



The Community Roots School Board Meeting

Tuesday, April. 2nd 2024 6:30pm
229 Eureka Ave. Silverton, OR

Agenda

1. Call meeting to order - Sarah
2. Reading of Community Roots School Mission Statement
– Jane (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 Feb 6th, 2024 Meeting Minutes
 - Approve Mar 5th, 2024 Meeting Minutes
4. Audience with Visitors -(Audience members may make comments to the board on any topic)(6:40)
5. Administrator Report (March and April 2024) - Christen Kelly (6:50-6:55)
6. Committee reports -(Fundraising, Finance, Facilities) (6:55-7:30)
 - Discussion Items
 - School Calendars
 - New Bank Account Updates and CD Rates
 - Parent Communications
 - WFH Policy
 - Board Nominations and Election 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
Feb. 6 2024

Sarah read mission statement

Staff: Christen, Alyssa

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

Visitors: Aaron

Dec. 5th meeting minutes - Virginia motions and Jackie seconds and all approve

Jan. 28th meeting minutes - Becca motions, Jackie approves and all approve with addition of Admin

Evaluation to Executive Session

Alyssa comments on school, kids learned all about needle felting and beeswax, clay and candle holders out of clay and will be processing their own clay in a couple weeks. Marion County grant supplied a bunch of the materials. Alyssa has been shadowing Ginnie in the classroom and gaining much knowledge. Classroom auction items are decided and have begun construction.

Aaron discussed PTO - roughly \$1600 in their account. Colleen is trying to organize an event for some Japanese drummers, or the Oregon bird man. Spending around \$600 for t shirts. Looking for suggestions for school event ideas. Poinsettia sale made around \$650. Evan has been working on collecting volunteer hours. April 16-20 Volunteer appreciation week. Working on getting more volunteers for the Spring auction.

Admin report: Christen discussed that we received an anonymous donation where CRS received \$10,000. Kelly and Christen have been working on enrollment. Sending out fliers and participating at Silverton farmers market. Increase in observers for possible enrollment. Open house transition talks in February for children moving up to different classrooms.

Fundraising Committee: Virginia discussed that Auction planning is underway, and they need donations. Looking for Volunteers to solicit for donations. Committee is putting on a Hops and Drops fundraiser to pay for some of the auction costs on Feb 20th

Facility Committee: did not meet and nothing to report

Finance Committee: Jane discussed next years budget and how it was approved for next year.

Discussion Items

5 Year Budget: Salary multiplier for next 5 years is 1.03. Increased the ADM amount by \$100 but it can vary. Enrollment projection was increased by 3 per year. We discussed increasing from 81 to 83% salary compared to SFSD. 2025 Charter renewal is up for negotiation, so possible increase can come from there.

Strategic Plan discussion will be postponed.

Election Preparations: Nominations were due last year in April, May meeting was the annual meeting date. Use Spring Auction April 27th as a recruiting tool with a ballot at the auction with a space for a write in option. Possible starting the preparation earlier in March. Nomination form and a blurb need to be created by March 1st and we will say it will be due by April 1st. Transition with banking needs to be done right. Hybrid election. 1st call for nominations and then apply.

Succession planning: Discussed possible outcomes if Administrator leaves or cannot work for an extended period. Ops manager to compile All job duties, description of administrator.

May annual board meeting needs to be on 2nd Tuesday.



The Community Roots School Board Meeting
Mar. 5th 2024

Sarah read mission statement

Staff: Christen, Hilary

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

Visitors: Aaron

Feb 6th. meeting minutes - Jackie moves to approve with addition of Jane to minutes and Jane seconds all approve

Audience with visitors: Hilary spoke about what the children were sharing for their monthly meeting. All the kids made links for acts of kindness. The theme for this month's meeting was the Spring Equinox. Chess team qualified for State and got 2nd place. Children are learning about desert biomes and the hummingbird class opened a time capsule from the last leap year. Outdoor classroom is closing up outdoor crafting and will be moving into outdoor planting and growing. Aaron spoke about PTO. Not much new for PTO this month. \$900 in account right now and will spend \$200 on the Japanese drummer assembly. Auction is coming up and will be contributing to picnic in June. April 16th-20th will be volunteer appreciation week. Working on getting the fire truck to come for the kindergarten class. May will be the election for officers for PTO. We would like to get more engagement with PTO. Community involvement. Board would like a summary of volunteer involvement.

