



## The Community Roots School Board Meeting

Tuesday, Feb. 6th 2023 6:30pm  
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 Dec 5th, 2023 Meeting Minutes
  - Approve Jan. 28th, 2024 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) **(6:55-7:30)**
  - Discussion Items
  - 1) 5 year Budget
  - 2) Strategic Plan
  - 3) Election Preparations
  - 4) Succession Planning

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  
Dec 5, 2023 Meeting Minutes

Matt read mission statement

Staff: Christen, Ginnie

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

Visitors: Aaron

Consent Agenda: Matt motions and Virginia seconds minutes for Nov 7th. All approve pending update for date change to Oct 3rd.

Audience w/ Visitors: Ginnie said they had the all school assembly on Monday and 6th graders led the assembly. They focused on the winter solstice. Wrapping up Wise Mind Program. Reptile man coming this month with all things reptilian. Puffins are trying to get their first fundraiser started.

PTO update from Aaron - Setting up a PTO Venmo account, talking about a career fair event. They need \$600 of new t-shirts for 42 new people, they are waiting to do this till the funds come in. Wreath making workshop was a successful event waiting to hear about the funds raised. Staff Potluck coming up on Dec 18th. PTO will pay for main courses and asking for families to contribute for sides. Poinsettia/Wreath/Garland sale raised around \$900.

Admin Report: ADM was raised to a more current student enrollment number rather than based on last year's enrollment. Staff handbook revisions are almost done and will be shared in January. Giving Tuesday raised more than \$12,000.

Fundraising: Auction is location and caterer are set. Little Leaf is creating the menu. Working with PTO and trying to get donation solicitation. Also working on a theme and a save the date. Next fundraising meeting is on Dec. 15th. Auction date will be on April 27th.

Finance: Jane discussed the loss of students puts us at a deficit this year. No other updates at this time.

Facilities: Facilities didn't meet this month and still haven't heard from the church. They won't meet with the church till January.



The Community Roots School Board Meeting  
Dec 5, 2023 Meeting Minutes Continued

Discussion Items:

Budget: Current salary schedules are out of date from district based on the bargaining agreement made by the union in the spring. Christen ran many different scenarios to see what kind of staff we may need in the future and what the increase in budget would look like.

Early Literacy Grant: Applications must be submitted by Jan 8th, 2024. Early Literacy Plan cover 2023-2025. Grant allowable uses include - professional development and coaching, extended learning programs, High dosage tutoring, research aligned curriculum, Communication Plan, student growth assessment. Early Literacy Success School District Grants.

Animal Policy 2nd Reading: Liability is an issue and how the dog is approved were discussed. Talked about how this policy can put a lot of burden on the administrator and/or board to make a decision in such a small community.

Action Items: Virginia moved to approve applying for the Early Literacy Grant, Jackie seconds and all approve.

Virginia moved to approve Animal Policy with amendments to remove the second 2 paragraphs of section E and at end of section add 'for any reason admin may revoke approval based on any complaint. Remove the italicized paragraph under Section B and Section C. Section D 2nd paragraph change 'should' to 'must' - Jane seconds - Vote 4-1 to approve



The Community Roots School Board Meeting  
Jan. 28, 2024 Meeting Minutes

Virginia read mission statement

Staff: Christen, Kelly

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

Started with introductions of all board members and staff

Executive Session: Observations of school/staff from HR/Ops Manager Kelly Hutchinson

Discussion Items:

Budget Discussion: Budget 2024-2025 - 8 hour work day @ 81% SFSD, health insurance options for staff - base amount for individual, families, and upgrade options. ADM amount baseline is \$8,117.60 and should rise next year. Possible change next year in staffing, outdoor classroom teacher to move into full time upper el teacher which allows a part time substitute/floater to help out teachers. Fundraising was adjusted this year to \$50k. Projected enrollment of 105 for 2024-2025. Discussed possible bonus for teachers if enrollment is kept.

Jackie moves to approve budget with addition of bonus for teachers when retaining enrollment numbers and based off of surplus funds. Virginia seconds and all approve.



# The Community Roots School

## February 2024

# Administrator Report

### **Enrollment:**

Budgeted for: 97

Current: 98 students

ADMw: 101

### **1. District Communication**

- a. Coordinating the tracking of the \$10,000 donation from an anonymous donor. Money needs to be spent by April 12<sup>th</sup>.
- b. Coordinating SIA Q2 reporting with the DO.
- c. Communicated out Kinder round-up date to SFSD.

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

- a. Early Literacy Grant application was submitted to ODE in January.
- b. Re-Enrollment forms have gone out to current families; they are due March 1<sup>st</sup>.
- c. Currently accepting applications for new students in 2024-25. We need ~20 new students.
- d. We have seen an increase in outside observers to our school – both from other Montessori Schools and student teachers.
- e. 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.
- f. Two Open Houses are on the calendar – one in February for current families transitioning their students from K-LE & 3<sup>rd</sup>-4<sup>th</sup>, and another in March for prospective families.
- g. DERS observations will take place in March.
- h. OWL (sexuality education) sessions have started for Upper Elementary students.
- i. Salem Audubon Society will be on campus to work with our students on Tuesday February 6<sup>th</sup>
- j. Christen and Kelly to attend the School Safety Summit on February 13<sup>th</sup>.
- k. In conjunction with Silverton Arts Association, John Friedrich will be working with CRS students starting on February 14<sup>th</sup> teaching art.

