



The Community Roots School Board Meeting

Tuesday, Mar. 5th 2023 6:30pm 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 Feb 6th, 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) (6:55-7:30)

Discussion Items

1. Strategic Plan
2. Board Election Plan
3. WFH Policy
4. Finance Committee - Bank Account and Credit Card Action

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

Jackie read mission statement

Staff: Christen, Alyssa

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

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 March 2023 Administrator Report

Enrollment:

Budgeted for: 97

Current: 97 students

ADMw: 101

1. District Communication

- a. Coordinating SIA Q2 reporting with the DO.

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 1st.
- 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 & 3rd-4th, 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 6th
- j. Christen and Kelly to attend the School Safety Summit on February 13th.
- k. In conjunction with Silverton Arts Association, John Friedrich will be working with CRS students starting on February 14th teaching art.

3. Budget & Finances

- a. 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.) Purchasing for this donation is complete and tracked with the District.

4. Community & Fundraising

- a. Annual Auction is scheduled for April 27th 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

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.

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

**The Community Roots School
Statement of Financial Activities
As of 1/31/2023**

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	5-Yr Budget
Description	7/31/2023	8/31/2023	9/30/2023	10/31/2023	11/30/2023	12/31/2023	1/31/2024	Approved Budget
State School Fund—General Support	-	-	241,183.87	241,183.87	241,183.87	438,126.07	514,476.37	762,300.00
BEGINNING FUND BALANCE	-	-	-	-	-	-	5,955.00	-
SIA Funds	-	-	-	-	-	-	-	70,000.00
Literacy Allocation		-	-	-	-	-	-	-
Fundraising	278.00	2,153.00	5,605.10	3,430.92	10,770.97	17,240.98	22,302.48	100,000.00
Grants	-	-	1,000.00	1,000.00	1,000.00	2,750.00	2,750.00	1,000.00
Supply Fees	-	120.00	3,180.00	4,610.00	4,970.00	5,030.00	5,030.00	4,900.00
Other School Related Income	787.59	787.59	787.59	787.59	787.59	787.59	-	-
Total Revenue	1,065.59	3,060.59	251,756.56	251,012.38	258,712.43	463,934.64	550,513.85	938,200.00
General Funding								
Salaries	(7,147.08)	(7,147.08)	(69,368.61)	(120,517.83)	(169,496.28)	(220,364.89)	(271,030.60)	(481,513.11)
Substitute & Temporary Wages	-	-	-	(2,159.46)	(5,223.55)	(7,706.90)	(9,224.84)	(16,770.00)
Benefits	(1,242.45)	(1,242.45)	(15,445.95)	(28,012.67)	(45,856.06)	(61,243.62)	(76,019.03)	(158,448.41)
PERS	(1,093.50)	(1,093.50)	(10,027.13)	(17,209.89)	(23,838.80)	(30,744.07)	(37,649.34)	(92,419.11)
Computer Expenses	-	-	-	-	-	-	-	-
Consumable Supplies and Materials	(3.48)	(3.48)	(1,089.81)	(3,490.27)	(7,272.74)	(9,059.42)	(11,649.44)	(12,120.00)
Dues and Fees	-	-	(565.65)	(1,269.61)	-	-	-	(2,100.00)
Insurance	(7,282.00)	(7,282.00)	(7,282.00)	(7,282.00)	(7,282.00)	(7,282.00)	(7,282.00)	(7,900.00)
Professional Development	-	-	-	-	-	-	-	-
Professional Services	(3,800.00)	(3,800.00)	(3,800.00)	(3,800.00)	(3,800.00)	(3,800.00)	(9,500.00)	(14,100.00)
Rent	(4,328.14)	(4,328.14)	(16,765.68)	(21,483.78)	(18,618.00)	(25,701.47)	(29,459.47)	(44,400.00)
Custodial Supplies/Services	-	-	(359.10)	(924.68)	(2,939.51)	(2,939.51)	(3,765.43)	(11,000.00)
Repairs and Maintenance	(2,963.99)	(2,963.99)	(2,963.99)	(2,963.99)	(3,966.95)	(4,016.95)	(4,016.95)	(2,000.00)
Transportation	-	-	-	-	(280.04)	(280.04)	-	(1,000.00)
Utilities	(259.00)	(259.00)	(1,118.56)	(1,720.33)	(6,475.51)	(8,103.26)	(4,528.19)	(6,660.00)
Other Expense	-	-	-	-	-	-	-	(1,500.00)
Total General Funding	(28,119.64)	(28,119.64)	(128,786.48)	(210,834.51)	(295,049.44)	(381,242.13)	(464,125.29)	(851,930.63)
Literacy Allocation 23/24								
Licensed Salary (MH)	-	-	-	-	-	-	-	-
Total Literacy Allocation	-	-	-	-	-	-	-	-
SIA Funds								
Professional Development - SIA	-	-	-	-	-	-	-	(5,000.00)
Intervention Programs/STAR	-	-	-	-	-	-	-	(4,513.63)
Non-Licensed Salary - Specialist	-	-	-	-	-	-	-	(31,737.84)
Employer Burden (health and Other) - Specialist	-	-	-	-	-	-	-	(28,748.53)
Total SIA Funds	-	-	-	-	-	-	-	(70,000.00)

Citizen Bank								
Fundraising Expense	(688.72)	-	-	-	-	-	-	-
Merchant Fees	-	-	-	-	-	-	-	-
Fund Purchase	-	-	(229.99)	(1,729.99)	(1,529.99)	(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)	(5,551.80)	-
Total Citizen Bank	(688.72)	(2,531.10)	(1,498.09)	(2,998.09)	(6,962.08)	(7,079.01)	(7,081.79)	(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)	(937,033.18)
Net Revenue (Expense)	(27,742.77)	(27,590.15)	121,471.99	37,179.78	(43,299.09)	75,613.50	79,306.77	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	