



Contra Costa School of Performing Arts

Regular Board Meeting

Date and Time

Monday October 5, 2020 at 5:30 PM PDT

Location

Dial-in Information 513-816-0613; PIN: 835 260 196#

The public may address the Board regarding any item within the jurisdiction of the Board of Directors of ChartHouse Public Schools. To ensure an orderly meeting and an equal opportunity for each speaker, persons wishing to address the Board must fill out a speaker's card. Cards should be turned into the Board Vice-chairperson prior to the Call to Order. Speakers will be given three minutes for items on the agenda and two minutes for items not on the agenda. Time may not be yielded to other speakers. In compliance with the Brown Act, the Board may listen to comments from speakers and provide direction to staff, but may not engage in discussion or take action on items that are not already on the agenda.

All Board agendas and minutes will be published at www.charthousepublicschools.org. Any disclosable public records related to an open session Board meeting agenda item and distributed by staff to a majority of the Board of Directors shall be available for public inspection.

The Board of Directors will provide reasonable accommodations for persons with disabilities planning to attend Board meetings so long as 48 hours notice is provided via email (charthousepublicschools@gmail.com).

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
Opening Items			
A. Record Attendance		Neil McChesney	1 m
B. Call the Meeting to Order		Deborah Padberg	1 m
C. Approve Minutes	Approve Minutes	Neil McChesney	2 m
Approve minutes for Regular Board Meeting on September 14, 2020			
D. Agenda Review and Adoption	Vote	Deborah Padberg	2 m
The Board will review the agenda and adopt as presented or take action to change the order of items.			
 II. Public Comment			 5:36 PM
A. Items on the Agenda	FYI	Deborah Padberg	10 m
B. Items Not on the Agenda	FYI	Deborah Padberg	5 m

III. Standing Committees			5:51 PM
A. Academic Excellence	FYI	Tamara Gerlach	5 m
The Board will hear a report from this standing committee.			
B. Outreach and Enrollment Committee	FYI	Marie Gil	5 m
The Board will hear a report from this standing committee.			
C. Governance Committee	FYI	Jill Wilk	5 m
The Board will hear a report from this standing committee.			
D. Development Committee	FYI	Deborah Padberg	5 m
The Board will hear a report from this standing committee.			
E. Renewal Committee	FYI	Heather Vega	5 m
The Board will hear a report from this standing committee.			
F. Finance Committee	Discuss	David Wendt	5 m
The Board will hear a report from this standing committee.			
IV. Information Items			6:21 PM
A. Charter Renewal Update	FYI	Neil McChesney	20 m
The Board will hear a presentation from administration on the charter renewal process.			
B. Reopening Status Update	FYI	Neil McChesney	20 m
The Board will hear an update on the status of programming as it relates to reopening in the 20-21 school year.			
V. Action Items			7:01 PM
A. Committee Membership	Vote	Neil McChesney	20 m
The Board will review the current Committee membership and consider approval.			
VI. Staff Reports			7:21 PM
A. Executive Director	FYI	Neil McChesney	15 m
The Executive Director will update the Board on school business.			
B. EdTec	FYI	Neil McChesney	15 m
The EdTec Client Manager will present the monthly financial reports.			
VII. Closed Session			7:51 PM
A. Public Employment	Vote	Neil McChesney	30 m
<ul style="list-style-type: none"> • Administration • Teachers • Classified 			
B. Public Employee Discipline/Dismissal/Release	Vote	Neil McChesney	10 m
VIII. Reconvene Open Session			8:31 PM

A. Report Out FYI Deborah Padberg 5 m
The Board will report out any action taken in closed session.

IX. Board Reports **8:36 PM**

A. Trustee FYI Deborah Padberg 5 m
Trustees make announcements or reports of their activities.

X. Closing Items **8:41 PM**

A. Adjourn Meeting Vote Deborah Padberg 1 m

Cover Sheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on September 14, 2020



Contra Costa School of Performing Arts

Minutes

Regular Board Meeting

Date and Time

Monday September 14, 2020 at 5:30 PM

Location

Dial-in Information 513-816-0613; PIN: 835 260 196#

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Directors Present

D. Padberg (remote), D. Wendt (remote), H. Vega (remote), J. Wilk (remote), K. Waller (remote), M. Gil (remote), T. Gerlach (remote)

Directors Absent

None

Directors Arrived Late

K. Waller

Directors Left Early

M. Gil

Ex-Officio Members Present

N. McChesney (remote)

Non Voting Members Present

N. McChesney (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

D. Padberg called a meeting of the board of directors of Contra Costa School of Performing Arts to order on Monday Sep 14, 2020 @ 5:32 PM.

C. Approve Minutes

D. Wendt made a motion to approve the minutes from Special Board Meeting on 09-09-20.
M. Gil seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

J. Wilk Aye
D. Wendt Aye
T. Gerlach Aye
K. Waller Absent
H. Vega Aye
M. Gil Aye
D. Padberg Aye

D. Approve Minutes

D. Wendt made a motion to approve the minutes from Special Board Meeting on 08-20-20.
M. Gil seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

T. Gerlach Aye
J. Wilk Aye
M. Gil Aye
D. Wendt Aye
H. Vega Aye
D. Padberg Aye
K. Waller Absent

E. Approve Minutes

D. Wendt made a motion to approve the minutes from Regular Board Meeting on 08-03-20.
M. Gil seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

T. Gerlach Aye
D. Padberg Aye
K. Waller Absent

- D. Wendt Aye
- M. Gil Aye
- H. Vega Aye
- J. Wilk Aye
- K. Waller arrived late.

F. Agenda Review and Adoption

- H. Vega made a motion to adopt the agenda as presented.
- T. Gerlach seconded the motion.
- The board **VOTED** unanimously to approve the motion.

Roll Call

- D. Wendt Aye
- T. Gerlach Aye
- J. Wilk Aye
- K. Waller Aye
- H. Vega Aye
- D. Padberg Aye
- M. Gil Aye

II. Public Comment

A. Items on the Agenda

No comments.

B. Items Not on the Agenda

No comments.

III. Standing Committees

A. Academic Excellence

No report.

B. Outreach and Enrollment Committee

No report.

C. Governance Committee

No report.

D. Development Committee

The Development Committee Chair met and shared the work of the committee which was primarily focused on plans for the annual fund.

E. Renewal Committee

The Renewal Committee shared dates for the upcoming CCCBOE meetings where the charter renewal public hearing and final vote will take place.

F. Finance Committee

The Finance Committee Chair shared information pertaining to the 19-20 Unaudited Actuals and the updated 20-21 SPA Budget.

IV. Information Items

A. Diversity, Equity, and Inclusion Initiative Update

The Board heard a presentation from SPA administration on the 20-21 goals and progress around Diversity, Equity, and Inclusion.

B. Distance Learning Update

The Board heard a presentation from SPA administration on the progress of the Distance Learning program over the first month of the 20-21 school year.

M. Gil left early.

V. Action Items

A. Learning Continuity Plan

D. Wendt made a motion to approve the 20-21 Learning Continuity Plan as presented.

J. Wilk seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

D. Padberg Aye
J. Wilk Aye
D. Wendt Aye
T. Gerlach Aye
H. Vega Aye
K. Waller Aye
M. Gil Absent

B. 19-20 Unaudited Actuals

H. Vega made a motion to approve the 19-20 Unaudited Actuals as presented.

J. Wilk seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

H. Vega Aye
K. Waller Aye
D. Padberg Aye
D. Wendt Aye
M. Gil Absent
J. Wilk Aye
T. Gerlach Aye

C. Updated 20-21 Budget

D. Wendt made a motion to approve the updated 20-21 SPA budget as presented.

H. Vega seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

T. Gerlach Aye
J. Wilk Aye
M. Gil Absent
D. Padberg Aye
D. Wendt Aye
H. Vega Aye
K. Waller Aye

VI. Staff Reports

A. Executive Director

The Executive Director provided a report on recent school business.

B. EdTec

EdTec provided a report on the most recent school financials.

VII. Reconvene Open Session

A. Report Out

The Board took action to approve the CEO Evaluation.

VIII. Board Reports

A. Trustee

No reports.

IX. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:05 PM.

