



Contra Costa School of Performing Arts

Board Meeting

Date and Time

Tuesday October 15, 2024 at 5:30 PM PDT

Location

2730 Mitchell Drive
Walnut Creek, CA 94598

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Contra Costa School of Performing Arts

Board Meeting

Date and Time:

Tuesday, October 15, 2024 at 5:30 PM PDT

Location:

Google Meet Link: CCSPA/ChartHouse Board of Directors Meeting

Video call link: <https://meet.google.com/nkf-yvbi-bxv>

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.

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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
	The Board will review the agenda and adopt as presented or take action to change the order of items.		
E. Special Report: Student Council		Catherine Foster, Kameron Parker Jacobs, Nadia Cruz, Jupiter Norcome, Jax Sears	10 m
	Present on events from the students. Propose student representative.		
II. Public Comments			5:44 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		

	Purpose	Presenter	Time
<p>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.</p> <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 Public Comment regarding items on the agenda.	FYI Heather Vega	5 m
B.	Items Not on the Agenda Public Comment regarding items not on the agenda.	FYI Heather Vega	5 m
III.	Closed Session		5:54 PM
A.	Public Employee Discipline/Dismissal Release	Vote Catherine Foster	15 m
IV.	Reconvene to Open Session		6:09 PM
A.	Report out on Action Taken in Closed Session	Discuss Heather Vega	5 m
V.	Consent Agenda		6:14 PM
<p>Items listed under the Consent Agenda are considered routine and will be approved by a single motion. There will be no separate discussion of these items; however, any item may be removed from the Consent Agenda upon the request of a member of the Board or Executive Director and acted upon separately.</p>			
A.	Consent Agenda Items Minutes for the September 10, 2024 meeting Minutes for the September 16, 2024 Financial Committee meeting	Vote Heather Vega	5 m

	Purpose	Presenter	Time
VI. Finance			6:19 PM
A. Financial Report	Discuss	Debbie Howard, Catherine Foster	20 m
Review the YTD financial report.			
B. Financial Committee	FYI	Heather Vega	5 m
Updates from the financial committee meeting.			
VII. Other Business			6:44 PM
A. Executive Summary	Discuss	Catherine Foster	15 m
The Executive Director will provide an update on enrollment, attendance, academic progress, safety and culture as well as other matters and needs.			
B. Prop 28 Annual Report	Vote	Catherine Foster	5 m
Review and vote on the report.			
C. Instructional Minute Waiver	Vote	Catherine Foster	5 m
Review the procedure for the waiver and vote. Instructional Minute Waiver for 22-23 per audit findings. j13a emergency closure 4-17-24.			
D. 24-25 Organization Chart	Vote	Catherine Foster	5 m
Review updates and vote.			
E. Committee Structure	Discuss	Catherine Foster	10 m
Review and discuss committee structure, goals, and efficiency.			
VIII. Board Updates			7:24 PM
A. Comments from Board Members	FYI	Heather Vega	20 m
Board members give updates on activities that have been supporting the school.			
B. Future Agenda Items	Discuss	Heather Vega	5 m
Items for future meetings.			

	Purpose	Presenter	Time
IX. Closing Items			7:49 PM
A. Adjourn Meeting	Vote		

Coversheet

Consent Agenda Items

Section: V. Consent Agenda
Item: A. Consent Agenda Items
Purpose: Vote
Submitted by:
Related Material: 2024_09_10_board_meeting_minutes.pdf
2024_09_16_finance_committee_meeting_minutes.pdf



Contra Costa School of Performing Arts

Minutes

Board Meeting

Date and Time

Tuesday September 10, 2024 at 5:30 PM

Location

2730 Mitchell Drive
Walnut Creek, CA 94598

Download options [More](#)

Share As: Draft Final Packet Ready

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Contra Costa School of Performing Arts

Board Meeting

Date and Time:

Tuesday, September 10, 2024 at 5:30 PM PDT

Location:

