



Contra Costa School of Performing Arts

Board Meeting

Date and Time

Tuesday March 26, 2024 at 5:30 PM PDT

Location

CCSPA Conference Room

Download options [More](#)

Share As: Draft Final Packet Ready

[PUBLIC](#)

Contra Costa School of Performing Arts

Board Meeting

Date and Time:

Tuesday, March 26, 2024 at 5:30 PM PDT

Location:

2730 Mitchell Dr.
Walnut Creek, CA 94598

4229 20th street
San Francisco CA 94114

Zoom: <https://us06web.zoom.us/j/82316354168>

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.

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
A. Call the Meeting to Order		Heather Vega	1 m
B. Record Attendance		Callie Tirlia	1 m
C. Establish a Quorum		Heather Vega	1 m
D. Agenda Review and Adoption		Heather Vega	1 m
<p>The Board will review the agenda and adopt as presented or take action to change the order of items.</p>			

II. PUBLIC COMMENTS 5:34 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	FYI	Heather Vega	5 m
	Public Comment regarding items on the agenda.			
B.	Items Not on the Agenda	FYI	Heather Vega	5 m
	Public Comment regarding items not on the agenda.			
C.	Minutes	Vote	Heather Vega	2 m
	Approve prior month's meeting minutes.			
III.	FINANCE			5:46 PM
A.	CBO Updates	FYI	Candice Phillips	15 m
	CBO will provide updates on current work.			
IV.	CLOSED SESSION			6:01 PM
	Heather Vega			
A.	Conference on Property Negotiations	Discuss	Charles Hill, Heather Vega	15 m
B.	Executive Director Evaluation	Discuss	Greg Ponikvar, Heather Vega	60 m
V.	RECONVENE TO OPEN SESSION			7:16 PM
A.	Report Out	FYI	Heather Vega	5 m
	The Board will report out on actions taken in Closed Session, if any.			
VI.	OTHER BUSINESS			7:21 PM

	Purpose	Presenter	Time
A. Executive Summary	Discuss	Catherine Foster, Candice Phillips	15 m
<p>The Executive Director will provide an update on enrollment, attendance, academic progress, the audit, safety and culture as well as other matters and needs.</p>			
B. Board Policy on Prevention of Sexual Abuse and Misconduct	Vote	Catherine Foster	10 m
<p>Review of policy.</p>			
C. Agreement with Ed Exec	Vote	Heather Vega	15 m
VII. Closing Items			8:01 PM
A. Adjourn Meeting	Vote		

Coversheet

CBO Updates

Section: III. FINANCE
Item: A. CBO Updates
Purpose: FYI
Submitted by:
Related Material: CoCoSpa FY2023-24 February DMU.pdf



Contra Costa School of Performing Arts

DMS Monthly Update Actuals through: February 29, 2024





SUMMARY NARRATIVE

This report is intended to provide a financial update comparing the Second Interim Budget with actuals through the most recent completed month. Along with an update on the financial health of the organization, these updates are a means to review and detect coding and budgeting issues and to make corrections throughout the year. Reviewing and collaborating together on a monthly basis to thoughtfully address these issues, especially early in the year, are the key to successful financial reporting.

At this point with 67% of the year (8 months) completed, YTD expense results are 70% of the Second Interim Budget.

It is important to keep in mind that state and federal revenues do not flow evenly throughout the year and for this reason YTD results are not a valuable measure of the financial performance. That being said, preliminary revenues through February 2024 were \$2.91 million: 53% of the Second Interim Budget.

Cash Flow - Contra Costa School of Performing Arts is projected to end the year with 11 days cash on hand **using average expenditures as projected actuals**. The cash flow reflects actual revenues and expenditures through February 2024 and projected revenues and expenditures March 2024 through June 2024*. Using remaining budget amounts as projections is no longer viable as the trends continue to demonstrate spending beyond the budget. **This cash flow also assumes no bond payment relief.**

CoCoSPA needs to closely monitor and reduce expenditures for the remainder of the fiscal year in order to meet its financial obligations. DMS and school management continue to work together to achieve this goal.

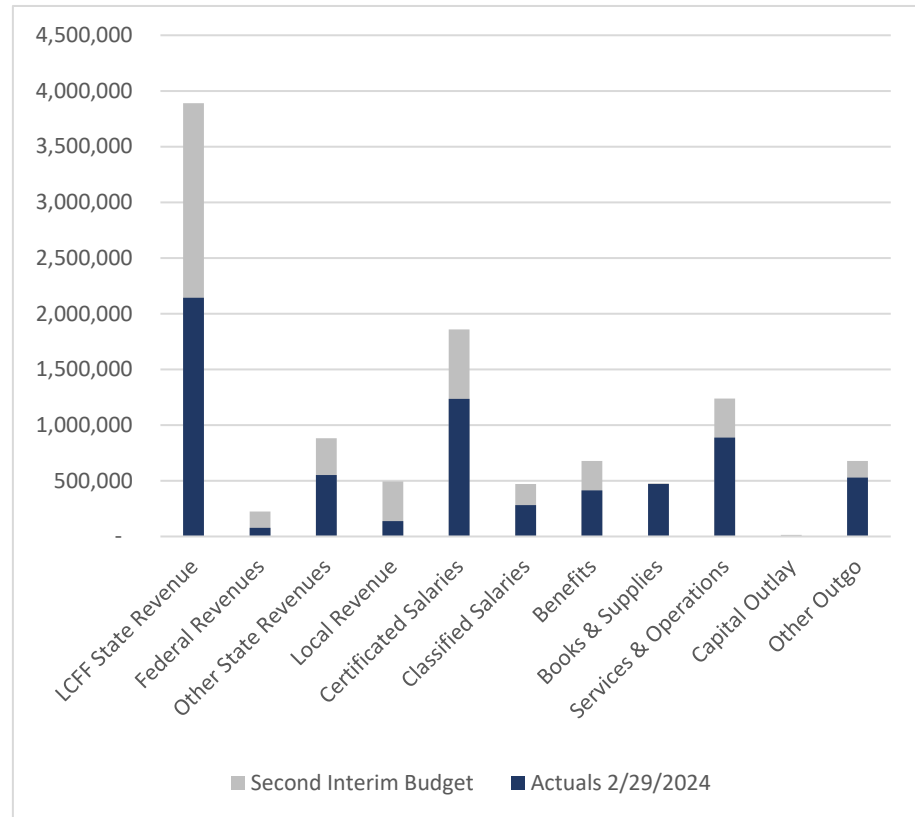
**Actuals are preliminary and subject to change as additional revenues and expenses are booked and reclasses initiated by both CoCoSPA management and DMS.*

