchase	-	-	(229.99)	(1,000.00)	(1,000.00)
Other School Related Expense	-	(2,531.10)	(1,268.10)	-	-
Total Citizen Bank	(688.72)	(2,531.10)	(1,498.09)	(1,000.00)	(1,000.00)
<i>Cont Fund 1.25% of SSF Revenue</i>	-	-	-	(9,528.75)	(10,619.64)
<i>Reserve Fund .6% off of SSF Revenue</i>	-	-	-	(4,573.80)	(5,097.43)
Total Expense	(28,808.36)	(30,650.74)	(130,284.57)	(937,033.18)	(1,050,417.63)
Net Revenue (Expense)	(27,742.77)	(27,590.15)	121,471.99	1,166.82	(7,614.66)
Citizens Bank Balance	252,547.95	252,700.57	263,528.04		

OSBA Model Charter School Sample Policy

Code: GBM
Adopted:

Staff Complaints *

The administrator will develop a complaint procedure which will be available for all employees who believe there is evidence of, and wishes to report a violation, misinterpretation or inappropriate application of public charter school personnel policies and/or administrative regulations; a mismanagement, gross waste of funds or abuse of authority; or believe there is evidence the public charter school created a substantial and specific danger to public health and safety by its actions. The complaint procedure will provide an orderly process for the consideration and resolution of problems in the application or interpretation of public charter school personnel policies.

Disputes concerning an employee's dismissal, contract nonrenewal or contract nonextension will not be processed under this procedure.

Reasonable efforts will be made to resolve complaints informally.

Administrative regulations will be developed to outline procedural timelines and steps under this policy, as necessary. The public charter school will use the complaint process in GBM-AR Staff Complaints - Procedure to address any alleged violations of this policy.

END OF POLICY

Legal Reference(s):

[ORS 338.115](#)

[ORS 659A.199 to -659A.224](#)

[OAR 581-022-2405](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).

Connick v. Myers, 461 U.S. 138 (1983).

The Community Roots School

Code: GBM-AR

Adopted:

Staff Complaints - Procedures

Every charter school employee shall have the right of access to the Board without reprisal by the Board of any charter school employee.

It is expected that complaints will be resolved at the lowest possible level and that the use of these procedures will be limited to situations for which no other process is available.

An employee claiming a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations is to follow the procedural timelines and steps outlined below.

Step 1: An employee of the public charter school who wishes to express a concern should discuss the matter with the public charter school employee involved.

Step 2: If the concern remains unresolved, an employee with a complaint shall discuss the matter with the HR/Operations Manager, with the objective of resolving the matter informally. If the complaint is against the HR/Operations Manager, the employee should discuss the matter with the Administrator.

If the employee is not satisfied with the result of the discussion with the HR/Operations Manager, he/she may file a written complaint with the HR/Operations Manager within 10 days following the informal discussion. This complaint shall set forth the grounds for the complaint and the reasons why the employee considers the informal decision unsatisfactory. The HR/Operations Manager shall communicate a proposed resolution in writing or in electronic form within 5 days to the employee.

Complaints against the HR/Operations Manager should be filed with the Administrator within 10 days following the informal discussion with the Administrator. The Administrator shall communicate a proposed resolution in writing within 5 days to the employee.

Step 3: If the employee is not satisfied with the disposition of the complaint at Step 2, or if no proposed resolution has been rendered within 10 days after the complaint was delivered to the HR/Operations Manager or Administrator, they may, within 5 days after a decision by the HR/Operations Manager or Administrator, appeal in writing that the complaint be heard before the Board. The Board may schedule the matter for hearing at its next regular meeting following receipt of the complaint or at a mutually agreed time.

Time limits may be extended by consent of all parties. The parties will make every reasonable effort to expedite the processing of complaints.