1719 West Street, Concord, CA 94521

Google Meet Link: CCSPA/ChartHouse Board of Directors Meeting

Video call link: <https://meet.google.com/nkf-yvbi-bxv>

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Directors Present

G. Ponikvar, H. Vega, J. Bridge, S. Kulak (remote)

Directors Absent

L. McPhatter-Harris, M. Hennessy

Ex Officio Members Present

C. Foster

Non Voting Members Present

C. Foster

Guests Present

C. Tirlia

I. Opening Items**A. Call the Meeting to Order**

H. Vega called a meeting of the board of directors of Contra Costa School of Performing Arts to order on Tuesday Sep 10, 2024 at 5:34 PM.

B.

Record Attendance

C. Establish a Quorum

Quorum established by Heather Vega at 5:34pm

D. Agenda Review and Adoption

Heather presented the idea that going forward, if closed session is toward the beginning the meeting, public comments will come first before closed session.

G. Ponikvar made a motion to adopt the agenda as presented.

J. Bridge seconded the motion.

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

Roll Call

H. Vega	Aye
J. Bridge	Aye
L. McPhatter-Harris	Absent
G. Ponikvar	Aye
M. Hennessy	Absent
S. Kulak	Aye

II. Reconvene to Open Session

A. Report out on Action Taken in Closed Session

Reconvened to open session at 6:13pm.

The board approved the Public Employee Discipline/Dismissal Release as presented.

III. Public Comments

A. Items on the Agenda

No public comments were made during this time.

B. Items Not on the Agenda

No public comments were made during this time.

IV. Consent Agenda

A. Consent Agenda Items

J. Bridge made a motion to approve the minutes from Board Meeting on 08-20-24.

G. Ponikvar seconded the motion.

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

Roll Call

S. Kulak	Aye
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Roll Call

G. Ponikvar Aye
L. McPhatter-Harris Absent
M. Hennessy Absent
H. Vega Aye
J. Bridge Aye

J. Bridge made a motion to approve the minutes from Financial Committee meeting 08-15-2024.

G. Ponikvar seconded the motion.

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

Roll Call

S. Kulak Aye
G. Ponikvar Aye
H. Vega Aye
L. McPhatter-Harris Absent
M. Hennessy Absent
J. Bridge Aye

V. Finance

A. Unaudited Financial Report

Debbie Howard presented the unaudited actuals for the 2023-2024 school year.

S. Kulak made a motion to approve to approve the Unaudited Financial Report.

J. Bridge seconded the motion.

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

Roll Call

J. Bridge Aye
G. Ponikvar Aye
H. Vega Aye
S. Kulak Aye
L. McPhatter-Harris Absent
M. Hennessy Absent

VI. Other Business

A. Executive Summary

Catherine Foster began presenting the Executive Summary to the board.

VII. Board Updates

A. Comments from Board Members

Jennifer Bridge presented the meeting that her and Catherine had with Steve Chamberlain. Jennifer Bridge has multiple meetings planned with marketing businesses to help SPA's marketing approach.

Greg Ponikvar and Catherine have been meeting to discuss academic excellence.

Sierra Kulak is working on setting up multiple community events, such as open mic nights and the Halloween carnival, to help increase recruitment/enrollment for the student population. Sierra is also looking into grant writing for the school.

B. Future Agenda Items

The board is proposing a marketing and enrollment working study session to help benefit the future meetings.

VIII. 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 7:20 PM.

Respectfully Submitted,
H. Vega

DRAFT



Contra Costa School of Performing Arts

Minutes

Finance Committee Meeting

Date and Time

Monday September 16, 2024 at 10:00 AM

The committee will meet virtually at: <https://meet.google.com/azc-hbjt-vmi>

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Committee Members Present

H. Vega

Committee Members Absent

None

Guests Present

C. Foster

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

H. Vega called a meeting of the Finance Committee of Contra Costa School of Performing Arts to order on Monday Sep 16, 2024 at 10:03 AM.

II. Discussion Items

A. Finance Committee Goals

B. Financial Update: August

The report as of September 10.