Contra Costa School of Performing Arts

FY2023-24

Financial Update

Budget vs Actuals	Second Interim Budget	Actuals 2/29/2024	% of Budget
Revenues			
LCFF State Revenue	3,889,457	2,142,061	55%
Federal Revenues	223,530	78,342	35%
Other State Revenues	883,410	552,760	63%
Local Revenue	494,005	137,289	28%
TTL Revenues	5,490,402	2,910,452	53%
Expenditures			
Certificated Salaries	1,859,520	1,236,215	66%
Classified Salaries	470,380	280,836	60%
Benefits	676,989	413,797	61%
Books & Supplies	476,826	471,171	99%
Services & Operations	1,239,067	886,729	72%
Capital Outlay	14,539	-	0%
Other Outgo	678,714	527,888	78%
Total Expenditures	5,416,036	3,816,635	70%
% of Year			
Operating Income/(Loss)	74,366	(906,183)	67%



Bond Ratios - Projected based on actuals through February 2024	Bond Ratios - Projected based on Second Interim Budget
Enrollment (at least 400)	350
Base Rent Coverage (at least 1.2)	0.75
Days Cash on Hand (at least 35 days)	26
Reserve %	0.3%

Contra Costa School of Performing Arts

FY2023-24

Financial Update

Budget vs Actuals	Code	Description	Second Interim Budget	Actuals2/29/2024	% of Budget	Comments
Revenue						
LCFF Revenue						
	8011	LCFF Current Year	2,124,398	1,136,440	53%	LCFF will be based on lower ADA until June
	8012	Education Protection Account State Aid Current Year	64,638	31,685	49%	
	8019	Unrestricted Revenue Prior Year	16,314	16,314	100%	
	8096	In-Lieu-Of Property Taxes	1,684,107	957,622	57%	
Total LCFF Revenue			3,889,457	2,142,061	55%	
Federal Revenue						
	8181	Special Education Entitlement	44,330	-	0%	
	8182	Special Education Discretionary Grants	-	18,251	0%	
	8220	Child Nutrition Programs	115,946	60,091	52%	
	8290	All Other Federal Revenue	63,254	-	0%	
Total Federal Revenue			223,530	78,342	35%	
Other State Revenue						
	8311	Other State Apportionments Current Year	374,572	251,321	67%	
	8520	Child Nutrition	232,826	115,462	50%	
	8550	Mandated Cost Reimbursements	11,081	11,039	100%	
	8560	State Lottery Revenue	79,869	48,317	60%	
	8590	All Other State Revenue	185,062	126,621	68%	
Total Other State Revenue			883,410	552,760	63%	
Local Revenue						
	8660	Interest	30,000	25,105	84%	
	8695	CTEIG - Local Revenue	21,435	-	0%	
	8696	Donations - Private (Foundation Grants)	50	50	100%	
	8697	Fundraising (School Site)	341,160	-	0%	
	8698	Other Revenue (Suspense)	1,360	1,360	100%	
	8699	All Other Local Revenue	100,000	110,774	111%	
Total Local Revenue			494,005	137,289	28%	
Total Revenue			5,490,402	2,910,452	53%	

Expenditures

Certificated Compensation

1100	Certificated Teachers' Salaries	1,382,165	908,833	66%	
1130	Substitute Teacher Salaries	35,000	23,300	67%	
1150	Certificated Extra Duty	14,614	15,641	107%	Category over budget
1200	Certificated Pupil Support Salaries	116,247	73,821	64%	
1300	Certificated Supervisors' and Administrators' Salaries	238,220	167,991	71%	

Contra Costa School of Performing Arts

FY2023-24

Financial Update

Budget vs Actuals	Code	Description	Second Interim Budget	Actuals2/29/2024	% of Budget	Comments
	1900	Other Certificated Salaries	73,274	46,629	64%	
Total Certificated Compensation			1,859,520	1,236,215	66%	
Classified Compensation						
	2100	Classified Instructional Salaries	110,875	51,288	46%	
	2130	Classified Substitute Salaries	24,194	3,397	14%	
	2150	Classified Extra Duty	5,873	3,520	60%	
	2300	Classified Supervisors' and Administrators' Salaries	40,980	56,432	138%	Category over budget
	2400	Clerical, Technical, and Office Staff Salaries	158,107	102,325	65%	
	2450	Classified Extra Time	3,562	3,562	100%	
	2900	Other Classified Salaries	126,789	60,313	48%	
Total Classified Compensation			470,380	280,836	60%	
Employee Benefits						
	3101	State Teachers' Retirement System, certificated positions	355,168	241,592	68%	
	3212	Voluntary Retirement	-	1,157	0%	
	3301	OASDIMedicareAlternative, certificated positions	62,947	35,943	57%	
	3401	Medical Cert	158,653	80,512	51%	
	3402	Medical Classified	53,179	22,995	43%	
	3501	State Unemployment Insurance, certificated positions	11,650	9,099	78%	
	3601	Workers' Compensation Insurance, certificated positions	27,893	17,073	61%	
	3602	Workers' Compensation Insurance, classified positions	7,056	3,591	51%	
	3902	Other Benefits, classified positions	444	-	0%	
	3990	Prior Year Benefit Adjustment	-	1,834	0%	
Total Employee Benefits			676,989	413,797	61%	
Books, Materials, & Supplies						
	4300	Materials and Supplies	110,000	104,140	95%	Category outpacing budget
	4310	Materials and Supplies Software	-	-	0%	
	4315	Instructional Materials & Supplies	9,731	9,731	100%	Category outpacing budget
	4320	Educational Software	37,095	26,828	72%	
	4390	Materials - Suspense	-	6,015	0%	
	4400	Noncapitalized Equipment	45,000	44,624	99%	Category outpacing budget
	4420	Non-Classroom Furn, Equip, & Supplies	5,000	2,332	47%	
	4700	Student Food	270,000	277,501	103%	Category over budget
Total Books, Materials, & Supplies			476,826	471,171	99%	

