

**MINUTES  
REGULAR MEETING**

**BOARD OF DIRECTORS  
COMMUNITY ROOTS CHARTER SCHOOL**

**December 7 2020 6:00 PM (PT) in D1- Library  
29292 CROWN VALLEY PKWY. LAGUNA NIGUEL, CA 92677**

**INSTRUCTIONS FOR PRESENTATIONS TO  
THE BOARD OF DIRECTORS BY PARENTS AND CITIZENS**

The Community Roots Charter School ("Charter School") welcomes your participation at the Charter School's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the Charter School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our Charter School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
  2. Blue "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communications."
  3. "Oral Communications" is set-aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
  4. With regard to items that are on the agenda, you may specify that agenda item on your blue request form and you will be given an opportunity to speak for up to five (5) minutes when the Board discusses that item.
  5. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.
  6. Citizens may request that a topic related to school business be placed on a future agenda in accordance with the guidelines in the Charter School's Board Policy. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.
  7. In compliance with the Americans with Disabilities Act (ADA) and upon request, the Charter School may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order to participate in Board meetings are invited to contact the Executive Director of Education's office.
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**A. CALL TO ORDER**

**B. ROLL CALL**

<b>NAME</b>	<b>PRESENT</b>	<b>ABSENT</b>
Lynn Bogart	X	
Ty Torres	X	
Matt Moses		X
Dan Pitman		X
Allan Guarino	X	
Matt Zeiser	X	

**C. FLAG SALUTE**

**D. ADOPTION OF THE AGENDA**

<b>Motion by</b>	Matt Zeiser
<b>Second by</b>	Ty Torres
<b>Vote</b>	Approved

**E. PUBLIC COMMENT**

**F. CONSENT AGENDA**

All matters listed under the Consent Calendar are considered by the Board to be routine and will be enacted by the Board in one motion in the form listed below. There will be no discussion of these items prior to the time the Board votes on the motion unless members of the Board, staff, or the public request specific items to be discussed and/or removed from the Consent Calendar. The Board President and the staff recommend approval of all Consent Calendar items.

<b>Approval of Minutes</b>	<ul style="list-style-type: none"><li>To approve minutes from regular meeting of November 9, 2020.</li></ul>
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<b>Motion by</b>	Allan Guarino
<b>Second by</b>	Matt Zeiser
<b>Vote</b>	Approved

**G. OPEN SESSION-**

<p><b>Review October Financials</b> Larry Tamayo</p>	<p>Review of monthly financials. The financials include but are not limited to, enrollment/attendance information, current Balance Sheet, YTD Income Statement, Check Register, updates on charter funding, Annual Budget, and Annual Forecast taking into account actuals and updated funding assumptions.</p>
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<p><b>First Interim Report</b></p>	<p>Charter schools are required to file two reports during a fiscal year (interim reports) on the status of the charter school’s financial health. The first interim report is typically due to the charter school’s authorizer prior to December 15 for the period ending October 31. Community Roots Academy First Interim Report reflects the strong financial health of the school.</p>
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<p><b>Motion by</b></p>	<p>Matt Zeiser</p>
<p><b>Second by</b></p>	<p>Ty Torres</p>
<p><b>Vote</b></p>	<p>Approved</p>

<p><b>Budget Overview for Parents</b></p>	<p>Approval of budget overview for parents.</p>
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<p><b>Motion by</b></p>	<p>Allan Guarino</p>
<p><b>Second by</b></p>	<p>Ty Torres</p>
<p><b>Vote</b></p>	<p>Approved</p>

<p><b>2019-2020 Audit Draft</b></p>	<p>The board is responsible for reviewing the results of the annual audit and developing a corrective action plan to address all relevant weaknesses noted by the auditor (Not Applicable as there were no weaknesses noted). The charter school governing board will review and approve the audit no later than December 15. The audit firm will be responsible for submitting the audit to all reporting agencies no later than December 15. Also, included is the "Required Communications with Governance" this letter is from the Auditor and would describe any additional</p>
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	items noted, disagreements w/ management, inability to audit items, etc. (there are none noted).
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<b>Motion by</b>	Matt Zeiser
<b>Second by</b>	Ty Torres
<b>Vote</b>	Approved

<b>Directors Reports</b>	Jeremy Cavallaro- Executive Director of Education Eve Fein- Executive Director of Operations
<b>10 yr. Celebration Conversation</b>	Lynn Bogart - Discussed ideas such as commemorative bench or Speaker Podium. Presentation June 2021

**H. CLOSED SESSION-** Update on legal matter.

**I. ADJOURNMENT**

<b>Motion by</b>	Matt Zeiser
<b>Second by</b>	Ty Torres
<b>Vote</b>	Approved