ADA was based on 93% and has been updated to 95%.

Look at additional cuts.

September already higher than we thought.

Based on current enrollment, and cuts we can make it through the year. If we don't make the cuts, we will run out of cash.

When sending materials to Rosemawr, confirm the process for approving updated budgets.

Looking at specific items:

Janitorial and PG&E trending higher.

- check amount of time with janitorial
- Check on adjusting PG&E billing and assessment
- Charter Tech services

Review materials and supplies

- trending higher
- 35,000 for lunch

If we continue with cuts, will still end the year with an \$847,000 deficit.

Clarify staffing vacancies. Make sure the cuts are approved and reflected in the budget.

III. 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 10:41 AM.

Respectfully Submitted,
H. Vega

Coversheet

Financial Report

Section: VI. Finance
Item: A. Financial Report
Purpose: Discuss
Submitted by:
Related Material: CoCoSpa FY2024-25 September DMU v2 DRAFT 10.07.2024.pdf



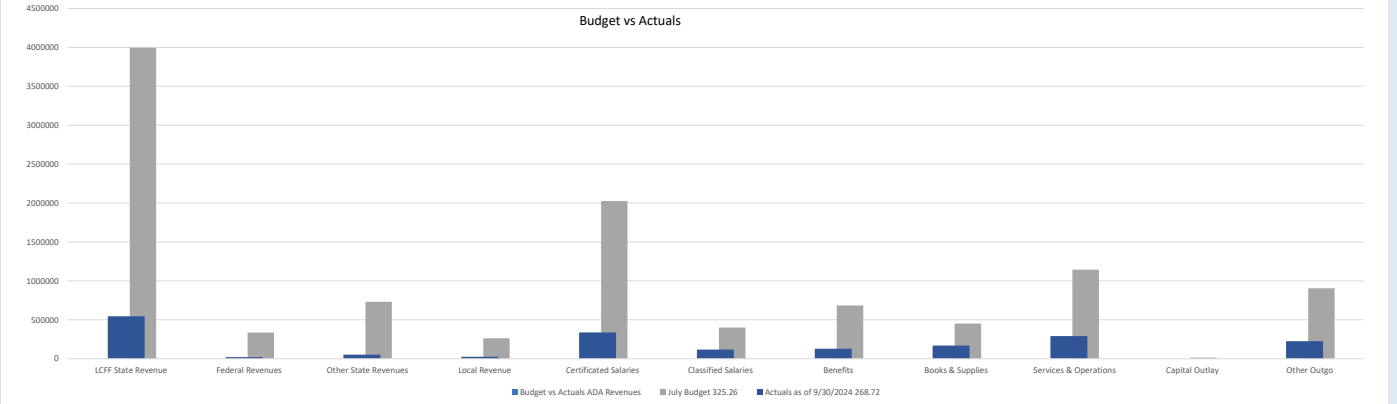
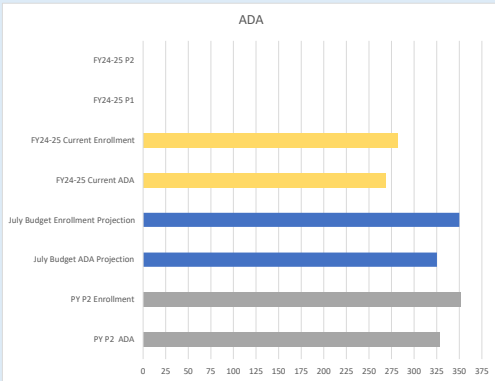
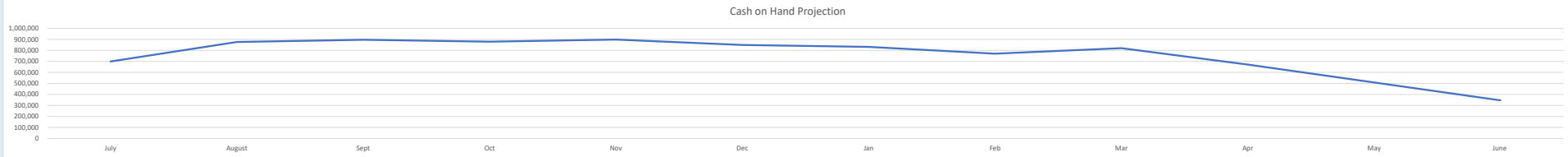
Contra Costa School of Performing Arts