Contra Costa School of Performing Arts

FY2023-24

Financial Update

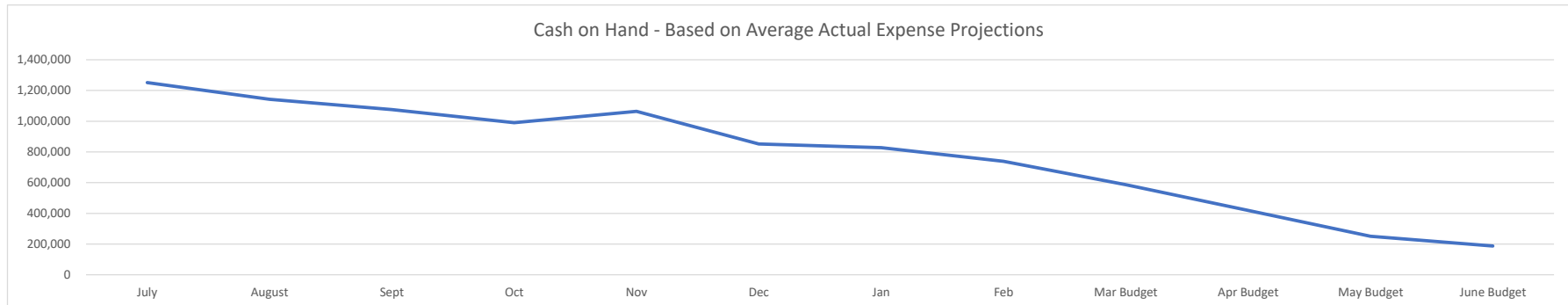
Budget vs Actuals	Code	Description	Second Interim Budget	Actuals2/29/2024	% of Budget	Comments
Outside Services & Other Operating Costs						
	5100	SpEd Contractors	140,000	62,673	45%	
	5200	Travel and Conferences	19,119	19,620	103%	Category over budget
	5300	Dues and Memberships	45,039	46,569	103%	Category over budget
	5400	Insurance	86,466	74,226	86%	
	5500	Operations and Housekeeping Services	11,000	19,232	175%	Category over budget
	5510	Utilities	194,155	98,504	51%	
	5520	Water/Sewer/Waste	-	1,206	0%	
	5535	Custodial, Janitorial, Gardening Services	82,000	77,556	95%	Category outpacing budget
	5610	Facilities Rents and Leases	14,750	-	0%	
	5615	Other Space Rental	45,000	40,380	90%	Category outpacing budget
	5620	Equipment Leases	21,102	11,793	56%	
	5630	Maintenance & Repairs	35,000	19,976	57%	
	5800	Professional Services - Non-instructional	107,261	85,841	80%	Category outpacing budget
	5810	Legal	45,000	31,575	70%	
	5820	Audit & CPA	7,500	1,900	25%	
	5825	Business Services	161,967	131,433	81%	
	5835	Field Trips	13,445	9,380	70%	
	5836	Fundraising Expenses	4,000	2,333	58%	
	5840	Advertising & Recruitment	25,000	24,753	99%	Category outpacing budget
	5850	Oversight Fees	38,895	-	0%	
	5860	Other Service Fees	14,000	13,811	99%	Category outpacing budget
	5870	Live Scan	299	299	100%	Category outpacing budget
	5880	Professional Services - Instructional	45,070	58,875	131%	Category over budget
	5881	Software	8,000	4,262	53%	
	5887	Technology Services	65,000	42,017	65%	Category outpacing budget
	5900	Communications	10,000	8,515	85%	Category outpacing budget
Total Outside Services & Other Operating Costs			1,239,067	886,729	72%	
Capital Expenditures						
	6900	Depreciation Expense	14,539	-	0%	
Total Capital Expenditures			14,539	-	0%	
Other Outgo						
	7438	Interest Expense - Long Term	678,714	527,888	78%	
Total Other Outgo			678,714	527,888	78%	
Total Expenditures			5,416,036	3,816,635	70%	
					% of Year	
Operating Income/Loss			74,366	(906,183)	67%	

Contra Costa School of Performing Arts

FY2023-24

Financial Update

	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar Budget	Apr Budget	May Budget	June Budget	Accruals	Total
Starting Cash		1,423,045	1,251,404	1,143,101	1,075,252	989,887	1,064,270	851,641	827,858	738,255	586,661	418,907	251,153	187,298	
Revenues															
LCFF State Revenue	2,124,398	0	103,313	103,313	185,963	185,963	185,963	185,963	185,963	130,731	130,731	130,731	130,731	465,034	2,124,398
EPA	64,638	0	0	0	15,843	0	0	15,842	0	16,160	0	0	16,160	634	64,638
In-Lieu Property Taxes	1,684,107	0	99,082	198,110	132,086	132,086	132,086	132,086	132,086	117,887	117,887	117,887	117,887	254,935	1,684,107
Prior Year Corrections	16,314	0	16,314	0	0	0	0	0	0	0	0	0	0	0	16,314
Federal Revenues	223,530	0	0	2,149	10,953	28,062	14,600	13,455	9,123	13,057	13,057	13,057	13,057	92,960	223,530
Other State Revenues	883,410	39,240	22,313	84,611	82,523	147,782	46,382	105,670	24,240	66,130	66,130	66,130	66,130	66,130	883,410
Other Local Revenue	494,005	7,179	5,169	10,690	24,195	24,150	35,921	12,260	17,723	17,161	17,161	17,161	17,161	288,072	494,005
Total Revenues	5,490,402	46,419	246,191	398,872	451,564	518,042	414,952	465,277	369,135	361,126	344,966	344,966	361,126	1,167,765	5,490,402
Expenditures															
Certificated Salaries	1,859,520	5,976	161,893	176,516	170,945	172,280	172,402	192,111	184,093	175,478	175,478	175,478	87,739	9,132	1,859,520
Classified Salaries	470,380	22,957	36,983	34,449	34,982	38,031	36,971	35,667	40,796	36,840	36,840	36,840	36,840	42,184	470,380
Benefits	676,989	7,041	50,397	57,930	57,029	57,736	57,153	63,567	62,944	58,108	58,108	58,108	58,108	30,761	676,989
Books & Supplies	476,826	3,509	34,069	102,871	60,063	60,423	81,104	46,292	82,841	66,144	66,144	66,144	66,144	735,747	476,826
Services & Operations	1,239,067	100,913	88,652	134,204	131,711	104,567	134,733	101,535	90,414	100,737	100,737	100,737	100,737	1,289,678	1,239,067
Capital Outlay	14,539	0	0	0	0	0	0	0	0	0	0	0	14,539	0	14,539
Other Outgo	678,714	0	75,413	75,413	75,413	75,413	75,413	75,413	75,413	75,413	75,413	75,413	75,413	0	829,540
Total Expenditures	5,416,036	140,395	447,407	581,383	530,142	508,449	557,775	514,585	536,500	512,720	512,720	512,720	439,520	82,077	5,876,393
Other Cash Inflows/Outflows															
Accounts Receivable/Other Current Assets	0	199,896	71,705	27,401	15,606	42,010	5,988	0	0	0	0	0	0	(285,520)	362,606
Fixed Assets	0	(27,180)	(5,140)	(4,275)	(4,275)	0	0	0	0	0	0	0	14,539	(41,915)	(26,331)
Accounts Payable (net change)	0	(250,381)	26,347	91,536	(18,118)	22,780	(75,794)	25,524	77,762	0	0	0	0	225,460	(100,343)
Other Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	100,000	0
Net Inflows/Outflows	0	(77,665)	92,912	114,662	(6,786)	64,790	(69,806)	25,524	77,762	0	0	0	14,539	(1,974)	235,932
ENDING CASH BALANCE		1,251,404	1,143,101	1,075,252	989,887	1,064,270	851,641	827,858	738,255	586,661	418,907	251,153	187,298		
Days Cash on Hand		77.92	71.18	66.95	61.64	66.27	53.03	51.55	45.97	36.53	26.08	15.64	11.66		



