



## **REGULAR BOARD MEETING MINUTES**

**Date: February 1, 2017**

**Community Preparatory Academy  
Raymond Avenue Campus  
7511 Raymond Avenue  
Los Angeles, CA 90044**

**Time 5:00pm**

This board meeting agenda was posted at: Community Preparatory Academy, 7511 Raymond Ave, Room 35, Los Angeles, CA 90044 and 319 E. Sherman Drive, Bungalow 25, Carson, CA 90746.

To attend by Conference Call, dial (585) 632-4728 and enter PIN 87676.

### **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:

- Agendas are available to all audience members at the door to the meeting
- 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 7511 Raymond Avenue, Room 35, Los Angeles, CA 90044; 319 E. Sherman Drive, Bungalow 25, Carson, CA 90746. 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.
- “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 the item may be added to a future meeting agenda.
- With regard to items that are on the agenda, you may specify that agenda item on your Request to Speak form and you will be given an opportunity to speak for up to three (3) minutes when the Board discusses that item.
- 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.**

**PRELIMINARY**

CALL TO ORDER

**Meeting was called to order at 5:06pm**

ROLL CALL	Present	Absent
Aaron Anderson	<u>  X  </u> <u>    </u>	
Shilby Guillory	<u>  X  </u> <u>    </u>	
Denise Spears	<u>  X  </u> <u>    </u>	
Dawnnesha Lasuncet	<u>  X  </u> <u>    </u>	

BOARD ADOPTION OF THE AGENDA

**Board Agenda for this evening’ s meeting was adopted unanimously**

**COMMUNICATIONS AND PUBLIC COMMENT**

Oral Communications (communications from the public on issues that are not on the agenda)

**No oral communications or public comment presented**

**ITEMS SCHEDULED FOR DISCUSSION**

- A. LAUSD Oversight Report received 1/20/17  
**Receipt, review and discussion of CSD oversight report by Board Members. Key focus on those areas addressed in the District’ s Notice to Cure – fiscal condition, annual audit, authorization of expenditures, receipts, STRS Contributions and Payroll reporting, fiscal forms and paperwork, assignment of responsibilities and other matters related to the Fiscal Policy Manual for 2016-17.**
- B. Status of 2015-16 annual audit  
**Review and discussion by Board Members on status of audit report along with a review of most recent draft.**
- C. Response to questions from independent auditor  
**Review and discussion by Board Members of questions from auditor concerning whether inventory list is inclusive of all technology items and clarification on the location of those items between the two school sites.**
- D. LAUSD Notice to Cure received 1/20/17 and CPA Response  
**Review and discussion by Board Members of planned response to the Notice to Cure. Focus on fiscal condition, annual audit, authorization of expenditures, receipts, STRS Contributions and**

**Payroll reporting, fiscal forms and paperwork, assignment of responsibilities, and other matters related to the Fiscal Policy Manual for 2016-17.**

- E. Revision of Fiscal Policy Manual addressing policies related to Payroll Advances, use of “Missing/No Receipt” form, use of funds for educational purposes and other related matters  
**Discussed and proposed policy revisions to address issues raised in the Notice to Cure.  
Updated language concerning payroll advances, use of funds for educational purposes and “Missing/No Receipt” Form and related policy items.**

**ITEMS SCHEDULED FOR ACTION**

- |   |                           |
|---|---------------------------|
| A. Approval of Revisions to Fiscal Policy Manual (TBD)                    | <b>Unanimous Approval</b> |
| B. Approval of discussion points for CPA Response to LAUSD Notice to Cure | <b>Unanimous Approval</b> |

**ADJOURNMENT**

Meeting adjourned at 6:22pm