



# Contra Costa School of Performing Arts

## Board of Directors

### Regular Meeting - AGENDA

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#### **Date and Time**

Tuesday October 25, 2022 at 5:30 PM PDT

#### **Location**

Contra Costa School of Performing Arts  
Classroom 101  
Closed Session: Conference Room  
2730 Mitchell Drive  
Walnut Creek CA 94598

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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 Chair/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. When translation services are utilized to support the participation of a primary Speaker, the translator will be afforded the same duration of time as the primary Speaker. 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 [cocospa.org](http://cocospa.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 notice is provided at least one hour prior to the start of the meeting by contacting the Executive Director's Office at (925) 235-1130.

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#### **Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:30 PM</b>
Opening Items			
<b>A.</b>	Call the Meeting to Order	Marie Gil	
<b>B.</b>	Record Attendance	Marie Gil	
<b>C.</b>	Establishment of Quorum	Marie Gil	
<b>D.</b>	Agenda Review and Adoption	Vote	Marie Gil 5 m
	The Board will review the agenda and adopt as presented or take action to change the order of items.		
<b>E.</b>	Approve Minutes	Approve Minutes	Marie Gil 5 m
	The Board will consider the approval of the minutes from the Regular Board of Directors meeting held on September 19, 2022.		
	Approve minutes for Regular Board Meeting on September 19, 2022		
<b>II. PUBLIC COMMENTS</b>			<b>5:40 PM</b>
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 Chair/Vice Chairperson prior to the Call to Order.			
Speakers will be given three (3) minutes for items <i>on</i> the agenda, and two (2) minutes for items <i>not</i> on the agenda. When translation services are utilized to support the participation of a primary Speaker, the translator will be afforded the same duration of time as the primary Speaker. 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.			
<b>A.</b>	Items on the Agenda	Marie Gil	
<b>B.</b>	Items not on the Agenda	Marie Gil	
<b>III. BOARD OF DIRECTOR MEMBERSHIP</b>			<b>5:40 PM</b>
<b>A.</b>	Interviews of Prospective Candidates for the Board of Directors	Discuss	Brandy Byers 90 m
	The Board will interview prospective candidates for Board of Director Membership.		
<b>IV. Informational Items</b>			<b>7:10 PM</b>
<b>A.</b>	SPA's Potential Contribution Toward Credentialing	Discuss	Brandy Byers 5 m
	The board will discuss the need for a board policy regarding SPA's potential contribution toward individuals attaining their teaching credentials and what the parameters might be.		
<b>V. COMMITTEES</b>			<b>7:15 PM</b>
<b>A.</b>	C3/CTE Advisory Committee	Vote	Brandy Byers 10 m

	Purpose	Presenter	Time
The Board will consider approving the creation of a C3/CTE Advisory Committee.			

<b>B. Fundraising Ad Hoc Committee</b>	FYI	Fatemeh Bani-Taba	10 m
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The Board will hear a presentation and report from the Fundraising Ad Hoc Committee.

<b>C. Facilities Ad Hoc Committee</b>	FYI	Brandy Byers	10 m
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The Board will hear a presentation and report from the Facilities Ad Hoc Committee.

**VI. FISCAL REPORTS 7:45 PM**

<b>A. Monthly Financial Report</b>	Discuss	EdTec Client Managers	10 m
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The Board will hear a presentation and report from EdTec Client Managers on the monthly financial report and other important updates.

<b>B. Approval of Revised Budget</b>	Vote	EdTec Client Managers	10 m
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The Board will consider approval of the revised budget.

<b>C. Financial and Enrollment Data Update with Decision Points</b>	Vote	EdTec Client Managers	10 m
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The Board will consider for approval the direction for Financial and Enrollment Data.

**VII. BOARD ITEMS 8:15 PM**

<b>A. Appointment(s) to the Board of Directors</b>	Vote	Marie Gil	30 m
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The Board will take action to fill any vacancies on the Board by appointing new member(s) to the Board of Directors for new two (2) year term(s).

<b>B. Revised Organization Chart with Job Description for Associate Principal</b>	Vote	Brandy Byers	10 m
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The Board will consider approving the revised Organization Chart with Job Description for Associate Principal.