Contra Costa School of Performing Arts

FY2023-24

Financial Update

Balance Sheet	Description	Total as of 2/29/2024
School Site		
Assets		
Cash & Equivalents		
	Cash in Bank(s)	268,773
	Cash in Bank (SWEEP)	386,144
Total Cash & Equivalents		654,917
Current Assets		
	Accounts Receivable	281,711
	Due from Grantor Governments	3,809
	Prepaid Expenditures (Expenses)	-
Total Current Assets		285,520
Fixed Assets		
	Buildings	36,467
	Accumulated Depreciation Buildings	(8,000)
	Equipment	442,838
	Accumulated Depreciation Equipment	(414,851)
	Lease Asset	21,666,611
	Accumulated Depreciation	(601,850)
Total Fixed Assets		21,121,215
Total Assets		22,061,652
Liabilities		
Current Liabilities		
	Accounts Payable	225,460
Total Current Liabilities		225,460
Long Term Liabilities		
	Current Loans	-
	Deferred Revenue	100,000
	Lease Liability	22,700,057
Total Long Term Liabilities		22,800,057
Total Liabilities		23,025,517
Net Assets		(963,865)
Total Liabilities + Net Assets		22,061,652

Coversheet

Executive Director Evaluation

Section: IV. CLOSED SESSION
Item: B. Executive Director Evaluation
Purpose: Discuss
Submitted by:
Related Material: Executive Summary March 2024 .pdf

Executive Summary

Prepared by Catherine Foster
 March 26, 2024

Enrollment:

Grade	August	September	October	November	December	January	February	March
6	63	63	65	64	66	65	63	63
7	56	57	57	57	58	56	52	54
8	97	97	95	91	90	90	90	90
9	45	34	32	34	35	33	34	34
10	41	41	42	40	40	39	39	40
11	29	27	26	27	27	27	27	27
12	40	41	43	43	43	42	42	42
Total	371	360	360	356	359	352	347	350

Attendance:

Contra Costa School of Performing Arts 3
 Run Date/Time: 3/22/24 4:34 PM
 08/10/2023 to 03/22/2024 = 136 days

Grade Level	Carry Fwd	Gain	Loss	Ending	Actual Days	OffTrack	Days N/E	Days Ineligible	Days Absent	Days Attd	ADA	ADA %
6	0	63	0	63	8568	0	579	0	489.00	7500.00	55.15	93.88%
SubTotal	0	63	0	63	8568	0	579	0	489.00	7500.00	55.15	93.88%
7	0	54	0	54	7344	0	542	0	388.00	6414.00	47.16	94.30%
8	0	90	0	90	12240	0	499	0	611.00	11130.00	81.84	94.80%
SubTotal	0	144	0	144	19584	0	1041	0	999.00	17544.00	129.00	94.61%
9	0	34	0	34	4624	0	316	0	261.00	4047.00	29.76	93.94%
10	0	40	0	40	5440	0	323	0	428.00	4689.00	34.48	91.64%
11	0	27	0	27	3672	0	129	0	291.00	3252.00	23.91	91.79%
12	0	42	0	42	5712	0	112	0	533.00	5067.00	37.26	90.48%
SubTotal	0	143	0	143	19448	0	880	0	1513.00	17055.00	125.40	91.85%
Grand Total	0	350	0	350	47600	0	2500	0	3001.00	42099.00	309.55	93.35%

Update: Enrollment & Marketing Plans from Miguel Soza

Enrollment Events:

I have arranged for a table to be set up during the upcoming basketball and football games on the weekend with Concord youth football, specifically Concord Cobras and All Out Sports League.

Posters for Local Businesses:

We have partnerships with various local businesses, including Las Montañas Supermarket, Donut Shop, Blessed Barbershop, Church in Antioch, All Out Sports League, and Cobra Football League. I will add more Posters next week.

Spring Festivals:

Consider participating in the Bay Area Kidsfest 2024 and the Art Wine & Music event in Pleasant Hill. For more details, we can contact Jay at bayareafamilyfest.com or (925) 408-4014.

Brendan Theater and Veranda Ad:

The materials for the Brendan Theater posters and ads are ready to be sent. As for the Veranda ad, I am awaiting a response, especially not having a budget for marketing.

I propose that we implement a weekly schedule that focuses on two key areas: community outreach and new family support. Specifically, I suggest that we allocate three days a week to community engagement activities promoting our school in collaboration with local businesses. This could involve hosting events, setting up information booths, and cultivating relationships with the broader community to attract new families to our school. In addition to this outreach effort, I recommend dedicating two days a week to office hours specifically tailored to assist new families who are considering enrolling their children in our school. This personalized support system could help alleviate any concerns or barriers they may have and ultimately encourage more families to choose our school for their children's education.

I believe that this dual-focused approach will not only lead to an increase in enrollment numbers to 425 but will also strengthen our school's ties with the community. By showcasing the value and uniqueness of our educational offerings through active engagement and providing a welcoming environment for new families.

Ask: None at this time.