Respectfully Submitted,
D. Padberg

Cover Sheet

Academic Excellence

Section: III. Standing Committees
Item: A. Academic Excellence
Purpose: FYI
Submitted by:
Related Material: Academic Excellence Committee Description.pdf

ChartHouse Public Schools Academic Excellence Committee

General Purpose

The Academic Excellence Committee is commissioned by and responsible to the Governing Board to assume the primary responsibility for working with the administration to define academic excellence, ensure that all board members know the charter promises that were made to the community and the authorizer, and to devise clear and consistent measures to monitor these goals all in accordance with the bylaws of the organization as well as established policies and practices approved by the Board.

Appointments and Composition

1. Appointments of the chair and members of the Academic Excellence Committee shall be made annually by action of the Board, with the advice of the CEO, and in accordance with the bylaws.
2. The chair of this committee shall be a member of the Governing Board.
3. Additional committee members may be appointed and need not be members of the Governing Board.

Responsibilities

1. Define and continue to refine what academic excellence means for SPA.
2. Ensure that all board members understand the key charter promises we have made to our community and to our authorizer.
3. Work with the administration to devise clear and consistent ways to measure progress towards stated goals.
4. Work with the administration to set annual academic achievement goals, to be presented to and approved by the full board.
5. Work with the administration to share with the board annual successes, barriers to reaching academic excellence, and strategies to overcome those barriers.
6. Arrange for Board training on issues related to academic oversight and academic achievement, as needed.
7. Create specific measurable board-level goals for the year as part of the full board planning process.
8. Report to the Governing Board at regular meetings of the Board in a manner determined by the Board.
9. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Governing Board.

Cover Sheet

Outreach and Enrollment Committee

Section: III. Standing Committees
Item: B. Outreach and Enrollment Committee
Purpose: FYI
Submitted by:
Related Material: Outreach and Enrollment Committee Description.pdf

ChartHouse Public Schools Outreach and Enrollment Committee

General Purpose

The Outreach and Enrollment Committee is commissioned by and responsible to the Governing Board to assume the primary responsibility for matters pertaining to oversight and strategy related to school enrollment goals in accordance with the bylaws of the organization as well as established policies and practices approved by the Board.

Appointments and Composition

1. Appointments of the chair and members of the Outreach and Enrollment Committee shall be made annually by action of the Board, with the advice of the CEO, and in accordance with the bylaws.
2. The chair of this committee shall be a member of the Governing Board.
3. Additional committee members may be appointed and need not be members of the Governing Board.

Responsibilities

1. Regularly analyze and support the calibration of the school enrollment projections.
2. Support the creation and oversight of short and long-term outreach strategy.
3. Work with administration to make recommendations for outreach and marketing budget allocations and ensure strategy is in alignment with approved budget.
4. Serve as informal school ambassadors in terms of recruitment.
5. Build and leverage networks in order to optimize outreach.
6. Assess the alignment of enrollment goals and systems with the Diversity, Equity, and Inclusion mission of the school.
7. Report to the Governing Board at regular meetings of the Board in a manner determined by the Board.
8. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Governing Board.

Cover Sheet

Governance Committee

Section: III. Standing Committees
Item: C. Governance Committee
Purpose: FYI
Submitted by:
Related Material: Annual Governance Calendar.pdf
Governance Committee Description.pdf

Task	Frequency	Due Date	Responsible Party	Formal Board Action?
Brown Act and Conflict of Interest Training	Annually	Board Retreat	Governance Committee	No
Form 700 Filings	Annually and as needed	4/1	Governance Committee	No
Statement of Information Filing (Sec. of State)	Biennial	Even Years by 7/31	Governance Committee	No
School Safety Plan	Annually	3/1	Management	Yes
LCAP	Quarterly	6/30	Management	Yes
WASC Update	Annually		Management	No
Enrollment and Attendance review	Quarterly		Management	No
Establish Annual Organizational Goals	Annually	Board Retreat	Management	Yes
Budget	Annually	6/30	Management	Yes
Unaudited Actuals	Annually	9/15	Management	Yes
First Interim Report	Annually	12/15	Management	Yes
Second Interim	Annually	3/15	Management	Yes
Financial Statement Review	Monthly		Management	No
Auditor Selection	Annually		Finance Committee	Yes
Audit Approval	Annually	12/15	Board	Yes
990 Filing	Annually	11/15	Finance Committee	No
Review of Bylaws	Annually	Board Retreat	Governance Committee	No
Review of Board Terms	Annually	Board Retreat	Governance Committee	No
Trustee Assessments	Annually		Governance Committee	No
Evaluation of Board Effectiveness	Annually		Governance Committee	No
Evaluation of Meeting Effectiveness	Monthly		Governance Committee	No
Board Succession Planning	Quarterly		Governance Committee	No
CEO Evaluation	Annually	5/1	CEO Eval Committee	Yes
Review Board Job Description and Service Agreement	Annually	Board Retreat	Governance Committee	Yes
Board Retreat	Annually	July	Governance Committee	No
Board Reorganization (officers and committees)	Annually	Board Retreat	Board	Yes
New Trustee Orientation	As needed		Governance Committee	No
Review of the Trustee Training Plan	Annually		Governance Committee	No
Review of the Board Handbook	Annually		Governance Committee	No

ChartHouse Public Schools Governance Committee

General Purpose

The Governance Committee is commissioned by and responsible to the Governing Board to assume the primary responsibility for matters pertaining to Board recruitment, nominations, orientation, training, compliance, and evaluation in accordance with the bylaws of the organization as well as established policies and practices approved by the Board.

Appointments and Composition

1. Appointments of the chair and members of the Academic Excellence Committee shall be made annually by action of the Board, with the advice of the CEO, and in accordance with the bylaws.
2. The chair of this committee shall be a member of the Governing Board.
3. This committee shall exclusively be composed of members of the Governing Board.

Responsibilities

1. Analyze the skills and experience needed on the Board.
2. Create a short and long-term board recruitment strategy.
3. Work with Board Chair and CEO on a succession plan for board officers.
4. Recruit members to serve as members of the Board and develop a slate of trustees for consideration by the membership at the annual meeting in accordance with appointment procedures outlined in the bylaws.
5. Develop and review annually the procedures for Board recruitment.
6. Develop an orientation and training plan for new trustees.
7. Develop and monitor an annual Governance Calendar that outlines the critical and required business of the Board on a monthly basis.
8. Assist in the planning of an annual Board retreat and other deeper strategy sessions as needed.
9. Develop and revise a Board member handbook outlining the responsibilities of the Board and Board members, Board policies, and other relevant information.
10. Conduct board education as needed.
11. Create specific measurable board-level goals for the year as part of the full board planning process.
12. Regularly evaluate the effectiveness of board meetings, and make recommendations for improvement to the chair and the full board as needed.
13. Annually coordinate an evaluation of the full board and individual trustees.
14. Report to the Governing Board at regular meetings of the Board in a manner determined by the Board.

15. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Governing Board.

Cover Sheet

Committee Membership

Section: V. Action Items
Item: A. Committee Membership
Purpose: Vote
Submitted by:
Related Material: Committee Membership 10.5.20.pdf

**ChartHouse Public Schools
Board Committee Membership as of 10.5.20**

Governance Committee

1. Jill Wilk (Chairperson)
2. Neil McChesney

Finance Committee

1. David Wendt (Chairperson)
2. Neil McChesney
3. Ashley Porter
4. David Delancey

Development Committee

1. Deborah Padberg (Chairperson)
2. Neil McChesney
3. Matt Mead

Academic Excellence Committee

1. Tamara Gerlach (Chairperson)
2. Neil McChesney
3. Robert Chalwell
4. Brianna Shahvar
5. Nicole Martin

Outreach and Enrollment Committee

1. Marie Gil (Chairperson)
2. Neil McChesney
3. Lisa Kingsbury
4. Christina Bendoyro

Renewal Committee

1. Heather Vega (Chairperson)
2. Neil McChesney
3. Brianna Shahvar
4. Rob Schwartz

Cover Sheet

EdTec

Section: VI. Staff Reports
Item: B. EdTec
Purpose: FYI
Submitted by:
Related Material: CCSPA August Financials for Board Meeting 09.30.20.pdf
CCSPA Cash Flow with Days Cash on Hand 09.30.20.pdf
CCSPA October Board Meeting.pdf