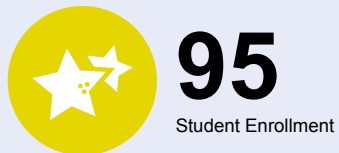
OREGON AT-A-GLANCE SCHOOL PROFILE

The Community Roots School



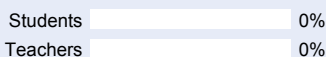
PRINCIPAL: Christen Kelly | GRADES: K-8 | 229 Eureka Ave, Silverton 97381 | 503-874-4107

Students We Serve

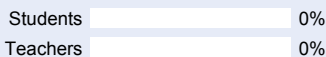


DEMOGRAPHICS

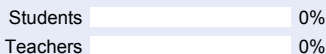
American Indian/Alaska Native



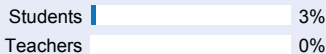
Asian



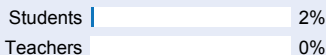
Black/African American



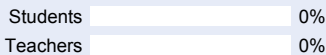
Hispanic/Latino



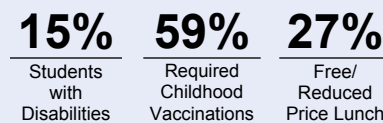
Multiracial



Native Hawaiian/Pacific Islander



White

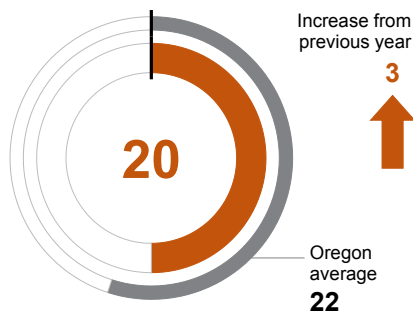


*<10 students or data unavailable

School Environment

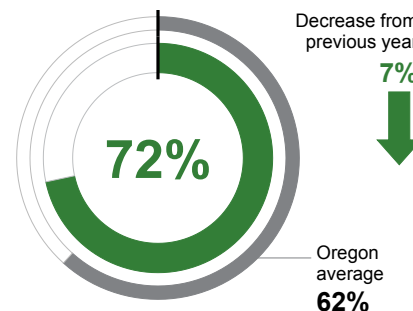
CLASS SIZE

Median class size.



REGULAR ATTENDERS

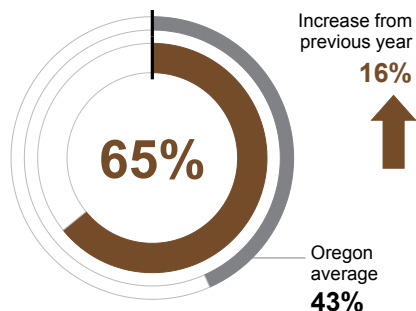
Students who attended more than 90% of their enrolled school days.



Academic Success

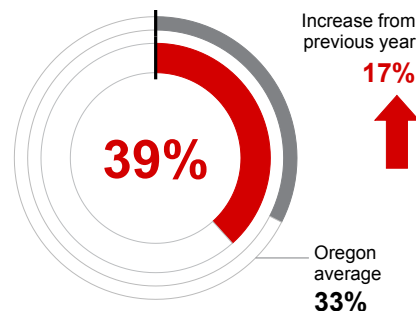
ENGLISH LANGUAGE ARTS

Students meeting state grade-level expectations.



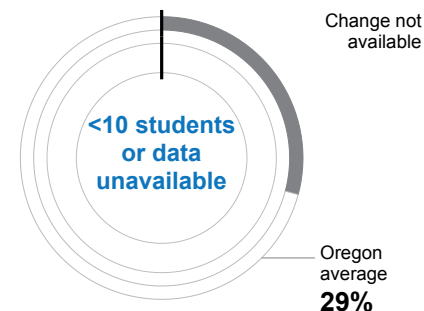
MATHEMATICS

Students meeting state grade-level expectations.



SCIENCE

Students meeting state grade-level expectations.



School Goals

MISSION STATEMENT

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. The Community Roots School is a rural Montessori charter school serving grades K-8. We embrace educating our students with the Montessori philosophy along with integration of the Common Core State Standards.

State Goals

The Oregon Department of Education is partnering with school districts and local communities to ensure a 90% on-time, four year graduation rate by 2027. To progress toward this goal, the state will prioritize efforts to improve attendance, provide a well-rounded education, invest in implementing culturally responsive practices, and promote continuous improvement to close opportunity and achievement gaps for historically and currently underserved students.