DMS Monthly Update

Actuals through: September 30, 2024



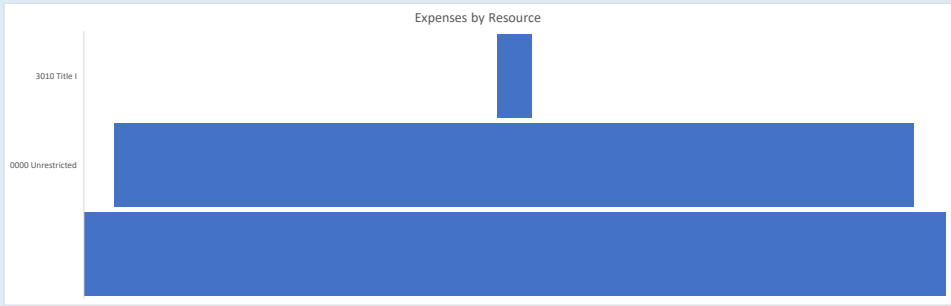
Contra Costa School of Performing Arts Financial Dashboard September 30, 2024



Balance Sheet Totals as of September 30, 2024

ASSETS		
Cash & Equivalents	Cash	873,813
Total Cash & Equivalents		873,813
Current Assets	Current Assets	237,111
Total Current Assets		237,111
Fixed Assets	Fixed Assets and Depreciation	20,504,825
Total Fixed Assets		20,504,825
Total ASSETS		21,615,760
LIABILITIES		
Current Liabilities	Current Liabilities	227,111
Total Current Liabilities		227,111
Long Term Liabilities	Long Term Liabilities	22,942,991
Total Long Term Liabilities		22,942,991
Total LIABILITIES		23,170,102
Net Assets		(1,554,343)
Total Liabilities and Net Assets		21,615,760

		<i>Diff. Between Requirement and Projected</i>	<i>Bond Ratios - Projected based on July Budget</i>
Bond Ratios - Projected based on actuals through August 2024			
Enrollment (at least 400)	282	(118)	350
Base Rent Coverage (at least 1.2)	-0.51	(1.71)	0.29
Days Cash on Hand (at least 45 days)	22	(23)	43
Reserve % (4%)	-41%	-45%	-23%





SUMMARY NARRATIVE

This report is intended to provide a financial update comparing the July Budget with actuals through September 30th. 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 25% of the year (3 months) completed, YTD expense results are 23% of the July Budget.

IMPORTANT: monthly closing activities and entries will change these results.

Revenues through September 2024 were \$271k: 12% of the July 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 financial performance.