**Contra Costa School of the Performing Arts
Income Statement
As of Aug FY2021**

	Actual		YTD	Budget				
	Jul	Aug		Actual YTD	Approved Budget v2	Current Forecast	Approved Budget v2 vs. Current Forecast	Current Forecast Remaining
SUMMARY								
Revenue								
LCFF Entitlement	-	442,488	442,488	3,886,053	3,886,053	-	3,443,566	11%
Federal Revenue	-	-	-	78,323	78,323	-	78,323	0%
Other State Revenues	11,599	14,439	26,038	822,404	822,404	-	796,366	3%
Local Revenues	321	1,689	2,011	149,120	149,120	-	147,109	1%
Fundraising and Grants	1,126	21,885	23,011	150,000	150,000	-	126,990	15%
Total Revenue	13,046	480,500	493,546	5,085,900	5,085,900	-	4,592,354	10%
Expenses								
Compensation and Benefits	107,140	252,048	359,187	3,148,817	3,128,844	19,973	2,769,656	11%
Books and Supplies	49,941	5,859	55,800	333,926	330,426	3,500	274,626	17%
Services and Other Operating Expenditures	104,100	100,787	204,887	1,232,366	1,267,783	(35,417)	1,062,896	16%
Depreciation	-	-	-	55,754	55,754	-	55,754	0%
Other Outflows	47,796	(47,492)	304	-	-	-	(304)	
Total Expenses	308,976	311,202	620,178	4,770,862	4,782,806	(11,944)	4,162,629	13%
Operating Income	(295,930)	169,299	(126,631)	315,038	303,094	(11,944)	429,725	
Fund Balance								
Beginning Balance (Unaudited)				500,958	500,958			
Operating Income				315,038	303,094			
Ending Fund Balance				815,996	804,052			
Fund Balance as a % of Expenses				17%	17%			
Operating Income as a % of Expenses				6.6%	6.3%			

**Contra Costa School of the Performing Arts
Income Statement
As of Aug FY2021**

	Actual		YTD	Budget				
	Jul	Aug	Actual YTD	Approved Budget v2	Current Forecast	Approved Budget v2 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
KEY ASSUMPTIONS								
Enrollment Summary								
4-6				90	90	-		
7-8				192	192	-		
9-12				190	190	-		
Total Enrolled				472	472	-		
ADA %								
4-6				96.6%	96.6%	0.0%		
7-8				103.1%	103.1%	0.0%		
9-12				77.6%	77.6%	0.0%		
Average ADA %				91.6%	91.6%	0.0%		
ADA								
4-6				86.97	86.97	-		
7-8				197.88	197.88	-		
9-12				147.44	147.44	-		
Total ADA				432.29	432.29	-		

**Contra Costa School of the Performing Arts
Income Statement
As of Aug FY2021**

	Actual		YTD	Budget				
	Jul	Aug		Actual YTD	Approved Budget v2	Current Forecast	Approved Budget v2 vs. Current Forecast	Current Forecast Remaining
REVENUE								
LCFF Entitlement								
8011	-	91,617	91,617	1,850,309	1,850,309	-	1,758,692	5%
8012	-	-	-	86,458	86,458	-	86,458	0%
8096	-	350,871	350,871	1,949,286	1,949,286	-	1,598,415	18%
SUBTOTAL - LCFF Entitlement	-	442,488	442,488	3,886,053	3,886,053	-	3,443,566	11%
Federal Revenue								
8181	-	-	-	56,375	56,375	-	56,375	0%
8220	-	-	-	21,948	21,948	-	21,948	0%
SUBTOTAL - Federal Revenue	-	-	-	78,323	78,323	-	78,323	0%
Other State Revenue								
8381	11,599	14,439	26,038	270,181	270,181	-	244,143	10%
8382	-	-	-	213,053	213,053	-	213,053	0%
8520	-	-	-	1,652	1,652	-	1,652	0%
8550	-	-	-	11,713	11,713	-	11,713	0%
8560	-	-	-	89,850	89,850	-	89,850	0%
8590	-	-	-	235,954	235,954	-	235,954	0%
SUBTOTAL - Other State Revenue	11,599	14,439	26,038	822,404	822,404	-	796,366	3%
Local Revenue								
8634	-	106	106	55,340	55,340	-	55,234	0%
8660	-	-	-	4	4	-	4	0%
8693	-	-	-	65,042	65,042	-	65,042	0%
8699	321	1,584	1,905	28,734	28,734	-	26,829	7%
SUBTOTAL - Local Revenue	321	1,689	2,011	149,120	149,120	-	147,109	1%
Fundraising and Grants								
8801	313	-	313	-	-	-	(313)	
8802	121	21,666	21,787	75,000	75,000	-	53,213	29%
8803	692	218	910	75,000	75,000	-	74,090	1%
SUBTOTAL - Fundraising and Grants	1,126	21,885	23,010	150,000	150,000	-	126,990	15%
TOTAL REVENUE	13,046	480,500	493,546	5,085,900	5,085,900	-	4,592,354	10%

**Contra Costa School of the Performing Arts
Income Statement
As of Aug FY2021**

	Actual		YTD	Budget					
	Jul	Aug		Actual YTD	Approved Budget v2	Current Forecast	Approved Budget v2 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
EXPENSES									
Compensation & Benefits									
Certificated Salaries									
1100	Teachers Salaries	120	83,655	83,775	1,250,265	975,210	275,055	891,435	9%
1103	Teacher - Substitute Pay	-	-	-	19,497	19,497	-	19,497	0%
1148	Teacher - Special Ed	-	7,713	7,713	163,780	162,610	1,170	154,897	5%
1150	Teacher - Custom 1	-	24,807	24,807	-	275,055	(275,055)	250,248	9%
1200	Certificated Pupil Support Salaries	5,408	24,909	30,317	227,280	227,280	-	196,963	13%
1300	Certificated Supervisor & Administrator Salaries	42,681	45,970	88,651	545,720	545,720	-	457,069	16%
	SUBTOTAL - Certificated Salaries	48,210	187,054	235,264	2,206,542	2,205,372	1,170	1,970,108	11%
Classified Salaries									
2100	Classified Instructional Aide Salaries	503	5,194	5,696	82,212	82,212	-	76,516	7%
2300	Classified Supervisor & Administrator Salaries	5,075	2,140	7,215	61,200	45,653	15,547	38,438	16%
2400	Classified Clerical & Office Salaries	9,708	11,629	21,337	145,600	145,600	-	124,263	15%
	SUBTOTAL - Classified Salaries	15,285	18,963	34,248	289,012	273,465	15,547	239,218	13%
Employee Benefits									
3100	STRS	7,770	22,735	30,504	308,786	308,597	189	278,093	10%
3300	OASDI-Medicare-Alternative	1,878	6,542	8,420	72,367	71,160	1,206	62,741	12%
3400	Health & Welfare Benefits	33,923	16,480	50,404	207,007	205,158	1,848	154,754	25%
3500	Unemployment Insurance	0	(0)	(0)	27,670	27,909	(239)	27,909	0%
3600	Workers Comp Insurance	-	-	-	37,433	37,183	251	37,183	0%
3900	Other Employee Benefits	74	274	348	-	-	-	(348)	
	SUBTOTAL - Employee Benefits	43,645	46,031	89,676	653,263	650,007	3,256	560,331	14%
Books & Supplies									
4100	Approved Textbooks & Core Curricula Materials	-	108	108	-	-	-	(108)	
4200	Books & Other Reference Materials	160	-	160	3,299	3,299	-	3,139	5%
4300	Materials & Supplies	855	279	1,134	70,000	70,000	-	68,866	2%
4315	Custodial Supplies	-	-	-	3,637	3,637	-	3,637	0%
4320	Educational Software	11,794	-	11,794	50,000	46,500	3,500	34,706	25%
4325	Instructional Materials & Supplies	117	-	117	36,389	36,389	-	36,273	0%
4410	Classroom Furniture, Equipment & Supplies	3,840	-	3,840	7,000	7,000	-	3,160	55%
4420	Computers: individual items less than \$5k	33,175	5,472	38,647	56,728	56,728	-	18,081	68%
4430	Non Classroom Related Furniture, Equipment & Supplies	-	-	-	6,835	6,835	-	6,835	0%
4710	Student Food Services	-	-	-	100,038	100,038	-	100,038	0%
	SUBTOTAL - Books and Supplies	49,941	5,859	55,800	333,926	330,426	3,500	274,626	17%