Safety & Security

- Three incidents last week. The Safety Committee met and reviewed how things went and if any updates were needed to the process.
- Safety Plan 24-25 addendum on sexual assault safety.
- Stopping parents and getting visitor pass attention going better.

Ask: *Still need updated security cameras. Looking at Minga which is a system for monitoring hall passes.*

Culture Building

- DEI staff meeting > addressed freedom of speech and expression of art.
- Looked at options for the rest of the year events:
 - Day of Trans Visibility
 - AAPI
 - Mental Health Awareness
 - LGBTQ+ Pride Month
- Discussed plan to have more training at the PD days in August around non-biased teaching practices, and restorative conversations. Possibly use the Human Rights Campaign.
- Looking at training for all new students on zero-tolerance for hate speech at new student orientation in August.
- At new family information sessions and orientations, stress zero-tolerance with parents
- Plans for more parent and student training in the fall.
- Posters with CoCoSPA [Student Rights and Responsibilities](#).

Goals Update

- 1. Increase academic performance to a similar level as the district around us per the charter.**

Progress update:

- iReady Diagnostic 3 was held March 19-22nd.
- Available data to be shared at the Board Meeting
- Progress Reports for Q3 are out.

2. Retain and recruit teachers and students.

Progress update:

- On hold with staff pending Bond Holder update.

Grade	Total Spots Offered	Total Spots Accepted	Goal
6th	42	25	70
7th	63	61	70
8th	50	47	70
9th	73	67	70
10th	33	31	70
11th	38	37	40
12th	26	26	35
Total	325	294	425

3. Develop and implement instructional strategies to address the diversity of talents and needs.

Progress update:

- Looking at practices through the DEI committee work.

4. Manage operations for fiscal sustainability. (Input from Candice)

Progress update:

- Submitted a \$2.2M grant over 5 years for CTE pathways with the GSSP.
- Submitted a \$150,000 grant with the Long Foundation for Media Arts.

Events update (check the [Live Calendar](#)):

- Vocal's production of HMS Pinafore > Apr 26 - Apr 28
- Dance's Spring Showcase of Chicago and Swan Lake > May 3rd - 7pm @ Del Valle Theater in Walnut Creek
- Board members can use COCOSPABOARDMEMBERS for one free ticket to the events.

Please save the date for:

- PBL Exhibition of Learning/Open House > May 30th from 2:30 - 4:30
- 8th Grade Promotion > May 31st @10:00 here at SPA
- 12th Grade Graduation > June 5th @ 10:00 am - 320 Civic Drive, Pleasant Hill

Coversheet

Board Policy on Prevention of Sexual Abuse and Misconduct

Section: VI. OTHER BUSINESS
Item: B. Board Policy on Prevention of Sexual Abuse and Misconduct
Purpose: Vote
Submitted by:
Related Material: CoCoSPA SAM Board Policy & Administrative Regulation-2 .pdf



SPA

**Contra Costa School of
Performing Arts**

www.cocospa.org • 925-235-1130
2730 Mitchell Drive, Walnut Creek, CA 94598

SAM Policy/Administrative Regulation

Prevention of Sexual Abuse and Misconduct

Students

Definitions

Sexual abuse refers to coerced or forced sexual contact or activity that may be ongoing or occurs over time, often within a trusting relationship. Perpetrators may trick or force victims into gradually engaging in sexual activity. Perpetrators of ongoing sexual abuse often control the child/youth through secrecy, shame, or threats. Sexual contact between children and adults or older youth is considered abuse, regardless of whether it includes touching or not.

Sexual assault usually refers to forced or unwanted sexual contact or activity that occurs as a single incident, as opposed to ongoing sexual abuse that may continue over time. It may also involve verbal or visual behaviors, or any type of pressure designed to coerce or force someone to join in the unwanted sexual contact or activity. The assault may involve a similar range of behaviors that are attempted or perpetrated against a victim's will or when a victim cannot consent because of age, disability, or the influence of alcohol or drugs. Sexual assault may involve actual or threatened physical force, use of weapons, coercion, intimidation or pressure. The perpetrator usually takes advantage of the victim's vulnerability.

School Adult refers to a person employed by, working in conjunction with or associated with school activities usually in supervisory capacity (teacher, coach, activity leader) but can also be a support person (aide, volunteer, chaperone) for school-related activities on- or off- campus. This Administrative Regulation applies to School Adults to the extent they are acting in the course and scope of their employment, volunteer, or other relationship to the District. For example, this Administrative Regulation would not preclude a District employee who has children attending school in the District from having their child's friends who are also District students over to their house for a playdate or sleepover. Contact your supervisor if you have any questions regarding the application of this Administrative Regulation.

School Adult Relationships with Students

In order to protect both students and School Adults from unwarranted physical contact or allegations of sexual misconduct, the following guidelines are established and are to be followed by all School Adults when working with students, on- or off-campus.

1. Physical Interactions - the following are examples, but not an exhaustive list of appropriate and inappropriate behaviors:

Appropriate Physical Interactions	Inappropriate Physical Interactions
-----------------------------------	-------------------------------------

<ul style="list-style-type: none"> • Side hugs; shoulder-to-shoulder hugs • Pats on the shoulder • Handshakes • High-five and hand slapping • Verbal praise • Pats on the head when culturally appropriate • Touching hands, shoulders, and arms • Arms around shoulders • Holding hands (with young students in escorting situations) 	<ul style="list-style-type: none"> • School Adult-initiated hugs* • Kisses • Showing affection in isolated areas away from others • School adult sleeping in a bed with a student • Allowing students to sit on School Adult's knees/lap* • Wrestling • Piggyback rides • Tickling** • Massage given by or to a student** • Any form of affection that is unwanted by the student or the School Adult • Touching bottom, chest, or genital areas***
<ul style="list-style-type: none"> • Hugs and sitting on a School Adult's lap/knee may appropriate with young children (Pre-K - kindergarten). When in doubt about whether a particular physical interaction is appropriate, consult with your supervisor. • ** This does not apply to those students who need tickling, light massage or shoulder compressions for sensory issues, and as included in their behavior plans or IEPs. When in doubt about whether a particular physical interaction is appropriate, consult with your supervisor. • *** This does not apply to School Adults who are providing assistance to students with self-care or toileting, as needed. When in doubt about whether a particular physical interaction is appropriate, consult with your supervisor. 	