Safe & Welcoming Environment

The Community Roots school embraces respect for self, respect for others, and respect for our environment. Alongside academic goals, we prioritize the social emotional growth of each child. Students learn daily through mindfully prepared environments that are continuously examined through an equity lens. Barriers are removed in order for students to manifest their unique potential and contribute to a global peaceful society. CRS has very extensive Educational Equity (JBB) and Every Student Belongs (ACB) policies that outline ways we create spaces in which each student feels safe, seen, heard, represented, understood, and worthy.



OREGON AT-A-GLANCE SCHOOL PROFILE CONTINUED

The Community Roots School

Outcomes

Our Staff (rounded FTE)



6

Teachers



6

Educational assistants



0

Counselors/
Psychologists/
Social Workers



73%

Average teacher retention rate over the past three years



50%

% of licensed teachers with more than 3 years of experience



Yes

Same principal in the last 3 years

REGULAR ATTENDERS

American Indian/Alaska Native	<10 students or data unavailable
Asian	<10 students or data unavailable
Black/African American	<10 students or data unavailable
Hispanic/Latino	<10 students or data unavailable
Multiracial	<10 students or data unavailable
Native Hawaiian/Pacific Islander	<10 students or data unavailable
White	70%
Free/Reduced Price Lunch	50%
Ever English Learner	<10 students or data unavailable
Students with Disabilities	64%
Migrant	<10 students or data unavailable
Homeless	<10 students or data unavailable
Students in Foster Care	<10 students or data unavailable
Military Connected	<10 students or data unavailable
Talented and Gifted	<10 students or data unavailable
Female	76%
Male	65%
Non-Binary	<10 students or data unavailable

ENGLISH LANGUAGE ARTS

<10 students or data unavailable
<10 students or data unavailable
<10 students or data unavailable
<10 students or data unavailable
<10 students or data unavailable
<10 students or data unavailable
65%
<10 students or data unavailable
<10 students or data unavailable
<10 students or data unavailable
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<10 students or data unavailable
<10 students or data unavailable
<10 students or data unavailable
<10 students or data unavailable
<10 students or data unavailable
<10 students or data unavailable
<10 students or data unavailable
64%
<10 students or data unavailable
<10 students or data unavailable

MATHEMATICS

<10 students or data unavailable
<10 students or data unavailable
<10 students or data unavailable
<10 students or data unavailable
<10 students or data unavailable
<10 students or data unavailable
39%
<10 students or data unavailable
<10 students or data unavailable
<10 students or data unavailable
<10 students or data unavailable
<10 students or data unavailable
<10 students or data unavailable
<10 students or data unavailable
<10 students or data unavailable
<10 students or data unavailable
<10 students or data unavailable
<10 students or data unavailable
32%
<10 students or data unavailable
<10 students or data unavailable

About Our School

BULLYING, HARASSMENT, AND SAFETY POLICIES

The Community Roots School adheres to policies that promote and support the emotional and physical well being of each child. The Community Roots school has tiered disciplinary procedures that take into account the individual growth and needs of the children.

EXTRACURRICULAR ACTIVITIES

Students at CRS are able to take part in after school clubs such as the Chess Club.

PARENT ENGAGEMENT

Being a Charter School, it is essential that we have parent participation to support the school. After a 6 week normalization period at the beginning of the year, CRS parents are welcomed into the classroom space to observe. Our school has a Fundraising & PTO Committee that supports and promotes initiatives that help raise money for the school to supplement learning opportunities for their children. We encourage every family to volunteer their time in partnership and community.

COMMUNITY ENGAGEMENT

The Community Roots School has many options for community involvement throughout the year. Part of our mission is to stay rooted in our local community, and our students participate in "going out" learning opportunities around town and with local organizations.

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.

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 - Considerations: 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.

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; and

For dogs, at a minimum, the owner should 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.

If the administrator or board president approves the presence of a personal pet in CRS facilities, the owner shall enter into a responsibility and expectation agreement with CRS before bringing the animal into CRS facilities.

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. The request should include information relevant to the criteria for the decision,

set out in B. above. 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 a month 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, 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 some other 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.