



SPECIAL BOARD MEETING MINUTES

Date: October 8, 2018

Community Preparatory Academy
Van Ness Campus
7019 S. Van Ness Avenue
Los Angeles, CA 90047

Time 6:00pm

This board meeting agenda was posted at: Community Preparatory Academy, 7511 S. Van Ness Ave, Los Angeles, CA 90047; and on the Community Preparatory Academy website, <http://www.cpacharter.org>

To attend by Conference Call, dial (213) 226-1066 and enter PIN #332-061-524#

INSTRUCTIONS FOR PRESENTATION TO THE BOARD BY PARENTS AND CITIZENS

Community Preparatory Academy welcomes your participation at its Board meetings. The purpose of a public meeting of the Board is to conduct the affairs of the Community Preparatory Academy in public. Your participation assures us of the continuing community interest in our charter school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

- Any public records relating to an agenda item for an open session of the board which are distributed to all, or a majority to all of the Board members shall be available prior to the meeting for public inspection at the Community Preparatory Academy office located at 7019 S. Van Ness Avenue, Los Angeles, CA 90047 or 24910 S. Avalon Blvd., Wilmington, CA 90744. Copies of these documents will also be made available at the meeting. A permanent copy of all meeting-related documents is maintained on site at the school office.
- The public is invited to speak on items to be covered on the agenda by filling out a Request to Speak form. Speakers will be given an opportunity to speak for up to two (2) minutes. With 15 minutes allotted for each topic. Speakers who need translation will each have four (4) minutes to speak. when the Board discusses that item. The Board will listen to your comment, but not respond or take immediate action. The Board may give direction to staff to respond to your concern or the item may be added to a future meeting agenda.
- When addressing the Board, speakers are requested to state their name and affiliation from the podium and adhere to the time limits set forth.
- This Board meeting is held in compliance with the Americans with Disabilities Act. In compliance with the Americans with Disabilities Act (ADA) and upon request, Community Preparatory Academy 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 school office.

Board Mission Statement: The Community Preparatory Academy Board works to ensure that students achieve academic excellence through the provision of a quality instructional program.

1. CALL TO ORDER (Roll Call)

Meeting called to order at 6:01pm. Aaron Anderson, Denise Spears present in person, Shilby Sims and Dawwnesha Lasuncet present by phone.

2. PUBLIC COMMENTS – Comments from the public on agenda items. Public comments are limited to two (2) minutes per speaker. Speakers who need translation will each have four (4) minute to speak.
No public comment

3. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

Approval of previous board meeting minutes from 09/10/18

4. APPROVAL OF AGENDA

Approval of agenda for this meeting as presented

5. RECEIPT AND REVIEW OF MONTHLY FINANCIAL REPORTS

Receipt and review of monthly financial reports prepared by EdTec (balance sheet, statement of activities, cashflow, aging report, bank reconciliations, recent transactions, and anticipated expenditures).

Discussion of year-to-date actuals as compared to budgeted line items.

Discussion of alignment of budget to enrollment and per pupil projections.

Discussed conversation between Board Chair Anderson and Edtec about 2018-19 focus on reducing overall organizational debt and prospects for savings in areas of instructional materials and consultants as compared to last year.

Review and discussion of workflow between CPA staff and Edtec. Protocols established for 2018-19 are being followed which has enabled greater transparency and coordination of information between the school and back office.

Discussion of the challenges the school is having in obtaining a credit card. The school was unable to be approved for a credit card from California Credit Union citing the lack of a credit history. Similarly, the school was unable to be approved from a business credit account with Amazon.com for the same reason. Leadership is exploring other avenues to establish credit so that the transition can be made from using the checking account debit card to using a bank credit card for purchases and other needs. Leadership will continue to update the board on any challenges or progress made in the coming weeks.

6. REVIEW AND DISCUSSION OF CPA 2018-19 ORGANIZATIONAL CHART

Review and discussion of updates to 2018-19 Organizational Chart.

7. DISCUSSION OF OVERSIGHT VISIT PREPARATION

Discussion of Oversight packet documents and status the division of responsibilities in addressing the components of the binders and other information that is needed as part of the Oversight Visit. Fiscal documents will be submitted in advance of the visit.

8. COMMENTS ON CONSENT AGENDA ITEMS

Discussion of anticipated contracts with costs over established threshold amounts. (Back Office Services – Edtec, Insurance Services- CharterSAFE, Special Education Services – Direct Ed and Educational Concepts, Substitute Teachers – Direct Ed and 21st Century Staffing, After School Program – 1 Shine

Youth Services, Technology Instruction – Planet Bravo, Technology Services – Deltechis, Legal Services - Law Offices of Philip Bucknor, Law Firm of Young, Minney and Corr)

Review and discussion of legal services agreement from Law Offices of Philip Bucknor for general legal advice and the Law Firm of Young, Minney and Corr for services related to charter renewal.

Disclosure of related parties – Janis Bucknor is the wife of Philip Bucknor, licensed attorney who has provided legal services of CPA over the past 4 years. Attorney Bucknor submitted a proposal for services directly to CPA.

Ermin Bucknor is also a relative of Janis Bucknor. She is a retired teacher working with CPA as Support Staff. Ermin applied to CPA directly for her position.

Review and discussion of 2018-19 EPA Spending Plan

9. CONSENT AGENDA ITEMS

- a. Approval of expenditures (APPROVED UNANIMOUSLY)
- b. Approval of revised 2018-19 Organizational Chart (APPROVED UNANIMOUSLY)
- c. Approval of Agreements with anticipated costs over threshold amounts (APPROVED UNANIMOUSLY)
 - i. Back Office services – approval of services from EdTec
 - ii. Insurance Services – approval of services from CharterSAFE
 - iii. Special Education services – approval of services from Direct Ed and Ed Concepts
 - iv. Professional/Legal Services – approval of services from Law Office of Philip Bucknor and Law Firm of Young, Minney and Corr.
 - v. Consultant services – approval of services from 21st Century staffing, Direct Ed, Planet Bravo, Deltechis
 - vi. After School services – approval of services from 1 Shine Youth Services
- d. Approval of 2018-19 EPA Spending Plan (APPROVED UNANIMOUSLY)

10. ADJOURNMENT

Meeting adjourned at 7:18pm