Admin Report: Handwritten letter was given to Christen by a student requesting half days after Monday Holidays. Action: Jackie will be responding with a hand written letter back.

Discussed the steps of disciplinary action for misbehavior. There is going to be an Admin and teacher meeting about what exactly the boundaries are. Enrollment campaigns are going on right now, farmers market, met with all the preschools, targeted facebook ads, observers from last month and this month are at 10 current and 12 new families. Wait list is mostly siblings for Kindergarten. Around 10 students will be leaving next year. Banner will be going up in a couple weeks. Need 15-20 new students for next year to make our budget of 105 students.

Fundraising: Virginia gave an update from Christina. Set up is well planned and auction is underway. Auction can accommodate up to 200 people.

Facilities: No new updates

Finance: Jackie discussed using Citizens Bank to fund new teacher education. Spoke about opening up another bank account because we have surpassed \$250k which anything over will not be insured by FDIC. New bank account could fund the school credit card. Suggested using Maps Credit union since it is right in town.

Jane proposed a motion to open up a new bank account at Maps Credit Union and a credit card limit of \$2500. Virginia seconds and all approve.

Jackie motioned to approve to leave \$100k in Citizens Bank and move the remainder to a money market account in Maps Credit Union. Virginia seconds and all approve.

Action Item: Jackie look at CD rates

Agenda item: Go over CD rates

WFH Policy: Sarah proposed to ask for OSBA WFH policy. Sarah will ask OSBA.

Agenda item: Go over OSBA

Board Election Plan: Due April 1st.

Action Item: Matt and Virginia will write out an election plan. Board Election nomination form will be written up by Sarah and will go out next week. Due by April 1st.

Strategic Plan: Pre-School round up worked really well last year. Bringing on the operations manager we were able to do so much more value for the school and free up more time for the admin. Business model has flourished. Enrichment activities have been a success also. Parent engagement is the linchpin and will be the focus of the board.

Agenda item: Parental engagement

Admin report: Christen will resend.



The Community Roots School

April 2024

Administrator Report

Enrollment:

Budgeted for: 97

Current: 96 students

ADMw: 101

1. **Enrollment**

- a. Open House and Kindergarten roundup scheduled for March 21st and advertised on various FB groups. 4 new families attended.
- b. Lottery for enrollment will take place on April 12th, 2024
 - i. As of before Spring Break, there are 18 students in the lottery for K (9 of the 18 students are siblings of currently enrolled students)
 - ii. As of before Spring Break, there are 2 students in the lottery for 1st grade.

2. **District Communication & ODE**

- a. ODE asked for some minor revisions to our Early Literacy Grant application. Those have been completed and re-submitted.
- b. Christen's Principal's report to SFSD is tentatively scheduled for April 8th SFSD Board Meeting
- c. SpEd evaluations and consent/eligibility meetings continue to be conducted. SpEd Services continue for our students with IEPs and 504s.

3. **Educational Accountability & School News**

- a. DERS observations have been scheduled for the week of April 8th and 15th.
- b. In conjunction with Silverton Arts Association, John Friedrich continues to work with CRS students teaching art.
- c. Grand Ronde Liaison and WESD representative visited our school for at Tribal History Meet-up.
- d. Website is almost finished and ready for launch in April
- e. April 8th and 22nd will be full days as per our inclement weather make-up schedule.
- f. Spring Parent Teacher Conferences have been completed.
- g. 5th grade students hosted a "6th Grade Experience" night for families on March 20th.
- h. Staff training for SBAC administration will take place on April 1st. SBAC testing dates will be set for mid-May.

4. **Budget & Finances**

- a. Estimate for 24-25 SSF funding amount is ~\$8,471.20.
- b. Approved 2024/25 Budget was submitted to the DO
- c. Uploads for 23/24 FY audit prep will begin in May 2024.

5. **Community & Fundraising**

- a. Annual Auction is scheduled for April 27th at the Oregon Garden. Auction promotion, procurement and ticket sales are underway!
 - a. Continued promotion of CRS and programs at Silverton Farmer's Market booth.
 - b. Volunteers and Room Parents have been helping out classrooms with their Auction projects.

6. **HR**

- a. Staff Contracts for 2023/24 will be ready for board approval in May.