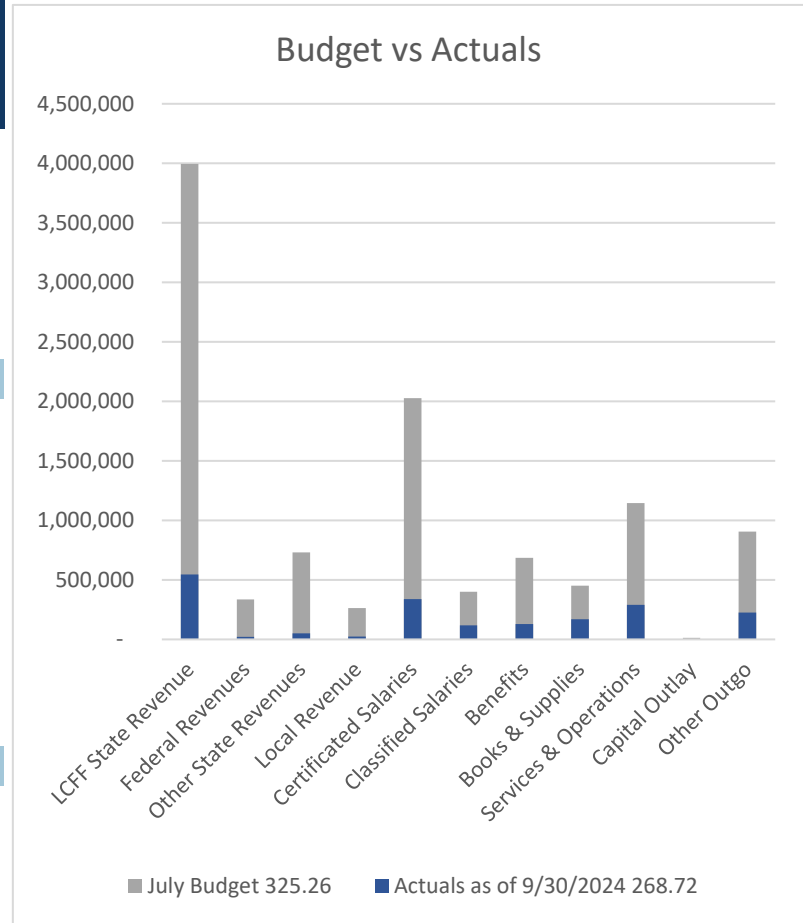
IMPORTANT: monthly closing activities and entries will change these results.

Cash Flow - A **preliminary cash flow for FY24-25** projects the school will have sufficient funds to meet its financial obligations through the end of FY24-25 **only if strategic cuts to the approved budget are made.** **** The lowest projected Days Cash on Hand would be 22 days in FY24-25. The projection of 22 days cash on-hand is based upon the school currently projecting enrollment of 282. If no further cuts are made and spending continues the trend of actuals, the school is projected to have negative cash in May/June 2025.**

CoCoSPA needs to closely monitor and reduce expenditures where feasible going forward in order to meet its financial obligations. DMS and school management continue to work together to achieve this goal. DMS has implemented a weekly cash-flow monitoring tool internally to review viability of the projections so that real-time information may be relayed to management and the board should changes occur in between reporting cycles.

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

Budget vs Actuals	July Budget	Revised Target Budget	Actuals as of 9/30/2024	% of Budget
ADA	325.26		268.72	83%
Revenues				
LCFF State Revenue	3,996,019	3,319,930	545,542	14%
Federal Revenues	336,246	324,064	21,424	6%
Other State Revenues	731,112	642,108	51,909	7%
Local Revenue	263,435	263,435	25,184	10%
TTL Revenues	5,326,812	4,549,537	644,060	12%
Expenditures				
Certificated Salaries	2,025,791	1,949,869	337,837	17%
Classified Salaries	401,260	401,260	117,888	29%
Benefits	685,461	668,341	128,015	19%
Books & Supplies	452,736	359,466	168,878	37%
Services & Operations	1,144,862	1,035,635	290,848	25%
Capital Outlay	14,539	14,539	-	0%
Other Outgo	904,950	904,950	226,238	25%
Total Expenditures	5,629,600	5,334,060	1,269,702	23%
				% of Year
Operating Income/(Loss)	(302,788)	(784,523)	(625,642)	25%