2. Verbal Interactions

School Adults are expected to refrain from speaking to students in a way that is harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. School Adults must not initiate sexually oriented conversations with students or discuss their own sexual activities with or near students. The following list are examples, but not an exhaustive list of appropriate and inappropriate behaviors:

Appropriate Verbal Interactions	Inappropriate Verbal Interactions
<ul style="list-style-type: none"> • Positive reinforcement • Appropriate jokes • Encouragement • Praise 	<ul style="list-style-type: none"> • Name-calling • Discussing sexual encounters • Involving students in the personal problems or issues of School Adults <ul style="list-style-type: none"> • Secret • Cursing • Off-color or sexual jokes, sexual innuendo • Shaming • Belittling • Derogatory remarks • Harsh language that may frighten, threaten or humiliate students • Derogatory remarks about the student or his/her family

3. One-on-One Interactions

Many cases of abuse or allegations of abuse occur when an adult is alone with a student. The District seeks to reduce these situations and recommends that School Adults avoid private one-on-one interactions unless approved in advance by the school administration.

In situations where, one-on-one interactions are approved or unavoidable, School Adults should observe the following additional guidelines to manage the risk of abuse or false allegations of abuse:

Additional Guidelines for One-on-One Interactions
<ul style="list-style-type: none"> • In most situations, one-on-one meetings with students should occur in a public place where you are in full view of others. Never meet with any student behind a locked door. • If meeting in a classroom or office, leave the door open or move to an area that can be easily observed by others passing by. • The District recognizes that various functions performed by certain employees, (e.g., counselors, psychologists, therapists, persons assisting students with hygiene care, etc.) necessitate private meetings with students. Such School Adults should exercise professional judgment to determine when it is appropriate to meet with a student in a private setting, consistent with the norms and expectations of that profession. • Avoid physical interactions that can be misinterpreted. • Inform others (i.e., administrators, other School Adults) that you are alone with a student and ask them to randomly check in. When appropriate, consider having a second School Adult present nearby or within hearing distance. • Document and immediately report unusual incidents, including disclosures of abuse or maltreatment, injuries, or interactions that might be misinterpreted. • Immediately inform the top administrator at your site if you observe any School Adult violating these rules.

4. Off-Campus Contact

Many cases of abuse or allegations of abuse occur off campus, after school, and during school vacation periods. Contact outside of regularly scheduled school activities and hours may put School Adults, students, and the District at increased risk. In particular, inviting or allowing students to be present in School Adults' homes creates an unacceptably high risk of liability.

Appropriate Outside Contact	Inappropriate Outside Contact
<ul style="list-style-type: none"> • Taking groups of students on an outing, with normal field trip permissions and supervisory protocols in effect • Attending sporting activities with a group of students, again with appropriate field trip permission forms • Attending functions at a student's home, with parents present • Home visits, with parents present 	<ul style="list-style-type: none"> • Taking any student on an outing without written permission from the parent/guardian. No one-on-one outings should be permitted • Visiting one student in the student's home, without a parent/guardian present • Entertaining a student or students in the home of a School Adult with or without a parent or other adult present • A lone student spending the night with a School Adult

When outside contact is unavoidable, ensure that the following steps are followed:

- a. Supervisors should identify for School Adults what types of outside contact are appropriate and inappropriate.
- b. Ensure that School Adults have parent/guardian permission to engage in outside contact with the student and that school administrators are aware of the outside contact.

5. Electronic Communications

Electronic communications provide a venue for private communication between School Adults and students. For everyone's protection, the District stresses transparency in and judicious use of all electronic communications and recommends adherence to the following guidelines:

Appropriate Electronic Communications	Inappropriate Electronic Communications
<ul style="list-style-type: none"> • Sending and replying to text messages from students ONLY when copying a supervisor and/or the student's parent • Communicating through "group pages" on Facebook or other designated public forums. In no circumstances should a School Adult post any items on these public pages that would be seen as derogatory or harassing. School Adults who post on such sites should immediately contact their supervisor to report any inappropriate postings by students or School Adults. • "Private" profiles for School Adults which students cannot access. However, School Adults should be aware that social media sites have been criticized for changing privacy settings to make it increasingly difficult to keep items private. • Communications for school related work regarding assignments, activities etc. from a school account or from a school adopted platform. 	<ul style="list-style-type: none"> • Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating comments • Sexually oriented conversations (explicit and implicit) • Private messages between School Adults and students from private accounts and/or unrelated to school assignments/activities • Posting inappropriate comments or pictures • Posting pictures of students without written parental consent

6. Gift Giving

School Adults should refrain from giving gifts to individual students. Gift giving will only be allowed under the following circumstances:

- a. A whole class/group receive similar gifts at the same time (pencils, etc..)
- b. Administration must be made aware of and approve a gift to an individual or smaller group of students, and
- c. Parents must be notified.

Supervision of School Programs

The District recognizes that appropriate monitoring and supervision are critical functions of abuse prevention and provide protection to students, School Adults, and the District. When interactions are monitored, allegations of abuse or wrongful acts are more easily prevented and accurately investigated and resolved. The District seeks to employ the following practices to ensure that all School Adults understand their role in this process.

1. General Supervision

- a. Administrative and Supervisory Visits to School Programs - Supervisors and school administrators will regularly visit all school programs occurring throughout the day to ensure that activities are well-managed and that school policies are observed.
- b. Mixed Age Groups - (In most incidents involving one child abusing another child, the children are from different age groups.) Close line-of-sight supervision will be used when monitoring programs that mix age groups. Examples of particular times and campus locations where mixing age groups typically occurs include:
 - a. Locker rooms
 - b. Lunch times
 - c. Recess
 - d. Before and after school.

2. Facility Monitoring

Guidelines for Facility Monitoring
<ul style="list-style-type: none"> • Unused rooms, storage areas, and closets should be kept locked at all times. • Unused buildings and areas should be designated, posted, and enforced as off-limits to students. • Students should remain in facility areas that are easily viewed by School Adults. • Classrooms, meeting rooms, and any rooms where students have access should have windows that permit observation. Door windows should remain free of paper and items that may block visibility to the outside (i.e., artwork on windows should not prevent informal monitoring by passersby). • Stage curtains should remain open. • Access to keys should be controlled for all facility areas.

3. Monitoring Higher Risk Activities

- a. Bathroom Activities

Many instances of abuse/assault in schools occur in bathrooms. School Adults should be aware of their school's unique bathroom policies.

1. General Procedures
 - 1) If privacy can be preserved, the bathroom doors should remain open.
 - 2) Instruct students which bathrooms to use.
 - 3) School Adults and adult visitors should use adult-only designated bathrooms especially on days/times when student activities are taking place.