**Contra Costa School of the Performing Arts
Income Statement
As of Aug FY2021**

	Actual		YTD	Budget				
	Jul	Aug		Actual YTD	Approved Budget v2	Current Forecast	Approved Budget v2 vs. Current Forecast	Current Forecast Remaining
Services & Other Operating Expenses								
5200 Travel & Conferences	-	-	-	10,000	10,000	-	10,000	0%
5300 Dues & Memberships	1,870	800	2,670	26,606	26,606	-	23,936	10%
5400 Insurance	4,810	1,453	6,262	55,000	55,000	-	48,738	11%
5515 Janitorial, Gardening Services & Supplies	-	-	-	91,800	91,800	-	91,800	0%
5535 Utilities - All Utilities	7,023	17,791	24,813	180,000	180,000	-	155,187	14%
5605 Equipment Leases	399	340	739	30,000	30,000	-	29,261	2%
5610 Rent	58,839	29,419	88,258	208,946	208,946	-	120,688	42%
5615 Repairs and Maintenance - Building	5,967	15,547	21,514	30,000	30,000	-	8,486	72%
5631 Other Space Rental	-	-	-	20,000	20,000	-	20,000	0%
5803 Accounting Fees	-	-	-	8,316	8,316	-	8,316	0%
5809 Banking Fees	132	64	196	3,500	3,500	-	3,304	6%
5812 Business Services	13,269	8,269	21,538	112,022	112,022	-	90,484	19%
5815 Consultants - Instructional	-	-	-	49,578	9,578	40,000	9,578	0%
5820 Consultants - Non Instructional - Custom 1	-	-	-	10,000	10,000	-	10,000	0%
5824 District Oversight Fees	-	-	-	38,861	38,861	-	38,861	0%
5830 Field Trips Expenses	-	-	-	81,303	81,303	-	81,303	0%
5839 Fundraising Expenses	-	613	613	10,000	10,000	-	9,387	6%
5843 Interest - Loans Less than 1 Year	-	-	-	2,064	2,064	-	2,064	0%
5845 Legal Fees	-	9,058	9,058	100,000	100,000	-	90,942	9%
5848 Licenses and Other Fees	558	-	558	-	-	-	(558)	
5851 Marketing and Student Recruiting	-	50	50	20,000	20,000	-	19,950	0%
5857 Payroll Fees	337	376	713	3,500	3,500	-	2,787	20%
5861 Prior Yr Exp (not accrued)	-	3,807	3,807	-	18,917	(18,917)	15,110	20%
5863 Professional Development	520	4,388	4,908	40,000	40,000	-	35,092	12%
5869 Special Education Contract Instructors	-	-	-	-	40,000	(40,000)	40,000	0%
5872 Special Education Encroachment	-	-	-	9,797	9,797	-	9,797	0%
5881 Student Information System	1,158	1,158	2,317	-	16,500	(16,500)	14,183	14%
5887 Technology Services	4,400	4,400	8,800	65,000	65,000	-	56,200	14%
5899 Miscellaneous Operating Expenses	1,042	1,798	2,840	-	-	-	(2,840)	
5900 Communications	3,777	1,456	5,232	26,074	26,074	-	20,842	20%
SUBTOTAL - Services & Other Operating Exp.	104,100	100,787	204,887	1,232,366	1,267,783	(35,417)	1,062,896	16%
Capital Outlay & Depreciation								
6900 Depreciation	-	-	-	55,754	55,754	-	55,754	0%
SUBTOTAL - Capital Outlay & Depreciation	-	-	-	55,754	55,754	-	55,754	0%
Other Outflows								
7999 Uncategorized Expense	47,796	(47,492)	304	-	-	-	(304)	
SUBTOTAL - Other Outflows	47,796	(47,492)	304	-	-	-	(304)	

**Contra Costa School of the Performing Arts
Income Statement
As of Aug FY2021**

TOTAL EXPENSES

Actual		YTD	Budget				
Jul	Aug	Actual YTD	Approved Budget v2	Current Forecast	Approved Budget v2 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
308,976	311,202	620,178	4,770,862	4,782,806	(11,944)	4,162,629	13%

Contra Costa School of the Perform
Monthly Cash Forecast
As of Aug FY2021

	2020-21												Forecast	Remaining Balance
	Actuals & Forecast													
	Jul Actuals	Aug Actuals	Sep Forecast	Oct Forecast	Nov Forecast	Dec Forecast	Jan Forecast	Feb Forecast	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast		
Beginning Cash	632,869	621,238	820,135	551,728	889,210	882,411	884,580	900,366	1,074,464	923,571	814,901	661,099		
REVENUE														
LCFF Entitlement	-	442,488	247,560	342,467	320,853	320,853	342,467	437,810	215,648	188,396	166,781	166,781	3,886,053	693,951
Federal Revenue	-	-	1,829	1,829	1,829	1,829	1,829	1,829	1,829	30,017	1,829	1,829	78,323	31,846
Other State Revenue	11,599	14,439	23,573	263,546	23,573	35,286	56,573	109,774	9,864	42,864	32,122	138	822,404	199,054
Other Local Revenue	921	21,833	(7,842)	14,912	14,912	14,912	14,912	14,912	14,912	14,912	14,912	14,912	149,120	-
Fundraising & Grants	527	1,741	35,233	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	150,000	-
TOTAL REVENUE	13,046	480,500	300,353	635,254	373,666	385,379	428,281	576,825	254,753	288,688	228,145	196,160	5,085,900	924,851
EXPENSES														
Certificated Salaries	48,210	187,054	203,575	196,281	196,281	196,281	196,281	196,281	196,281	196,281	196,281	196,281	2,205,372	-
Classified Salaries	15,285	18,963	24,503	19,607	22,157	24,707	24,707	24,707	24,707	24,707	24,707	24,707	273,465	-
Employee Benefits	24,721	46,031	102,835	55,362	54,162	54,357	65,520	55,752	55,752	50,871	50,871	33,774	650,007	-
Books & Supplies	43,701	5,859	74,761	22,901	22,901	22,901	22,901	22,901	22,901	22,901	22,901	22,901	330,426	-
Services & Other Operating Expenses	97,616	100,787	118,715	117,015	108,024	108,024	108,024	108,024	110,944	107,537	92,125	87,542	1,267,783	3,406
Capital Outlay & Depreciation	-	-	13,938	4,646	4,646	4,646	4,646	4,646	4,646	4,646	4,646	4,646	55,754	-
Other Outflows	47,796	(47,492)	(304)	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES	277,328	311,202	538,024	415,812	408,171	410,916	422,079	412,311	415,231	406,944	391,531	369,851	4,782,806	3,406
Operating Cash Inflow (Outflow)	(264,282)	169,299	(237,671)	219,442	(34,505)	(25,537)	6,201	164,513	(160,478)	(118,255)	(163,387)	(173,692)	303,094	921,445
Revenues - Prior Year Accruals	-	-	54,362	18,121	18,121	18,121	-	-	-	-	-	-	-	-
Accounts Receivable - Current Year	-	-	521	-	-	-	-	-	-	-	-	-	-	-
Other Assets	47,776	(47,741)	(35)	-	-	-	-	-	-	-	-	-	-	-
Fixed Assets	-	-	13,938	4,646	4,646	4,646	4,646	4,646	4,646	4,646	4,646	4,646	4,646	-
Due To (From)	273,265	206,003	-	90,335	-	-	-	-	-	-	-	-	-	-
Expenses - Prior Year Accruals	(146,467)	-	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable - Current Year	140,035	(133,863)	(104,462)	-	-	-	-	-	-	-	-	-	-	-
Summerholdback for Teachers	(61,958)	5,200	4,939	4,939	4,939	4,939	4,939	4,939	4,939	4,939	4,939	4,939	-	-
Ending Cash	621,238	820,135	551,728	889,210	882,411	884,580	900,366	1,074,464	923,571	814,901	661,099	496,992		