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

- a. 2024/25 Budget is due to SFSD in March
- b. An anonymous donation was made to SFSD schools. All schools (including CRS) will receive \$10,000 to put towards student enrichment (materials, books, field trips, special programs, technology, etc.)

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

- a. Annual Auction is scheduled for April 27<sup>th</sup> at the Oregon Garden.
- b. Volunteers are needed to secure procurements for the Auction.
- c. CRS has booths booked at the Silverton Farmer's market for school promotion in February and March. Parent volunteers are still needed to staff the booths alongside staff members.

### **5. HR**

- a. Staff changes for 2024/25 include: Ginnie moving to support specialist position, Alyssa being sponsored for Montessori training through MINW and moving to Upper Elementary Guide position starting Fall of 2024. Positions moving to Part Time for 2024/25 include Office Manager and Literary Support Specialist. Garden Specialist position will cease to exist.



- b. 1:1 meetings scheduled with staff and Administrator are booked for February for mid-year evaluations.



Office Manager 113		37,769.20	P/T 97% SFSD CLASS	31,369.92		31,997.32		32,637.26		33,290.01
Non-Certified - Classified 112	4 EA	106,515.36	97% SFSD CLASS	116,979.84		119,319.44		121,705.83		124,139.94
FICA/Medicare (7.65%)	7.65%	11,037.77	7.65%	11,348.76	7.65%	11,575.73	7.65%	11,807.25	7.65%	12,043.39
Benefits - full medical/health coverage		39,845.40		28,800.00		29,376.00		29,963.52		30,562.79
Workers' Comp/Unemployment (.55%)	0.55%	793.57	0.55%	815.92	0.55%	832.24	0.55%	848.89	0.55%	865.86
Family Med Leave Tax (.4%)	0.40%	577.14	0.40%	593.40	0.40%	605.27	0.40%	617.37	0.40%	629.72
PERS - Tier 1 & 2 (6.34%)	*1EA	1,878.82	*1EA	2,053.79	*1EA	2,094.87	*1EA	2,136.76	*1EA	2,179.50
PERS - OPSRP (3.5%)	3.50%	4,102.76	3.50%	4,200.00	3.50%	4,284.00	3.50%	4,369.68	3.50%	4,457.07
UAL (15.5%)	15.50%	22,364.11	15.50%	22,994.21	15.50%	23,454.10	15.50%	23,923.18	15.50%	24,401.64
<b>Sub-Total Support Staff</b>		<b>\$224,884.12</b>		<b>\$219,155.84</b>		<b>\$223,538.96</b>		<b>\$228,009.74</b>		<b>\$232,569.93</b>
Bookkeeper-Contract		0.00		0.00		0.00		0.00		0.00
Substitutes-contract		1,530.00		1,560.60		1,591.81		1,623.65		1,656.12
Substitutes - Teacher		8,160.00		6,120.00		6,242.40		6,367.25		6,494.59
Substitutes - Assistants		4,080.00		3,060.00		3,121.20		3,183.62		3,247.30
<b>Sub-Total Contract Expenses</b>		<b>\$13,770</b>		<b>\$10,741</b>		<b>\$10,955</b>		<b>\$11,175</b>		<b>\$11,398</b>
<b>Staff Development</b>										
Staff/Curriculum Development	SIA									
<b>Sub-Total Staff Development</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>
<b>Operations &amp; Maintenance</b>				0.00		0.00		0.00		0.00
Rent (included electric)		44,400.00		47,000.00		48,410.00		49,862.30		51,358.17
Property Services - Maintenance		2,000.00		2,000.00		2,000.00		2,000.00		2,000.00
Utilities (water,sewer,garbage)		6,660.00		7,000.00		7,140.00		7,282.80		7,428.46
Custodial & Custodial Supplies		11,000.00		11,220.00		11,444.40		11,673.29		11,906.75
<b>Sub-Total Operation &amp; Maintenance</b>		<b>\$64,060</b>		<b>\$67,220</b>		<b>\$68,994</b>		<b>\$70,818</b>		<b>\$72,693</b>
Food		\$0		\$0		\$0		\$0		\$0
<b>Subtotal</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>
<b>Classroom Supplies &amp; Equipment</b>										
Grants		1,000.00								
Teacher Supplies	5x\$500	2,500.00		2,500.00		2,500.00		2,500.00		2,500.00
Intervention Programs/iReady	SIA			1,000.00		1,000.00		1,000.00		1,000.00
<b>Sub-Total Supplies &amp; Equipment</b>		<b>\$3,500</b>		<b>\$3,500</b>		<b>\$3,500</b>		<b>\$3,500</b>		<b>\$3,500</b>
<b>Administration Costs</b>										
Printing/Copies/Office Supplies		5,200.00		5,460.00		5,733.00		6,019.65		6,320.63
Copier Lease		1,200.00		1,200.00		1,236.00		1,273.08		1,311.27
Misc. Office - TC, etc.		3,220.00		3,220.00		3,316.60		3,416.10		3,518.58