11. Pre-School and Elementary School Procedures - the "buddysystem"
 - 1) Encourage pre-kindergarten and elementary-aged students to use the bathroom as a group during transition periods. However, sometimes students will need to use the bathroom during class time.
 - In classrooms with connected single-stall bathrooms, send one student at a time to the bathroom and keep track of when the student entered the bathroom and ensure their timely exit.
 - In those classrooms without connected single-stall bathrooms, assign the student a buddy based on the age and behaviors of the students. Instruct the buddy to stand outside the bathroom and wait for their classmate. If their classmate does not come out of the bathroom in a timely manner, instruct the buddy to report back to the teacher immediately.

111. Middle School Procedures
 - 1) School Adults should monitor bathrooms during transition periods to ensure that students are not lingering in the bathroom.

- 2) When middle school or high school students need to use the bathroom during class time, require that they ask permission and carry a hall pass. Keep track of when the student left and ensure their timely return.

b. Locker Room Activities

When schools employ showering practices, School Adults and students must shower at different times. . Create schedules that will permit supervision of the students while School Adults shower. Ensure that only one student is in each shower. Consider installing shower curtains that do not go all the way to the floor, so that School Adults can easily see how many students are **in** each shower stall.

While students change clothes and/or shower, School Adults should supervise in a way that balances student privacy with the need for appropriate supervision.

c. Transition and Free Times (including before and after school)

To decrease the risk of incidents during transition and free times, implement the following supervision guidelines:

1. Designate certain areas at school as off-limits during these times by setting specific and narrow geographic boundaries in the program areas.
- ii. Depending on the age of students, consider assigning School Adults to specific areas to supervise during transition and free times. This "zone monitoring" ensures that all accessible areas are monitored. Assign more School Adults to high-risk areas and activities (i.e., playgrounds, isolated areas, etc.).
 - a. For example, **in** schools with playground areas, assign School Adults to certain "zones" and around the perimeter of the area. If the playground includes play structures that limit line-of-sight supervision (such as tunnels, slides, or jungle gyms), assign School Adults to these areas as well. School Adults should not be standing or sitting in groups while students play on the playground.
- iii. Consider creating specific bathroom procedures during transition times and free times, including designating which bathrooms will be available to students. School Adults should be posted at (or responsible for spot-checking) each available bathroom to actively monitor the students.
- , v. Encourage supervisors to conduct periodic sweeps of the entire activity area. If students are lingering outside of the planned activity area, the supervisor should encourage these students to return to the designated areas.
- v. Encourage the presence of school site supervisor during transition and free times (including before and after school).

d. Evening Events and Activities

Night and evening activities are often high risk because students of mixed ages interact in a less structured environment, often with members of the general public. The following guidelines can help to decrease those risks:

1. Apply the same procedures used to monitor transition and free times, as listed above.
11. Ensure that School Adults are assigned to supervise specific areas during both night activities and the transition times before and after the events.
 - a. For example, while students are waiting in a large group before the night activities, school adults should be spread out in a "zone monitoring" formation - i.e., one School Adult in each corner of the area, one or more school adults posted near the exits, etc. This "zone monitoring" ensures that all accessible areas, adults, and students are monitored.
- iii. Consider whether the presence of an administrator or supervisor during night activities is needed.

e. Transporting Students

Transporting students may increase the risk of abuse or false allegations of abuse because School Adults may be alone with a student or may make unauthorized stops with a student, e.g., to the School Adult's home.

When transporting students, School Adults should adhere to the following:

1. Administrators are notified.
11. When possible, the "rule of three" is used when transporting students in vehicles. At least two adults should be present when transporting a single student. At least two students should be present if transported by a single adult.
 - ul. Students are not transported without written permission from a parent.
 - lv. Students are transported directly to their destination. No unauthorized stops are made.
 - v. It is recommended that School Adults document beginning and ending time and the names of students and School Adults who are involved in transportation, purpose of the transportation, and destination.
 - vi. School Adults should avoid unnecessary physical contact with students while in vehicles. Students should sit in the rear seats.
- v11. School Adults should avoid engaging in sensitive conversations with students while transporting them.

When transporting students by bus or van:

1. Determine the number of School Adults necessary to adequately supervise the students (e.g., one School Adult to ten students).
11. The driver should not be assigned as a supervisor for the students.

111. School Adults should be randomly seated throughout the bus for easier supervision of students, with at least one School Adult in the front of the bus and one in the far rear. School Adults should sit in the aisle or in an outside seat, so they can supervise students on the bus.
- 1v. On overnight bus or van trips, male School Adults should not sit with female students and female School Adults should not sit with male students. School Adults should not share blankets with students or sleep in the same seat with a student.
- v. Take a head count or roll call before loading and after unloading vehicles.

When public transportation is used:

1. Determine the number of School Adults necessary to adequately supervise students (e.g., one School Adult to ten students).
11. Students should remain in one area of the bus, if possible.
111. School Adults that are assigned to a group should remain with that group on the bus.
- 1v. Take a head count or call roll immediately after entering and leaving the bus.

f. Day Trips, Field Trips, or Outings

Field trips present unique risks for the safety of students. Large groups are difficult to monitor, and students may be more likely to act out sexually in a less structured environment. An ill-intentioned adult may try to arrange to meet with a student. It is important to be aware of these risks and take measures to minimize them.

All field trips or outings must be in compliance with the District's abuse prevention policies. Additionally, all such activities must meet the following guidelines:

1. Obtain written prior approval by a supervisor.
11. Obtain written parental permission.
111. Set a ratio for School Adults-to-students. Require at least two unrelated School Adults.
- 1v. Encourage that students are monitored at all times.
 - v. When using public bathrooms, School Adults should escort all students to the bathroom as a group.
 - vi. While supervising or assisting private activities, such as dressing or showering students, School Adults are never alone with a single student.
- v11. Specific recommendations for parks, amusement parks, arcades, etc.:
 - 1) If the trip is to a location where students will be interacting in a large space and it is not possible to assign specific School Adults to specific groups of students, then:
 - Set boundaries at the location. Assign students to groups and ask that they monitor each other's presence. Younger students will need an adult chaperone to guide their group. Tell the students

where they may and may not go. Then post School Adults/ chaperones around the boundaries and at the entrance and exit points.