Budget vs Actuals	Code	Description	July Budget	Revised Target Budget	Actuals as of 9/30/2024	Under/(Over) Target Budget
Revenue						
LCFF Revenue						
	8011	LCFF Current Year	2,218,328	1,688,944	199,239	1,489,705
	8012	Education Protection Account State Aid Current Year	65,100	53,744	-	53,744
	8019	Unrestricted Revenue Prior Year	-	-	-	-
	8096	In-Lieu-Of Property Taxes	1,712,591	1,577,242	346,303	1,230,939
Total LCFF Revenue			3,996,019	3,319,930	545,542	2,774,388
Federal Revenue						
	8181	Special Education Entitlement	50,450	38,268	-	38,268
	8182	Special Education Discretionary Grants	-	-	4,046	(4,046)
	8220	Child Nutrition Programs	221,715	221,715	-	221,715
	8290	All Other Federal Revenue	64,081	64,081	17,378	46,703
Total Federal Revenue			336,246	324,064	21,424	302,640
Other State Revenue						
	8311	Other State Apportionments Current Year	320,311	231,307	39,136	192,171
	8520	Child Nutrition	130,026	130,026	-	130,026
	8550	Mandated Cost Reimbursements	11,125	11,125	-	11,125
	8560	State Lottery Revenue	84,588	84,588	(40)	84,628
	8590	All Other State Revenue	185,062	185,062	12,813	172,249
Total Other State Revenue			731,112	642,108	51,909	590,199
Local Revenue						
	8660	Interest	20,000	20,000	5,884	14,116
	8695	CTEIG - Local Revenue	21,435	21,435	-	21,435
	8697	Fundraising (School Site)	100,000	100,000	-	100,000
	8698	Other Revenue (Suspense)	-	-	502	(502)
	8699	All Other Local Revenue	122,000	122,000	18,799	103,201
Total Local Revenue			263,435	263,435	25,184	238,251
Total Revenue			5,326,812	4,549,537	644,060	3,905,477
Expenditures						
Certificated Compensation						
	1100	Certificated Teachers' Salaries	1,609,365	1,533,443	231,218	1,302,225
	1130	Substitute Teacher Salaries	35,000	35,000	5,079	29,921
	1150	Certificated Extra Duty	-	-	3,154	(3,154)
	1200	Certificated Pupil Support Salaries	111,814	111,814	30,863	80,951
	1300	Certificated Supervisors' and Administrators' Salaries	269,612	269,612	67,523	202,089
Total Certificated Compensation			2,025,791	1,949,869	337,837	1,612,032
Classified Compensation						
	2100	Classified Instructional Salaries	158,646	158,646	23,098	135,548
	2130	Classified Substitute Salaries	-	-	683	(683)
	2300	Classified Supervisors' and Administrators' Salaries	66,414	66,414	55,150	11,264
	2400	Clerical, Technical, and Office Staff Salaries	165,350	165,350	38,957	126,392
	2900	Other Classified Salaries	10,850	10,850	-	10,850
Total Classified Compensation			401,260	401,260	117,888	283,372