December staff gear		1,500.00		1,500.00		1,545.00		1,591.35		1,639.09
Transportation		1000.00		1000.00		1000.00		1000.00		1000.00
<b>Sub-Total Administration Costs</b>		<b>\$12,120</b>		<b>\$12,380</b>		<b>\$12,831</b>		<b>\$13,300</b>		<b>\$13,790</b>
<b>Board of Education Services</b>										
Audit - tax prep		9,600.00		9,600.00		9,888.00		10,184.64		10,490.18
Policy & Dues		2,100.00		2,100.00		2,163.00		2,227.89		2,294.73
Legal		1,100.00		1,100.00		1,133.00		1,166.99		1,202.00
Annual Report		800.00		800.00		824.00		848.72		874.18
Worker's Compensation		2,600.00		2,600.00		2,678.00		2,758.34		2,841.09
Insurance Liability		7,900.00		7,900.00		8,137.00		8,381.11		8,632.54
<b>Sub-Total Board of Education</b>		<b>\$24,100</b>		<b>\$24,100</b>		<b>\$24,823</b>		<b>\$25,568</b>		<b>\$26,335</b>
<b>SIA</b>										
Literacy Grant Matching Funds		5,000.00		12,861.13		13,246.96		13,644.37		14,053.70
Professional Development		4,513.63		6,163.47		6,348.37		6,538.83		6,734.99
Support Specialist	PT Outdoor Class	31,737.84	P/T .8FTE	37,441.54		38,564.79		39,721.73		40,913.38
All Benefits Support Specialist		28,748.53		17,533.86		18,059.88		18,601.67		19,159.72
<b>Sub-Total SIA</b>		<b>70,000.00</b>		<b>74,000.00</b>		<b>76,220.00</b>		<b>78,506.60</b>		<b>80,861.80</b>
<b>Literacy Grant</b>										
Salary				30,205.44		31,111.60		32,044.95		33,006.30
Employer Burden				7,309.72		7,529.01		7,754.88		7,987.53
Health Insurance				5,876.81		6,053.11		6,234.71		6,421.75
<b>Sub-Total Lit Grant</b>				<b>43,391.97</b>		<b>44,693.73</b>		<b>46,034.54</b>		<b>47,415.58</b>
<b>Cont Fund 1.25% of SSF Revenue</b>		9,528.75		11,060.23		11,480.00		11,931.25		12,390.00
<b>Reserve Fund .6% off of SSF Revenue</b>		4,573.80		5,308.91		5,510.40		5,727.00		5,947.20
<b>Sub-Total Contingency Funds</b>		<b>\$14,103</b>		<b>\$16,369</b>		<b>\$16,990</b>		<b>\$17,658</b>		<b>\$18,337</b>
<b>Total Expenses</b>		<b>\$937,033</b>		<b>\$1,046,461</b>		<b>\$1,031,861</b>		<b>\$1,061,561</b>		<b>\$1,092,164</b>
<b>Revenue less Expenses</b>		<b>\$1,167</b>		<b>\$20,749</b>		<b>\$82,269</b>		<b>\$92,090</b>		<b>\$101,696</b>



<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>(295,049.44)</b>	<b>(381,242.13)</b>	<b>(851,930.63)</b>
<b><i>Literacy Allocation 23/24</i></b>							
Licensed Salary (MH)		-	-	-	-	-	-
<b>Total Literacy Allocation</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><i>SIA Funds</i></b>							
Professional Development - SIA	-	-	-	-	-	-	(5,000.00)
Intervention Programs/STAR	-	-	-	-	-	-	(4,513.63)
Non-Licensed Salary - Specialist	-	-	-	-	-	-	(31,737.84)
Employer Burden (health and Other) - Special	-	-	-	-	-	-	(28,748.53)
<b>Total SIA Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(70,000.00)</b>
<b><i>Citizen Bank</i></b>							
Fundraising Expense	(688.72)	-	-	-	-	-	-
Merchant Fees	-	-	-	-	-	-	-
Fund Purchase	-	-	(229.99)	(1,729.99)	(1,529.99)	(1,529.99)	(1,000.00)
Other School Related Expense	-	(2,531.10)	(1,268.10)	(1,268.10)	(5,432.09)	(5,549.02)	-
<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>(6,962.08)</b>	<b>(7,079.01)</b>	<b>(1,000.00)</b>
<i>Cont Fund 1.25% of SSF Revenue</i>	-	-	-	-	-	-	(9,528.75)
<i>Reserve Fund .6% off of SSF Revenue</i>	-	-	-	-	-	-	(4,573.80)
<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>(302,011.52)</b>	<b>(388,321.14)</b>	<b>(937,033.18)</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>(43,299.09)</b>	<b>75,613.50</b>	<b>1,166.82</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>	<b>267,477.95</b>	<b>275,641.03</b>	