- Assign remaining School Adults to monitor specific areas. Post at least one School Adult near the bathrooms if possible. School Adults should also be assigned to actively supervise the students.
- School Adults should escort students to the bathroom as a group when possible. School Adults should check the bathroom prior to the students going in, to ensure other adults are not inside. If possible, the School Adult should wait until other adults are no longer in the bathroom, and then send in small groups of students. The School Adult should then stand at the doorway and verbally check in with the students to ensure that they are not lingering, and to inform other adults that the students are being supervised.
- When not supervised by chaperones, students should check in at meeting points at least once every hour.

g. Overnight Trips and Events

Overnight stays present unique risks to students and School Adults. They often involve changing clothes, groups of both genders and different ages in a more intimate atmosphere than usual, more unstructured activities, and increased supervision demands for School Adults.

i. *Supervision Guidelines*

- 1) Goals for School Adult ratio on domestic trips are 1:10 and on international trips are 1:6. Actual ratios may need to vary either upward or downward based upon individual trip factors and student ages. Target ratios will be used unless an alternate is approved by the principal.
- 2) Students should be supervised at all times. They should be accompanied by a School Adult at all times that they are not in their rooms. However, the lead chaperone may designate limited times and areas in which students, on a buddy system basis of two or more students together, may walk around unaccompanied by a chaperone. In all such instances, the lead chaperone must ensure the following:
 - Physical boundaries are clearly defined;
 - Students check in at meeting points at a minimum of three-hour intervals with no one dismissed until all have checked in safely;
 - Students should stay within areas accessible to the public;
 - Students who are non-compliant lose privileges; and
 - When appropriate, students should have the lead chaperone's cell phone number and the lead chaperone has the students' cell phone numbers.

ii. *Sleeping Arrangements*

- 1) Overnight stays at private homes are prohibited.

2) For overnight stays in cabins or group rooms, adhere to the following procedures:

- Supervising School Adults should be placed in bunks to maximize supervision around the cabin and in a way that decreases the chances of students sneaking out (such as by the door). No one adult should be in a cabin alone.
- Prohibit School Adults from changing in front of students.
- Prohibit School Adults from showering with students.

iii. *School Adult Guidelines*

- 1) School Adults are on duty at all times. There is no time off on a school trip. School Adults are required to be active supervisors of the students and not passive observers. School Adults are not to be under the influence of alcohol or other drugs while on the trip.
- 2) All School Adults are to be on duty in the halls or cabins at night until after lights out and all rooms are quiet.
- 3) School Adults are to regularly check rooms until after lights out. All doors are to remain locked but without security latches over the door so that School Adults can enter with the room key unannounced at any time and students can exit to the hall and find security guard/ School Adults at any time. All keys are to be retained by the School Adults.

Reporting Problems

It is imperative that every School Adult participate actively in the protection of students. In the event that School Adults observe suspicious or inappropriate behaviors on the part of other School Adults, it is their personal responsibility to immediately report their observations.

1. Suspected Abuse by an Adult

a. Employee Response to Abuse

As required by mandated reporting laws, school employees must report any suspected abuse or neglect of a student- whether on or off school property or whether perpetrated by employees or others-to Child Protective Services and/or law enforcement.

Additional Guidelines for Employee Response to Incidents or Allegations of Abuse

- If you witness abuse, interrupt the behavior immediately.
- If abuse is disclosed to you, assure the individual disclosing that he or she did the right thing by telling you.
- Document the incident, disclosure, or circumstances causing your suspicion of abuse.
- It is not your job to investigate the incident, but it IS your job to report the incident to your supervisor and CPS or law enforcement in a timely manner.

b. Supervisor and Administrator Response to Abuse

In addition to the above response procedures, supervisors and administrators should ensure the following:

Additional Guidelines for Supervisor and Administrator Response to Incidents or Allegations of Abuse
<ul style="list-style-type: none"> • Determine the immediate needs of the victim. • Ensure that the incident has been reported to the proper authorities (CPS and/or law enforcement). • Remove the accused from access to students. • Review the file of the accused. • Gather and document information surrounding the incident. • Communicate with the authorities as to who will perform the internal investigation. When administrators contact the authorities, the authorities may advise the administrator to perform an internal investigation, or authorities may perform their own investigation. The school will decide how the internal investigation should be completed. If authorities request that the school takes no action, document the request and proceed in accordance with it. If authorities do not request that the school take no action, proceed with an internal investigation or call County Counsel to assist with the investigation. • If abuse and/or violations of school policies are confirmed, follow the District's disciplinary procedures. • Notify parents if appropriate.

2. Student-to-Student Sexual Abuse and Sexualized Behaviors

Most serious incidents of student-to- student abuse are preceded by more subtle incidents such as name-calling, taunting, or roughhousing. Interrupting these interactions early and establishing and communicating standards of conduct can keep the school environment safe. The District recognizes that the following interactions are high risk and should be prohibited:

High Risk Student-to-Student Interactions
<ul style="list-style-type: none"> • Hazing • Bullying • Derogatory name-calling • Games of Truth or Dare • Singling out one student for different treatment • Ridicule or humiliation

a. School Adult Response

In the event that a School Adult sees a student exhibit sexualized behavior or suspects unlawful student-to- student sexual activity, the School Adult should do the following:

Guidelines for School Adult Response to Student-to-Student Sexual Activity
<ul style="list-style-type: none"> • Interrupt the behavior and separate the students. Do not investigate. • Report the behavior to a supervisor or administrator. • Document your report with factual information only. Opinions should not be included on the incident report.

Again, according to California Mandated Reporting Requirements, some instances of student-to-student sexualized activity must be reported to the authorities.

b. Supervisor or Administrator Response

In the event that a supervisor or administrator receives a report of a student 's sexualized behavior or unlawful student-to-student sexual activity, the supervisor should do the following:

Guidelines for Supervisor Administrator Response to Unlawful Student-to-Student Sexual Activity
<ul style="list-style-type: none"> • Determine the appropriate administrator to conduct an internal review of the incident. • Notify the parents of all students involved. • Notify the authorities if required by mandated reporting laws. • Document the incident and the school's response. • Develop a written corrective action or follow-up plan in response to the incident.

c. Organizational Response

After the internal review of the sexualized behavior or unlawful student-to-student sexual activity, the District will determine what can be done to prevent a reoccurrence, such as:

Guidelines for Organizational Response
<ul style="list-style-type: none"> • Review the need for additional supervision. • Review the need for revised policies or procedures. • Review the need for additional training. • Alert others in the organization.