

**MINUTES
REGULAR MEETING**

**BOARD OF DIRECTORS
COMMUNITY ROOTS CHARTER SCHOOL**

**May 22, 2023 4:00 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 agendaized 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.

A. CALL TO ORDER

B. ROLL CALL

NAME	PRESENT	ABSENT
Erica Roess	X	
Hannah Geddy	X	
Colleen Nettekoven	X	
Ty Torres		X
Lynn Bogart	X	

C. FLAG SALUTE

D. ADOPTION OF THE AGENDA

Motion by	Lynn Bogart
Second by	Hannah Geddy
Vote	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.

Approval of Minutes	To approve minutes from regular meeting March 6, 2023.
Motion by	Lynn Bogart
Second by	Colleen Nettekoven
Vote	Approved

G. OPEN SESSION

<p>Financial Review Larry Tamayo</p>	<p>Review March 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>Informational Items Jeremy Cavallaro and Eve Fein</p>	<ul style="list-style-type: none"> • Employer Retention Funds • Retirement Employer Match Increase • Medical Insurance Allowance Increase • ExEd Contract Extension • Audit Communication
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<p>Review of Preliminary Budget for 23/24 Larry Tamayo</p>	<p>This is a preliminary review of the budget for 23/24 school year.</p> <p>The charter school budget will be adopted by the Governing Board prior to the start of each fiscal year and no later than July 1.</p>
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<p>21/22 – 990 and 199 Tax Returns Larry Tamayo</p>	<p>To approve the 990 and 199 Tax Returns.</p>
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<p>Motion by</p>	<p>Lynn Bogart</p>
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<p>Second by</p>	<p>Colleen Nettekoven</p>
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<p>Vote</p>	<p>Approved</p>
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<p>2023 – 2024 Instructional Calendar</p>	<p>Approval of the school instructional calendar.</p>
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<p>Motion by</p>	<p>Colleen Nettekoven</p>
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<p>Second by</p>	<p>Hannah Geddy</p>
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<p>Vote</p>	<p>Approved</p>
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Memorandum of Understand (MOU) for Shared Personnel Services Eve Fein	Extension of MOU between Community Roots Academy and Community Roots Foundation.
Motion by	Hannah Geddy
Second by	Erica Roess
Vote	Approved

Revisions to Resolution for Contract Approvals Eve Fein	Approval of Revisions to Resolution Delegating Authority to Executive Director for Contract Approvals Up to \$25,000.
Motion by	Eric Roess
Second by	Lynn Bogart
Vote	Approved

Executive Director's Report Jeremy Cavallaro	<ul style="list-style-type: none"> • Executive Director of Education's report. • Goal reflection • Presentation of Staff Engagement Survey Results
Executive Director's Report Eve Fein	<ul style="list-style-type: none"> • Executive Director of Operation's report. • Goal reflection • Special School Accommodations

H. CLOSED SESSION

I. ADJOURNMENT

Motion by	Lynn Bogart
Second by	Colleen Nettekoven
Vote	Approved