Contra Costa School of the Performing Arts
Balance Sheet
As of Aug FY2021

	Jun FY2020	Aug FY2021
ASSETS		
Cash Balance	632,869	820,135
Accounts Receivable	109,245	109,245
Other Current Assets	2,515	2,480
Prepays	33,065	1,417
Fixed Assets, Net	140,347	140,347
Due From Others	569,603	90,335
TOTAL ASSETS	1,487,645	1,163,959
LIABILITIES & EQUITY		
Accounts Payable	244,758	107,624
Current Loans and Other Payables	641,923	582,002
Long-Term Loans and Other Liabilities	100,006	100,006
Beginning Net Assets	350,574	500,958
Net Income (Loss) to Date	150,384	(126,631)
TOTAL LIABILITIES & EQUITY	1,487,645	1,163,959

Contra Costa School of the Perform
Monthly Cash Forecast
As of Aug FY2021

	2020-21												Forecast	Remaining Balance
	Actuals & Forecast													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	Actuals	Actuals	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast		
Beginning Cash	632,869	621,238	820,135	551,728	889,210	882,411	884,580	900,366	1,074,464	923,571	814,901	661,099		
REVENUE														
LCFF Entitlement	-	442,488	247,560	342,467	320,853	320,853	342,467	437,810	215,648	188,396	166,781	166,781	3,886,053	693,951
Federal Revenue	-	-	1,829	1,829	1,829	1,829	1,829	1,829	1,829	30,017	1,829	1,829	78,323	31,846
Other State Revenue	11,599	14,439	23,573	263,546	23,573	35,286	56,573	109,774	9,864	42,864	32,122	138	822,404	199,054
Other Local Revenue	921	21,833	(7,842)	14,912	14,912	14,912	14,912	14,912	14,912	14,912	14,912	14,912	149,120	-
Fundraising & Grants	527	1,741	35,233	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	150,000	-
TOTAL REVENUE	13,046	480,500	300,353	635,254	373,666	385,379	428,281	576,825	254,753	288,688	228,145	196,160	5,085,900	924,851
EXPENSES														
Certificated Salaries	48,210	187,054	203,575	196,281	196,281	196,281	196,281	196,281	196,281	196,281	196,281	196,281	2,205,372	-
Classified Salaries	15,285	18,963	24,503	19,607	22,157	24,707	24,707	24,707	24,707	24,707	24,707	24,707	273,465	-
Employee Benefits	24,721	46,031	102,835	55,362	54,162	54,357	65,520	55,752	55,752	50,871	50,871	33,774	650,007	-
Books & Supplies	43,701	5,859	74,761	22,901	22,901	22,901	22,901	22,901	22,901	22,901	22,901	22,901	330,426	-
Services & Other Operating Expenses	97,616	100,787	118,715	117,015	108,024	108,024	108,024	108,024	110,944	107,537	92,125	87,542	1,267,783	3,406
Capital Outlay & Depreciation	-	-	13,938	4,646	4,646	4,646	4,646	4,646	4,646	4,646	4,646	4,646	55,754	-
Other Outflows	47,796	(47,492)	(304)	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES	277,328	311,202	538,024	415,812	408,171	410,916	422,079	412,311	415,231	406,944	391,531	369,851	4,782,806	3,406
Operating Cash Inflow (Outflow)	(264,282)	169,299	(237,671)	219,442	(34,505)	(25,537)	6,201	164,513	(160,478)	(118,255)	(163,387)	(173,692)	303,094	921,445
Revenues - Prior Year Accruals	-	-	54,362	18,121	18,121	18,121	-	-	-	-	-	-	-	-
Accounts Receivable - Current Year	-	-	521	-	-	-	-	-	-	-	-	-	-	-
Other Assets	47,776	(47,741)	(35)	-	-	-	-	-	-	-	-	-	-	-
Fixed Assets	-	-	13,938	4,646	4,646	4,646	4,646	4,646	4,646	4,646	4,646	4,646	4,646	-
Due To (From)	273,265	206,003	-	90,335	-	-	-	-	-	-	-	-	-	-
Expenses - Prior Year Accruals	(146,467)	-	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable - Current Year	140,035	(133,863)	(104,462)	-	-	-	-	-	-	-	-	-	-	-
Summerholdback for Teachers	(61,958)	5,200	4,939	4,939	4,939	4,939	4,939	4,939	4,939	4,939	4,939	4,939	-	-
Ending Cash	621,238	820,135	551,728	889,210	882,411	884,580	900,366	1,074,464	923,571	814,901	661,099	496,992		
Days Cash on Hand	47	63	42	68	67	68	69	82	71	62	51	38		

Contra Costa School of Performing Arts Board Financial Update

BRYCE FLEMING

MADHULIKHA MUPPIDI

OCTOBER 5, 2020





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- 1. 2020-21 Financial Update**
 - A. Forecast Update
 - B. Cash Update
 - C. Debt Covenants

- 2. Overview of Financial Statements**
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 - B. Reading Your Financial Statements
 - C. Board Responsibilities

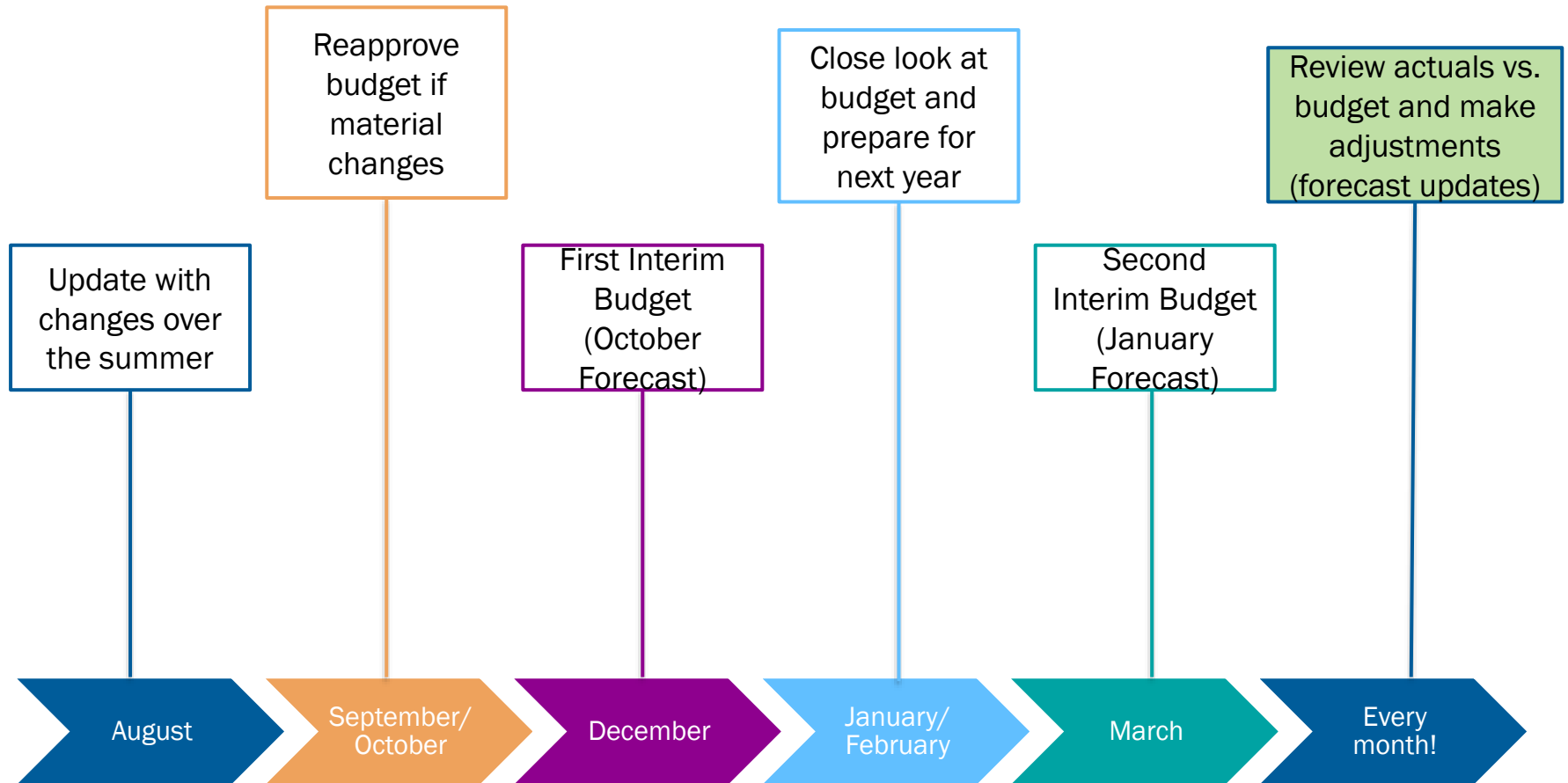
- 3. Exhibits**
 - A. August Financials
 1. YTD Income Statement
 2. Cash Flow
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2020-21