The Community Roots School

March 2024

Administrator Report

Enrollment:

Budgeted for: 97

Current: 96 students

ADMw: 101

1. Enrollment

- a. Enrollment Campaigns well underway:
 - i. Targeted FB and IG ads placed
 - ii. Banner scheduled to go up downtown (Update: City's cherry picker is OOS, so no banners)
 - iii. Open House and Kindergarten roundup scheduled for March 21st and advertised on various FB groups
 - iv. Visits to local preschools and Head Start program to promote Kinder enrollment.
 - v. Increased hours for parent observations
 - vi. Booths at Silverton Farmer's Market and Seedy Saturday (The Grange)

2. District Communication

- a. SIA Q2 reports have been submitted.
- b. Early Literacy Grant materials have been submitted
- c. Christen's Principal's report to SFSD has been rescheduled for April.

3. Educational Accountability & School News

- a. Re-Enrollment forms have gone out to current families; they are due March 1st.
- b. Currently accepting applications for new students in 2024-25. We need ~20 new students.
- c. Communication went out to families to observe, partake in open office hours (Christen) and attend events over the next few months to connect with our school.
- d. DERS observations have been pushed back to April.
- e. OWL (sexuality education) sessions have started for Lower Elementary Students
- f. In conjunction with Silverton Arts Association, John Friedrich continues to work with CRS students teaching art.
- g. 3 staff members are attending MANDT training through WESD on March 20th.
- h. Parent Teacher conferences are taking place on March 15th and 18th.
- i. February's All School Assembly theme is Kindness.
- j. Staff members are completing student assessments in preparation for PT conferences.
- k. Transition Talks for current families moving into Lower and Upper Elementary happened on February 22nd.

4. Budget & Finances

- a. Purchasing for the Anonymous donation to SFSD schools is complete and tracked with the District.

5. Community & Fundraising

- a. Annual Auction is scheduled for April 27th at the Oregon Garden.
- b. 6th grade Experience night is scheduled for Wednesday, March 20th.
- c. Taiko Drummers, courtesy of the PTO are scheduled for Friday March 22nd at 1:30pm

Fund Purchase	-	-	(229.99)	(1,729.99)	(1,529.99)	(1,529.99)	(1,529.99)	(4,344.48)	(1,000.00)
Other School Related Expense	-	(2,531.10)	(1,268.10)	(1,268.10)	(5,432.09)	(5,549.02)	(5,551.80)	(5,825.67)	-
Total Citizen Bank	(688.72)	(2,531.10)	(1,498.09)	(2,998.09)	(6,962.08)	(7,079.01)	(7,081.79)	(10,170.15)	(1,000.00)
<i>Cont Fund 1.25% of SSF Revenue</i>	-	-	-	-	-	-	-	-	(9,528.75)
<i>Reserve Fund .6% off of SSF Revenue</i>	-	-	-	-	-	-	-	-	(4,573.80)
Total Expense	(28,808.36)	(30,650.74)	(130,284.57)	(213,832.60)	(302,011.52)	(388,321.14)	(471,207.08)	(523,870.76)	(937,033.18)
Net Revenue (Expense)	(27,742.77)	(27,590.15)	121,471.99	37,179.78	(43,299.09)	75,613.50	80,182.86	104,923.98	1,166.82
Citizens Bank Balance	252,547.95	252,700.57	263,528.04	260,777.90	267,477.95	275,641.03	280,788.25	276,777.99	