**VIII. ADMINISTRATIVE ITEMS AND ANNOUNCEMENTS 8:55 PM**

<b>A. Executive Director Report</b>	Vote	Brandy Byers	15 m
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The Board will hear an update on school business from Dr. Byers and consider approval for two out of state field trips.

**IX. CLOSED SESSION 9:10 PM**

	Purpose	Presenter	Time
The Board will move to Closed Session.			
<b>A. Public Employment (§ 54957)</b>			
Title: Administration Teachers Classified			
<b>B. Public Employee Discipline/Dismissal Release (§ 54957)</b>			
Title: Public Employee Discipline/Dismissal/Release			
<b>C. Student Placement Discussion</b>	FYI	Brandy Byers	5 m
Discussion on confidential student record information.			
<b>D. Facilities Contract Discussion</b>	FYI	Brandy Byers	5 m
The board will discuss details of facilities contracts.			
<b>X. RECONVENE TO OPEN SESSION</b>			<b>9:20 PM</b>
<b>A. Report Out</b>	FYI	Marie Gil	
The Board will report out on actions taken in Closed Session, if any.			
<b>XI. Closing Items</b>			<b>9:20 PM</b>
<b>A. Adjourn Meeting</b>		Marie Gil	1 m

# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** E. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Regular Board Meeting on September 19, 2022

APPROVED



# Contra Costa School of Performing Arts

## Minutes

### Regular Board Meeting

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#### Date and Time

Monday September 19, 2022 at 5:30 PM

#### Location

Join Zoom Meeting

[https://us06web.zoom.us/j/82641671504?](https://us06web.zoom.us/j/82641671504?pwd=enBDT1FCelZKbDk5NU9MWTErZSs5dz09)

[pwd=enBDT1FCelZKbDk5NU9MWTErZSs5dz09](https://us06web.zoom.us/j/82641671504?pwd=enBDT1FCelZKbDk5NU9MWTErZSs5dz09)

Meeting ID: 826 4167 1504

Passcode: 883508

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#### Directors Present

D. Wendt (remote), F. Bani-Taba (remote), H. Vega (remote), M. Gil (remote)

#### Directors Absent

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None

**Directors who arrived after the meeting opened**

M. Gil

**Directors who left before the meeting adjourned**

M. Gil

**Ex Officio Members Present**

B. Byers (remote)

**Non Voting Members Present**

B. Byers (remote)

**Guests Present**

B. Fleming (remote), J. Flaner (remote), K. Aozasa (remote)

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**I. Opening Items**

**A. Record Attendance and Guests**

Attendance recorded. Quorum present.

Note to file: Due to the software used to take meeting minutes, the minutes indicate incorrectly that Board Interim Chairman/Director M. Gill arrived after the meeting opened and left before the meeting adjourned. Board Interim Chairman/Director M. Gill was present to call the meeting to order at 5:31 p.m. then briefly left the meeting at 5:45 p.m., then rejoining the meeting at 6:20 p.m.

**B. Call the Meeting to Order**

M. Gil called a meeting of the board of directors of Contra Costa School of Performing Arts to order on Monday Sep 19, 2022 at 5:31 PM.

M. Gil announced that she will need to step out of meeting briefly at 5:45p for approximately 15-30 minutes, then rejoin the meeting.

**C. Approve Minutes**

D. Wendt made a motion to approve the minutes from Regular Board Meeting on 08-22-22.

F. Bani-Taba seconded the motion.

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

**Roll Call**

M. Gil Aye

H. Vega Aye

D. Wendt Aye

F. Bani-Taba Aye

**D. Agenda Review and Adoption**

D. Wendt made a motion to adopt and approve the agenda as presented, noting that the Board will take a brief intermission after Agenda Item III. Informational Items concludes to allow for Trustee Gil to rejoin the meeting.

H. Vega seconded the motion.

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

**Roll Call**

D. Wendt Aye

H. Vega Aye

M. Gil Aye

F. Bani-Taba Aye

**II. Public Comments**

**A. Items on the Agenda**

No public comment.

**B. Items not on the Agenda**

No public comment.

M. Gil left at 5:45 PM.

**III. Informational Items**

**A. CTE Grant**

The Board heard a presentation from Lisa Kingsbury, Director of Community Engagement at SPA, on the work that has been done on preparing for and submitting the Career Technical Education Incentive Grant (CTEIG).