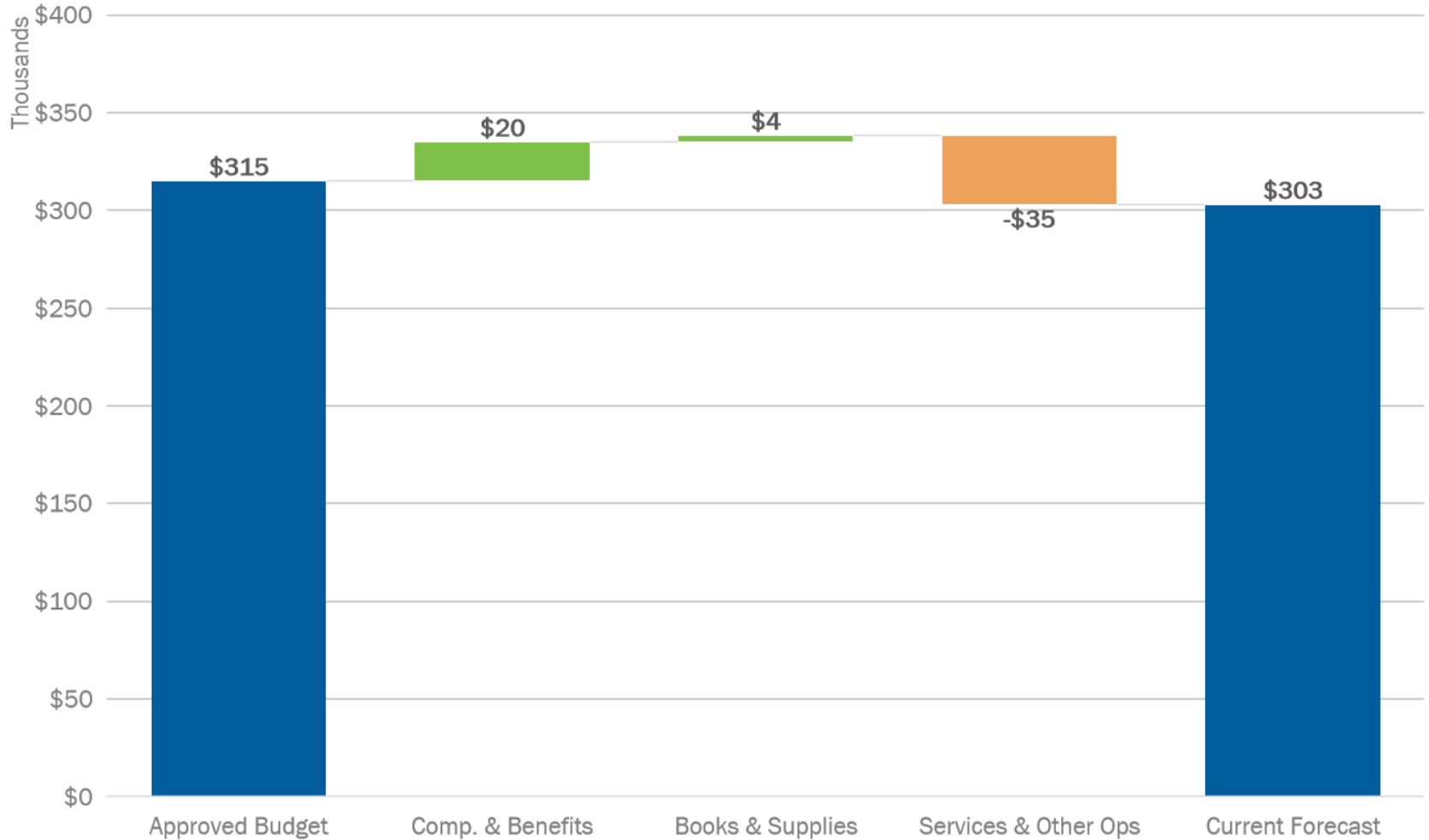
Board Financial Update Process

Monthly forecast with comparisons to previous forecast/approved budget



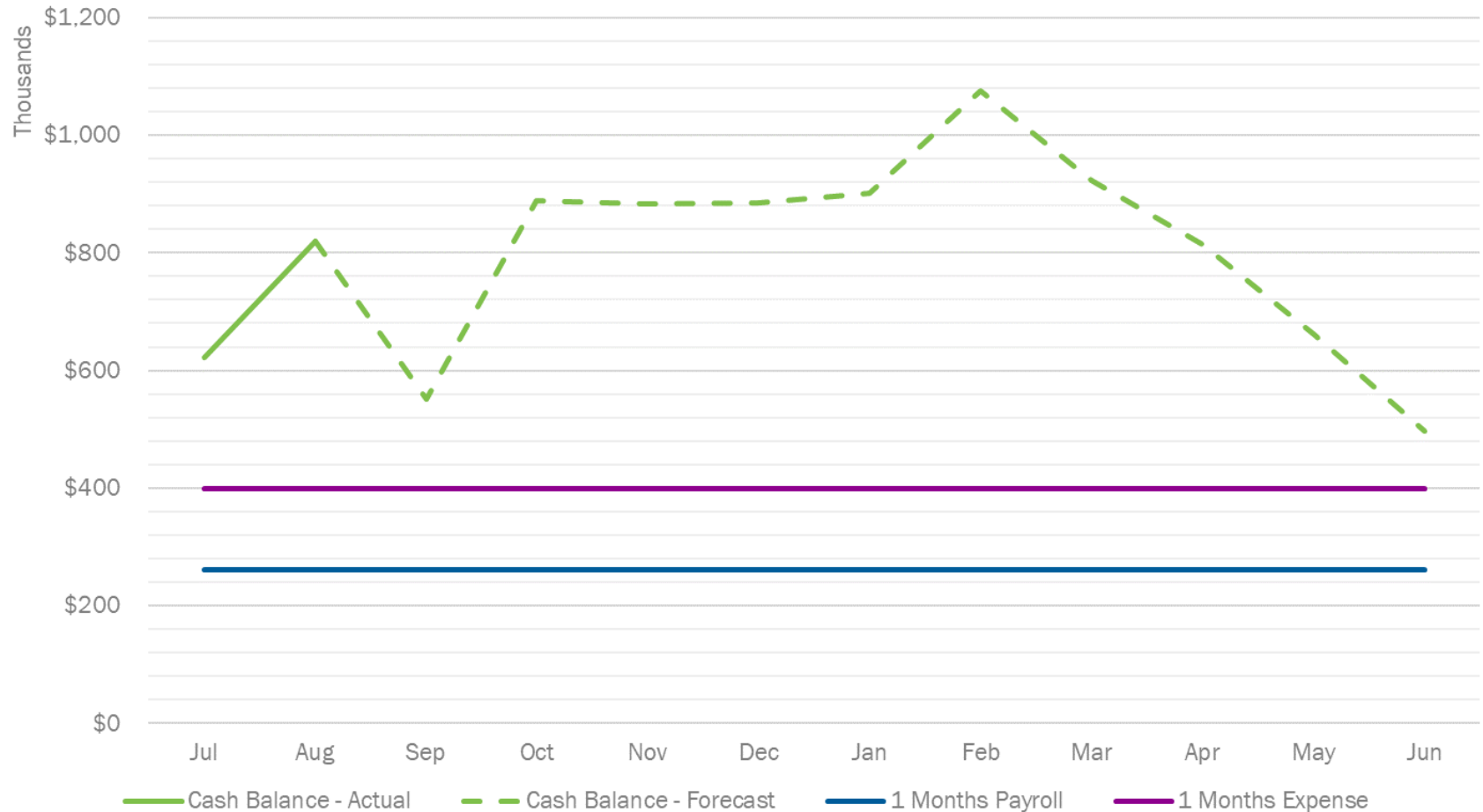
2020-21 Forecast Update

12K decrease in operating income due to changes in expenses



2020-21 Monthly Cash Balance

Cash drops in spring due to deferrals in state aid





Financial/Operating Covenants

Debt Service Coverage Ratio

- **Projecting 2.45x debt service coverage for FY21**
- Minimum requirement is 1.00x for FY21 (1.10x in FY22 and 1.20x in FY23 and beyond)
- Checked annually based on audited financial statements

