



Contra Costa School of Performing Arts

Special Board Meeting

Date and Time

Thursday June 22, 2023 at 4:00 PM PDT

Location

Join Zoom Meeting

<https://us06web.zoom.us/j/84586264374?pwd=ZUFFanBWV2tTZ0JTTEVpaXVqQTM2dz09>

Meeting ID: 845 8626 4374

Passcode: 960178

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. 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.

Board meeting will be held at 2730 Mitchell Dr., Walnut Creek, CA 94598.

*Adding a zoom location per Brown Act, each member attending via zoom will post the agenda in their window, announce their address, and announce if there is anyone over the age of 18 attending with them.

Heather Vega: 4040 Hope Avenue, Concord, CA 94521

Charles Hill: 1412 Market St., Oakland, CA 94607

Fatemeh Bani-Taba: 1655 N. California Ave., Walnut Creek, CA 94596

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Agenda

	Purpose	Presenter	Time
I. Opening Items			4:00 PM
Opening Items			
A. Call the Meeting to Order		Heather Vega	
B. Record Attendance		Heather Vega	
C. Establishment of Quorum		Heather Vega	
D. Agenda Review and Adoption	Vote	Heather Vega	5 m
The Board will review the agenda and adopt as presented or take action to change the order of items.			
II. PUBLIC COMMENTS			4:05 PM
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.			

	Purpose	Presenter	Time
<p>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.</p>			
A.	Items on the Agenda	Heather Vega	5 m
III.	APPROVALS FOR OPERATIONS		4:10 PM
A.	Review using debit versus credit card	Vote Brandy Byers	2 m
<p>Board Policy 1 requires board approval for applying for a school credit card. We are requesting approval for this credit card with a limit of \$10000 in Catherine Foster's name specifically.</p>			
B.	Adding Day Porter	Vote Brandy Byers	2 m
<p>Request to add a day porter to the janitorial contract. This added service will cost approximately \$3000/month.</p>			
C.	Accept Plan	Vote Brandy Byers	5 m
<p>Per Education Growth Group's recommendations, and the timeline stipulated by the bond covenants, we need to review and accept the implementation of Education Growth Group's recommendations.</p>			
IV.	CLOSED SESSION		4:19 PM
A.	Public Employee Employment/Discipline/Dismissal Release (§ 54957)	Vote Heather Vega	5 m
<p>Review and acceptance of public employee dismissal/ release.</p>			
B.	Public Employee Performance Evaluation § 54957	Vote David Wendt	15 m
<p>Title: Executive Director</p>			
V.	TRANSITION PLANNING		4:39 PM
A.	Transition Plan	Vote David Wendt	15 m

	Purpose	Presenter	Time
	Transition committee will provide a recommendation and plan for the upcoming leadership transition.		
VI. Closing Items			4:54 PM
A. Adjourn Meeting		Heather Vega	1 m

Coversheet

Accept Plan

Section: III. APPROVALS FOR OPERATIONS
Item: C. Accept Plan
Purpose: Vote
Submitted by:
Related Material: EDGrowth Recommendations - Sheet1.pdf

Recommendations	Actions Taken
Monitor covenants as a standing board item at least quarterly.	Created calendar of standing board items & months.
Build expense reductions into the 2023-24 budget (no waiting); cut deep then build back if enrollment justifies in October.	Approved budget on 6/13
Increase class size by thoughtfully narrowing the course of study and being intentional about what students learn at each grade level/major. Document these changes by creating a table that shows a list of course sections and enrollment during SY 2022-23 versus the list of course sections and enrollment during 2023-34 and planned for 2024-25.	Complete.
Manage technology strategically to reduce overlap, complexity, and data security risks.	Canceled partnership with Summit Learning, will focus on Google Classroom, Powerschool, and Revtrak.
Establish clear systems with specific owners and outcomes: safety, governance, staff, money, community engagement, enrollment, student outcomes, student well-being, compliance, technology, facilities, etc.	This will be completed by September 15. We hired a Project Manager who begins in this position August 3rd, unless a CBO is hired and starts sooner than that.
Address executive compensation competitiveness.	Recommend that Board align Executive Compensation to the MDUSD compensation for a Principal of a Continuation High school due to grade levels and school size- plus a bonus if enrollment increases.
Request permission from your bondholders to establish a line of credit NOW in case the state funding situation worsens and the state delays payments.	Working on this, request will go out prior to June 30.
Align standards, curriculum, assessments, and professional development.	PD Plan will show this focus during all PD days throughout the school year.
Swap out Summit for a standards-aligned curriculum.	We use Illustrative Math for our Math curriculum. We will no longer use Summit for curriculum.
Integrate Arts, AND Academics, AND Executive Function (PLAN and COMMUNICATE).	Board adopted this in our LCAP on June 13, 2023.
Rethink PBL implementation to establish cross-curricular collaboration and decrease overwhelm.	Created a quarterly calendar with staff to complete this collaboration and added 4 collaboration days for staff throughout the year for ongoing time and support.
Establish a standard course of study by grade level and major (allowing for some student experimentation).	See the scope and sequence linked in line 4.
Select a stronger PBL toolkit (i.e., PBL Works).	Selected PBL Works and applied to HTH for the PBL Leadership Academy (June 2023)
Change to a formative assessment system that teachers, students, and parents will use.	Contracted with iReady
Review progress together frequently and collaboratively problem-solve.	Make this part of the Wednesday collaboration agendas 1x month to ensure timely responses to implementation challenges.
Designate an enrollment and family support Lead Position.	Complete- designated Miguel Soza in this role.
Establish a strong social media presence prioritizing enrollment messages.	Will start August 3 when the Project Manager assumes this role.
Develop a clear and inviting website enrollment landing page.	Complete by September 30 (Project Manager).
Apply for the \$10,000 per month Google Ad Grant routinely provided to non-profit organizations.	Working with Parent Group on this.

Prioritize engaging and retaining current families and staff.	Created a calendar and system for calendaring so that we have 4 schoolwide events throughout the year and productions/ performances throughout the year.
Deepen relationships with feeder schools.	Met with local elementary Principal on 6/16.
Implement a two-way communications tool.	Contracted with BrightArrow
Expand community engagement and outreach.	Working with parent group called Ensemble to change their name to CoCoARTS CPTO (community, parent, teacher organization) and set up an account with DonorView. Additionally, we hired a specific employee to support outreach.
Should Do Recommendations	
Critical to the overall success of the enrollment marketing recommendations, SPA will need to prioritize digital strategies while continuing to utilize traditional methods of marketing.	Signed contract to start with School Mint July 1.
Traditional Strategies - Street Team Campaigns - SPA Referral Campaign - Grassroots Marketing Efforts	Assigned a specific employee to support enrollment and outreach 100% of the time.
Complete Audit And Update Of The SPA Website	Project Manager will complete this by October 15, 2023.
Utilize Enrollment Software Technology for Enrollment Marketing	Signed contract to start with School Mint July 1.
Rebranding	Board gave direction at 6/13 Board meeting to adopt nickname of CoCoARTS
Create A Strategic Enrollment Marketing Plan	Project Manager, CBO and ED will need to develop this by November 1, 2023.