Budget vs Actuals	Code	Description	July Budget	Revised Target Budget	Actuals as of 9/30/2024	Under/(Over) Target Budget
Employee Benefits						
	3101	State Teachers' Retirement System, certificated positions	386,926	369,806	72,968	296,837
	3212	Voluntary Retirement	-	-	943	(943)
	3301	OASDI Medicare Alternative, certificated positions	29,374	29,374	10,315	19,059
	3302	OASDI Medicare Alternative, classified positions	30,696	30,696	-	30,696
	3401	Medical Cert	159,936	159,936	21,858	138,078
	3402	Medical Classified	29,988	29,988	14,277	15,711
	3501	State Unemployment Insurance, certificated positions	10,129	10,129	1,099	9,030
	3502	State Unemployment Insurance, classified positions	2,006	2,006	-	2,006
	3601	Workers' Compensation Insurance, certificated positions	30,387	30,387	5,028	25,359
	3602	Workers' Compensation Insurance, classified positions	6,019	6,019	1,527	4,492
Total Employee Benefits			685,461	668,341	128,015	540,326
Books, Materials, & Supplies						
	4300	Materials and Supplies	14,523	-	24,087	(24,087)
	4310	Materials and Supplies Software	7,690	7,184	3,904	3,280
	4315	Instructional Materials & Supplies	-	-	74	(74)
	4320	Educational Software	28,694	-	62,306	(62,306) includes classes replacing vacant science position
	4390	Materials - Suspense	4,524	-	1,622	(1,622)
	4400	Noncapitalized Equipment	43,636	541	702	(161)
	4420	Non-Classroom Furn, Equip, & Supplies	1,929	-	-	-
	4700	Student Food	351,741	351,741	76,183	275,558 August and Sept: trending \$380k
Total Books, Materials, & Supplies			452,736	359,466	168,878	190,588
Outside Services & Other Operating Costs						
	5100	SpEd Contractors	12,126	12,126	-	12,126
	5300	Dues and Memberships	36,460	26,435	10,620	15,815
	5400	Insurance	67,221	67,077	11,492	55,585
	5500	Operations and Housekeeping Services	82,052	82,052	919	81,133
	5510	Utilities	200,000	200,000	64,644	135,356
	5520	Water/Sewer/Waste	-	-	4,209	(4,209)
	5535	Custodial, Janitorial, Gardening Services	81,120	81,120	23,112	58,008
	5610	Facilities Rents and Leases	165,000	165,000	41,250	123,750
	5615	Other Space Rental	3,834	-	-	-
	5620	Equipment Leases	13,544	8,294	1,965	6,329
	5630	Maintenance & Repairs	16,871	275	9,785	(9,510)
	5800	Professional Services - Non-instructional	67,369	64,494	21,487	43,006
	5810	Legal	30,000	29,125	15,563	13,563
	5820	Audit & CPA	11,675	11,675	-	11,675
	5825	Business Services	151,814	151,814	46,773	105,041
	5836	Fundraising Expenses	-	-	50	(50)
	5840	Advertising & Recruitment	10,000	10,000	16,698	(6,698)
	5850	Oversight Fees	39,960	33,199	-	33,199
	5860	Other Service Fees	14,690	13,048	820	12,228
	5870	Live Scan	-	-	88	(88)
	5880	Professional Services - Instructional	69,467	58,117	1,190	56,927
	5881	Software	5,000	5,000	-	5,000
	5887	Technology Services	56,937	10,067	15,337	(5,269)

Budget vs Actuals	Code	Description	July Budget	Revised Target Budget	Actuals as of 9/30/2024	Under/(Over) Target Budget
	5900	Communications	9,721	6,716	4,846	1,870
Total Outside Services & Other Operating Costs			1,144,862	1,035,635	290,848	744,788
Capital Expenditures						
	6900	Depreciation Expense	14,539	14,539	-	14,539
Total Capital Expenditures			14,539	14,539	-	14,539
Other Outgo						
	7438	Interest Expense - Long Term	904,950	904,950	226,238	678,713
Total Other Outgo			904,950	904,950	226,238	678,713
Total Expenditures			5,629,600	5,334,060	1,269,702	4,064,358
Operating Income/Loss			(302,788)	(784,523)	(625,642)	

Balance Sheet	Description	Total as of 8/31/2024
School Site		
Assets		
Cash & Equivalents		
	Cash in Bank(s)	203,363
	Cash in Bank (SWEEP)	670,450
	Cash Collections Awaiting Deposit	-
Total Cash & Equivalents		873,813
Current Assets		
	Accounts Receivable	200,323
	Due from Grantor Governments	3,809
	Prepaid Expenditures (Expenses)	32,979
Total Current Assets		237,111
Fixed Assets		
	Buildings	36,467
	Accumulated Depreciation Buildings	(10,000)
	Equipment	442,838
	Accumulated Depreciation Equipment	(427,390)
	Lease Asset	21,666,611
	Accumulated Depreciation	(1,203,700)
Total Fixed Assets		20,504,825
Total Assets		21,615,750
Liabilities		
Current Liabilities		
	Accounts Payable	175,981
	Accrued Salary & Wages	7,749
	Due to Grantor Governments	43,382
Total Current Liabilities		227,111
Long Term Liabilities		
	Current Loans	350,000
	Deferred Revenue	108,523
	Lease Liability	22,484,467
Total Long Term Liabilities		22,942,991
Total Liabilities		23,170,102
Net Assets		(1,554,353)
Total Liabilities + Net Assets		21,615,750