Days Cash On Hand

- **Projecting 68 days of cash on hand on Dec 31 and 38 days cash on hand on June 30**
- Minimum requirement of 15 days (FY21), 25 days (FY22), 35 days (FY23), 45 days (FY24)
- Checked semi-annually on June 30 and December 31

Other Reporting

- Monthly: Enrollment by Grade and Board Meeting Minutes/Packet
- Quarterly: Financials (Income Statement, Budget v. Actual, Balance Sheet)
- Annual: Enrollment, State Academic Report, Facility Inspection, Financials (Approved Budget, Audit Report), Insurance

Overview of Key Metrics & Financial Statements



Key Financial Terms and Metrics

Budget	Board-approved revenues and expenses for fiscal year (Required: June 30 th , can approve mid-year)
Forecast	Current expectation of revenues and expenses for fiscal year
Operating Income	Revenues minus expenses, monthly or yearly
Fund Balance / Reserve	Sum of all operating incomes for all years of operation
Cash Balance	Amount of cash that a school has at given time
Balance Sheet	List of all current assets and liabilities (snapshot in time)

Reading Your Financial Statements: Income Statement

Shows monthly revenue & expense actuals as well as annual forecast

Contra Costa School of the Performing Arts
Income Statement
As of Aug FY2021



	Actual		YTD	Budget				
	Jul	Aug	Actual YTD	Approved Budget v2	Current Forecast	Approved Budget v2 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
SUMMARY								
Revenue								
LCFF Entitlement	-	442,488	442,488	3,886,053	3,886,053	-	3,443,566	11%
Federal Revenue	-	-	-	78,323	78,323	-	78,323	0%
Other State Revenues	11,599	14,439	26,038	822,404	822,404	-	796,366	3%
Local Revenues	321	1,689	2,011	149,120	149,120	-	147,109	1%
Fundraising and Grants	1,126	21,885	23,010	150,000	150,000	-	126,990	15%
Total Revenue	13,046	480,500	493,546	5,085,900	5,085,900	-	4,592,354	10%
Expenses								
Compensation and Benefits	107,140	252,048	359,187	3,148,817	3,128,844	19,973	2,769,656	11%
Books and Supplies	49,941	5,859	55,800	333,926	330,426	3,500	274,626	17%
Services and Other Operating Expenditures	104,100	100,787	204,887	1,232,366	1,267,783	(35,417)	1,062,896	16%
Depreciation	-	-	-	55,754	55,754	-	55,754	0%
Other Outflows	47,796	(47,492)	304	-	-	-	(304)	
Total Expenses	308,976	311,202	620,178	4,770,862	4,782,806	(11,944)	4,162,629	13%
Operating Income	(295,930)	169,299	(126,631)	315,038	303,094	(11,944)	429,725	
Fund Balance								
Beginning Balance (Unaudited)				500,958	500,958			
Operating Income				315,038	303,094			
Ending Fund Balance				815,996	804,052			
Fund Balance as a % of Expenses				17%	17%			
Operating Income as a % of Expenses				6.6%	6.3%			

Reading Your Financial Statements: Cash Flow

Shows actuals for closed months and projections for future months

Contra Costa School of the Perform
Monthly Cash Forecast
As of Aug FY2021

	2020-21												Forecast	Remaining Balance
	Jul Actuals	Aug Actuals	Sep Forecast	Oct Forecast	Nov Forecast	Dec Forecast	Jan Forecast	Feb Forecast	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast		
Beginning Cash	632,869	621,238	820,135	551,728	889,210	882,411	884,580	900,366	1,074,464	923,571	814,901	661,099		
REVENUE														
LCFF Entitlement	-	442,488	247,560	342,467	320,853	320,853	342,467	437,810	215,648	188,396	166,781	166,781	3,886,053	693,951
Federal Revenue	-	-	1,829	1,829	1,829	1,829	1,829	1,829	1,829	30,017	1,829	1,829	78,323	31,846
Other State Revenue	11,599	14,439	23,573	263,546	23,573	35,286	56,573	109,774	9,884	42,864	32,122	138	822,404	199,054
Other Local Revenue	921	21,833	(7,842)	14,912	14,912	14,912	14,912	14,912	14,912	14,912	14,912	14,912	149,120	-
Fundraising & Grants	527	1,741	35,233	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	150,000	-
TOTAL REVENUE	13,046	480,500	300,353	635,254	373,666	385,379	428,281	576,825	254,753	288,688	228,145	196,160	5,085,900	924,851
EXPENSES														
Certificated Salaries	48,210	187,054	203,575	196,281	196,281	196,281	196,281	196,281	196,281	196,281	196,281	196,281	2,205,372	-
Classified Salaries	15,285	18,963	24,503	19,607	22,157	24,707	24,707	24,707	24,707	24,707	24,707	24,707	273,465	-
Employee Benefits	24,721	46,031	102,835	55,362	54,162	54,357	65,520	55,752	55,752	50,871	50,871	33,774	650,007	-
Books & Supplies	43,701	5,859	74,781	22,901	22,901	22,901	22,901	22,901	22,901	22,901	22,901	22,901	330,426	-
Services & Other Operating Expenses	97,616	100,787	118,715	117,015	108,024	108,024	108,024	108,024	110,944	107,537	92,125	87,542	1,267,783	3,406
Capital Outlay & Depreciation	-	-	13,938	4,646	4,646	4,646	4,646	4,646	4,646	4,646	4,646	4,646	55,754	-
Other Outflows	47,796	(47,492)	(304)	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES	277,328	311,202	538,024	415,812	408,171	410,916	422,079	412,311	415,231	406,944	391,531	369,851	4,782,806	3,406
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Revenues - Prior Year Accruals	-	-	54,362	18,121	18,121	18,121	-	-	-	-	-	-	-	-
Accounts Receivable - Current Year	-	-	521	-	-	-	-	-	-	-	-	-	-	-
Other Assets	47,776	(47,741)	(35)	-	-	-	-	-	-	-	-	-	-	-
Fixed Assets	-	-	13,938	4,646	4,646	4,646	4,646	4,646	4,646	4,646	4,646	4,646	4,646	-
Due To (From)	273,265	206,003	-	90,335	-	-	-	-	-	-	-	-	-	-
Expenses - Prior Year Accruals	(146,467)	-	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable - Current Year	140,035	(133,863)	(104,462)	-	-	-	-	-	-	-	-	-	-	-
Summerholdback for Teachers	(81,958)	5,200	4,939	4,939	4,939	4,939	4,939	4,939	4,939	4,939	4,939	4,939	-	-
Ending Cash	621,238	820,135	551,728	889,210	882,411	884,580	900,366	1,074,464	923,571	814,901	661,099	496,992		
Days Cash on Hand	47	63	42	68	67	68	69	82	71	62	51	38		