Community Roots School

2024-2025 School Year Calendar ADMIN 205 Days

August		September		Class Days	In Service Staff Development	Holidays	Conferences	Contract Days		
1	2	H	3 4 5 6							
5	6 7 8 9	*9	10 11 12 13							
12	13 14 15 16	*16	17 18 19 20							
19	20 21 22 23	*23	24 25 26 27							
26	27 28 29 30	*30								
Class Days		Class Days	20							
Other		Other	H 1							
TOTALS				20	5	1		35		
October		November		December		Class Days	In Service Staff Development	Holidays	Conferences	Contract Days
1 2 3 4			1	*2	3 4 5 6					
*7	8 9 10 11	*4	5 6 7 8	*9	10 11 12 13					
*14	15 16 17 18	H	12 13 14 15	*16	17 18 19 20					
*21	22 23 24 25	*18	19 20 21 22	23 24 25 26 27						
*28	29 30 31	25 26	27 28 29	30 31						
Class Days	22	Class Days	15	Class Days	15					
Other	IS 1	Other	H 1 PC 2	Other						
TOTALS				52	0	1	2	56		
January		February		March		Class Days	In Service Staff Development	Holidays	Conferences	Contract Days
1 2 3		*3	4 5 6 7	*3	4 5 6 7					
6	7 8 9 10	*10	11 12 13 14	*10	11 12 13 14					
*13	14 15 16 17	H	18 19 20 21	17 18 19 20 21						
H	21 22 23 24	*24	25 26 27 28	24 25 26 27 28						
*27	28 29 30 31			*31						
Class Days	17	Class Days	19	Class Days	14					
Other	H 1 IS 1	Other	H 1	Other	PC 2					
TOTALS				50	1	2	2	56		
April		May		June		Class Days	In Service Staff Development	Holidays	Conferences	Contract Days
1 2 3 4			1 2	*2	3 4 5 6					
*7	8 9 10 11	*5	6 7 8 9	*9	10 11 12 13					
*14	15 16 17 18	*12	13 14 15 16	16 17 18 H	20					
*21	22 23 24 25	*19	20 21 22 23	23 24 25 26 27						
*28	29 30	H	27 28 29 30							
Class Days	22	Class Days	20	Class Days	9					
Other		Other	IS 1 H 1	Other	IS 1					
TOTALS				51	1	2	0	58		
2024-25 Totals				173	7	6	4	205		

School starts Sept. 3rd and ends June 12th . Teacher contracts begin August 26 and end June 13.

No Student Contact	C	Parent Conferences Grades K-6
* Early Release 1:00	H	Holiday - Paid holiday
Vacation	○	Staff Development
	⬠	January 6, All District Teacher Work Day

INCLEMENT WEATHER
 1st closure = no make-up
 2nd closure =pm Apr 7 & 21st
 3rd closure =May 2nd

Community Roots School

2024-2025 School Year Calendar STAFF 193 Days

<p style="text-align: center;">August</p> <table style="width: 100%; text-align: center;"> <tr><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table> <p>Class Days 20 Other H 1</p>				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	<p style="text-align: center;">September</p> <table style="width: 100%; text-align: center;"> <tr><td>H</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>*9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>*16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>*23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>*30</td><td></td><td></td><td></td><td></td></tr> </table> <p>Class Days 20 Other H 1</p>	H	3	4	5	6	*9	10	11	12	13	*16	17	18	19	20	*23	24	25	26	27	*30					<p style="text-align: center;">October</p> <table style="width: 100%; text-align: center;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>*7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>*14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>*21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>*28</td><td>29</td><td>30</td><td>31</td></tr> </table> <p>Class Days 22 Other IS 1</p>	1	2	3	4	*7	8	9	10	*14	15	16	17	*21	22	23	24	*28	29	30	31	<p style="text-align: center;">November</p> <table style="width: 100%; text-align: center;"> <tr><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>*4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>H</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>*18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>C</td><td>C</td><td>27</td><td>28</td><td>29</td></tr> </table> <p>Class Days 15 Other H 1 PC 2</p>					1	*4	5	6	7	8	H	12	13	14	15	*18	19	20	21	22	C	C	27	28	29	<p style="text-align: center;">December</p> <table style="width: 100%; text-align: center;"> <tr><td>*2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>*9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>*16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> <p>Class Days 15 Other</p>	*2	3	4	5	6	*9	10	11	12	13	*16	17	18	19	20	23	24	25	26	27	30	31				<p style="text-align: center;">TOTALS</p> <p style="text-align: center;">20 5 1 26</p>
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School starts Sept. 3rd and ends June 12th . Teacher contracts begin August 26 and end June 13.

No Student Contact	C Parent Conferences Grades K-6		
* Early Release 1:00	H Holiday - Paid holiday		
Vacation	○ Staff Development	⬠ January 6, All District Teacher Work Day	

NOTE: November 25th and 26th make up 3 days= 2- 12 hr days
 Nov. 25 -- 7:30 a.m. - 7:30 p.m. Parent Conferences
 Nov. 26 -- 7:30 a.m. - 7:30 p.m. Parent Conferences

INCLEMENT WEATHER
 1st closure = no make-up
 2nd closure =pm Apr 7 & 21st
 3rd closure =May 2nd