**B. Board of Directors Annual Training SY 22-23**

Dr. Byers presented to the Board ideas for this year's Annual Training SY 22-23.

The Board embraced the training and shared suggestions for potential learning opportunities. Scheduling for this training date will be discussed later in tonight's meeting, agenda item IV. D.

The Board took a short intermission, resuming when Trustee Gil rejoined the meeting.

M. Gil arrived at 6:20 PM.

**IV. ACTION ITEMS**

**A. Open Board of Director Recruitment**

H. Vega made a motion to to conduct interviews of board member applicants and to establish a closing date of October 19, 2022, allowing for onsite interviews at the next regular board of directors meeting in October.

D. Wendt seconded the motion.

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



**Roll Call**

H. Vega Aye  
M. Gil Aye  
D. Wendt Aye  
F. Bani-Taba Aye

**B. Revised Brown Act Requirements on Teleconferencing Rules**

H. Vega made a motion to motion to no longer continue to extend the revised Brown Act requirements for teleconferencing rules.

D. Wendt seconded the motion.

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

**Roll Call**

M. Gil Aye  
F. Bani-Taba Aye  
H. Vega Aye  
D. Wendt Aye

**C. Board Committees**

H. Vega made a motion to form the C3/CTE Advisory Committee, and two ad hoc committees: 1. Fundraising, and 2. Facilities.

D. Wendt seconded the motion.

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

**Roll Call**

M. Gil Aye  
F. Bani-Taba Aye  
D. Wendt Aye  
H. Vega Aye

**D. Board of Directors Meeting Calendar for SY 22-23**

D. Wendt made a motion to hold the regular monthly meeting of the Board of Directors on the Fourth Tuesday of Every Month, 5:30 p.m. - 8:30 p.m., with accommodating conflict exceptions as noted.

F. Bani-Taba seconded the motion.

Regular Board Meeting Dates SY 2022-2023

Monday, July 18, 2022\*  
Monday, August 22, 2022\*  
Monday, September 19, 2022\*  
Tuesday, October 25, 2022  
Friday, November 18, 2022, Board Retreat  
Tuesday, November 29, 2022  
Monday, December 12, 2022\*  
Tuesday, January 24, 2023  
Tuesday, February 28, 2023  
Tuesday, March 28, 2023  
Tuesday, April 25, 2023  
Tuesday, May 23, 2023  
Tuesday, June 27, 2023

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

**Roll Call**

H. Vega Aye

**Roll Call**

M. Gil Aye  
D. Wendt Aye  
F. Bani-Taba Aye

**E. Facilities Maintenance and Upkeep**

No vote was taken. Board advised Interim Executive Director to form an ad hoc committee that provides updates to the Board periodically.

**F. Financial and Enrollment Data**

No vote was taken. The Board asked EdTec Managers to provide detailed financial and enrollment data which includes decision points to assist them in decision making at its next meeting in October

**G. Enrollment and Marketing Contract**

The Board heard a presentation from Ryan Eldridge of Charter School Capitol, on how his company can help our school reach its enrollment capacity.

No vote taken.

**H. Approval of Unaudited Actuals Data**

D. Wendt made a motion to approve the Unaudited Actuals, as presented.  
H. Vega seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

D. Wendt Aye  
F. Bani-Taba Aye  
H. Vega Aye  
M. Gil Aye

**V. STAFF REPORTS**

**A. Executive Director Report**

The Board heard an update on school business from Dr. Byers.

**VI. CLOSED SESSION**

**A. Public Employment (§ 54957)**

The Board members entered into Closed Session.

**B. Public Employee Discipline/Dismissal Release (§ 54957)**

The Board members entered into Closed Session.

**VII. RECONVENE TO OPEN SESSION**

**A. Report Out**

The Board members reentered into Open Session. The Chairman reported that action was taken in closed session to accept employee discipline/dismissal/release as presented.

## VIII. Closing Items

### A. Adjourn Meeting

H. Vega made a motion to adjourn the meeting.

F. Bani-Taba seconded the motion.

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

#### Roll Call

M. Gil Aye

H. Vega Aye

F. Bani-Taba Aye

D. Wendt Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:48 PM.

Respectfully Submitted,

M. Gil