Reading Your Financial Statements: Balance Sheet

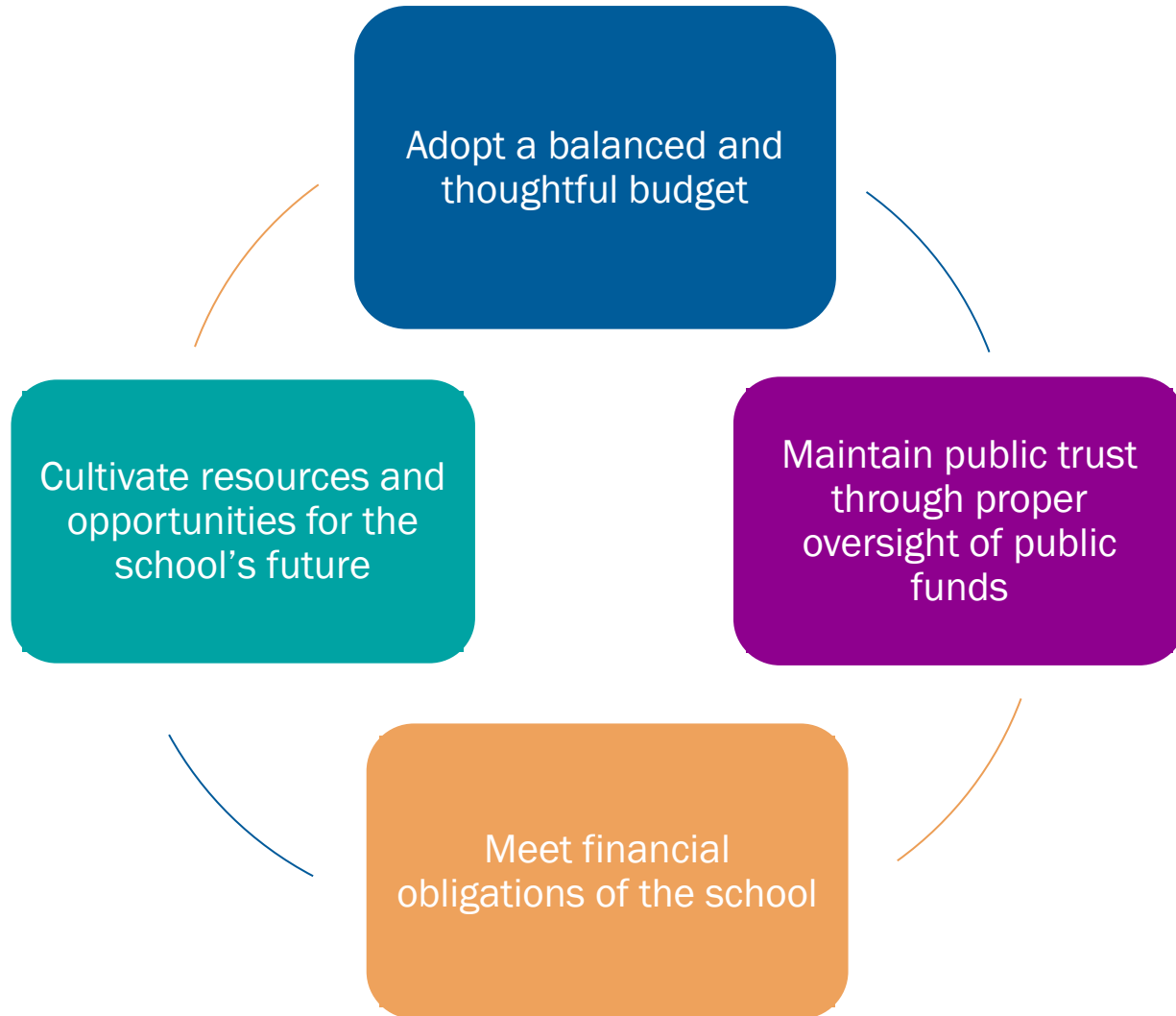
12

Shows what school owns and owes as of most recent monthly close

Contra Costa School of the Performing Arts
Balance Sheet
As of Aug FY2021

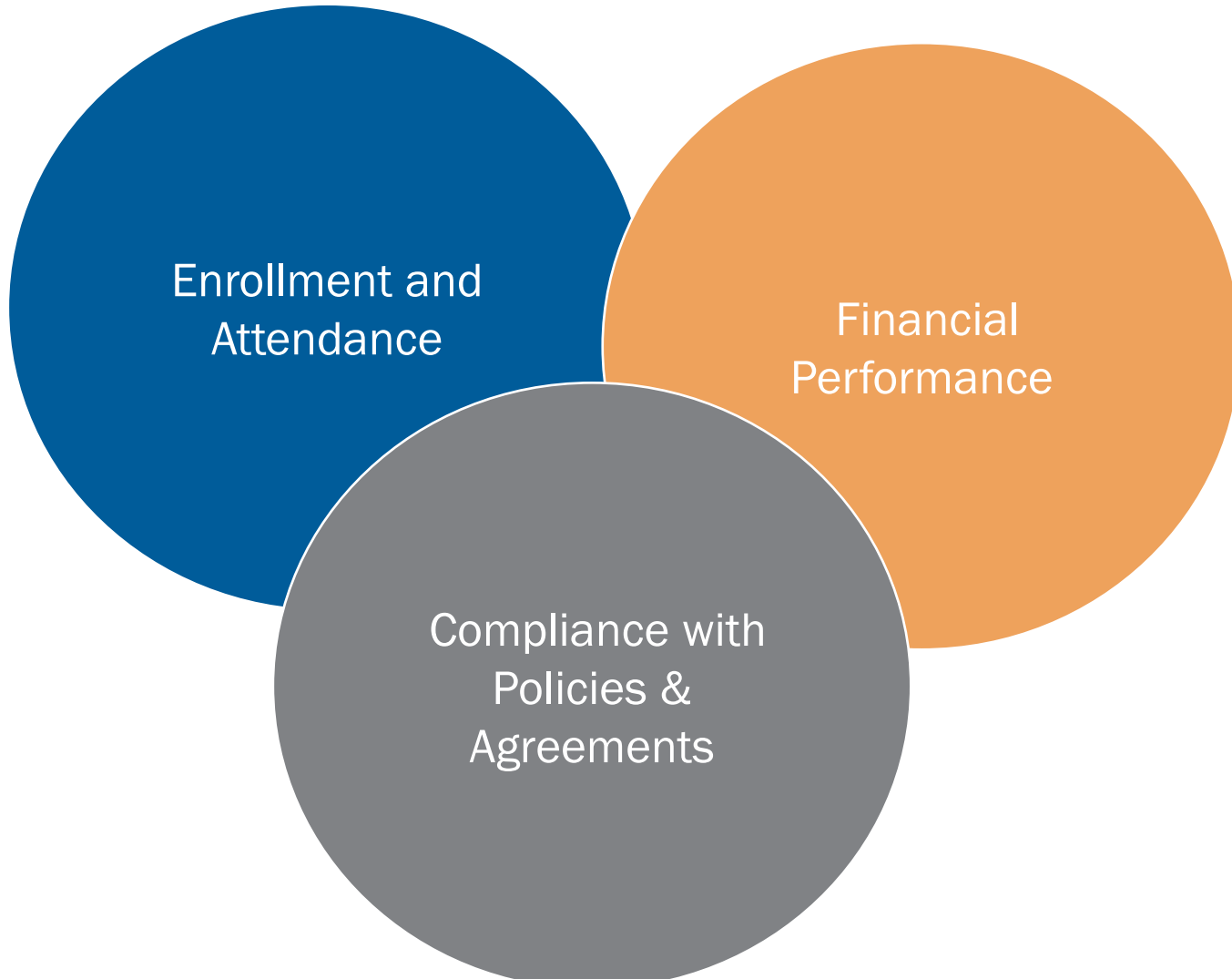
	Jun FY2020	Aug FY2021
ASSETS		
Cash Balance	632,869	820,135
Accounts Receivable	109,245	109,245
Other Current Assets	2,515	2,480
Prepays	33,065	1,417
Fixed Assets, Net	140,347	140,347
Due From Others	569,603	90,335
TOTAL ASSETS	1,487,645	1,163,959
LIABILITIES & EQUITY		
Accounts Payable	244,758	107,624
Current Loans and Other Payables	641,923	582,002
Long-Term Loans and Other Liabilities	100,006	100,006
Beginning Net Assets	350,574	500,958
Net Income (Loss) to Date	150,384	(126,631)
TOTAL LIABILITIES & EQUITY	1,487,645	1,163,959

Fiduciary Role of the Board



Finance and Operations Accountability

Areas of focus for board members



What Should Board Members Ask

Are staff & vendors paid on time?

How much are we borrowing?

Are we on track with student enrollment?

What are our current financial goals?

Where are we deviating from benchmarks?

What do our financial statements say? Why is there a variance? Is the Forecast Remaining realistic?

How much of the budget is going to staffing?

Are we meeting reporting obligations?

Are we accessing and utilizing all funding we are eligible for?

What is currently our biggest financial risk?

Exhibits