**Contra Costa School of Performing Arts
2024-25 July Budget
2024-25 Cash Flow**

Description	24-25 July Budget	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	Projected Total For Year
BEGINNING CASH		375,180	698,869	876,208	896,353	879,374	898,027	848,639	831,660	769,740	820,265	671,248	508,795		
CASH INFLOWS															
REVENUES															
LCFF State Aid	2,218,328	-	99,620	99,620	175,521	175,521	175,521	175,521	175,521	152,005	152,005	152,005	152,005	4,078	1,688,944
Education Protection Account	65,100	-	-	-	16,389	-	-	16,389	-	-	13,436	-	-	7,530	53,744
In-Lieu-Of Property Taxes	1,712,591	-	115,434	230,869	153,913	153,913	153,913	153,913	153,913	153,791	76,896	76,896	76,896	76,895	1,577,242
Other Federal Revenues	336,246	17,378	-	4,046	16,020	68,041	-	16,020	-	136,083	-	-	-	66,476	324,064
Other State Revenues	731,112	(20)	20,384	31,546	65,565	65,565	65,565	65,565	53,033	53,033	53,033	53,033	53,033	62,773	642,108
Local Revenues	263,435	12,155	6,991	3,939	3,939	3,939	3,939	3,939	3,939	3,939	3,939	3,939	3,939	204,902	263,435
TOTAL REVENUES	5,326,812	29,513	242,428	370,019	431,347	466,979	398,938	431,347	386,406	498,851	299,309	285,873	285,873	422,653	4,549,537
EXPENDITURES															
Certificated Salaries	2,025,791	38,967	152,836	146,034	149,435	149,435	149,435	149,435	149,435	149,435	149,435	149,435	149,435	343,039	2,025,791
Classified Salaries	401,260	21,137	46,889	49,862	48,375	48,375	48,375	48,375	48,375	48,375	48,375	48,375	48,375	-	553,263
Benefits	685,461	15,840	57,789	54,385	56,087	56,087	56,087	56,087	56,087	56,087	56,087	56,087	56,087	52,663	685,461
Books & Supplies	452,736	469	12,163	156,473	41,000	41,000	41,000	41,000	41,000	41,000	41,000	41,000	41,000	-	538,105
Services & Operations	1,144,862	99,029	65,343	126,248	78,017	78,017	78,017	78,017	78,017	78,017	78,017	78,017	78,017	-	992,770
Capital Outlay	14,539	-	-	-	-	-	-	-	-	-	-	-	14,539	-	14,539
Other Outgo	904,950	75,413	75,413	75,413	75,413	75,413	75,413	75,413	75,413	75,413	75,413	75,413	75,413	-	904,950
TOTAL EXPENSES	5,629,600	250,854	410,432	608,415	448,326	448,326	448,326	448,326	448,326	448,326	448,326	448,326	462,865	395,703	5,714,879
	(302,788)														(1,165,342)
OTHER CASH INFLOWS/OUTFLOWS															
Accounts Receivable (net change)		654,279	40,864	119,201	-	-	-	-	-	-	-	-	-	-	814,345
Net Change in Payables		(109,249)	(45,520)	139,339	-	-	-	-	-	-	-	-	-	-	(15,430)
Fixed Asset Acquisitions		-	350,000	-	-	-	-	-	-	-	-	-	14,539	-	14,539
Other Inflows/(Outflows)		-	-	-	-	-	-	-	-	-	-	-	-	-	350,000
NET INFLOWS/OUTFLOWS		545,031	345,344	258,540	-	-	-	-	-	-	-	-	14,539		
ENDING CASH BALANCE		698,869	876,208	896,353	879,374	898,027	848,639	831,660	769,740	820,265	671,248	508,795	346,341		
Days Cash On Hand		45	56	57	56	58	54	53	49	53	43	33	22		

**Contra Costa School of Performing Arts
2024-25 July Budget
2025-26 Cash Flow**

Description	2025-26 Budget	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	Total For Year
BEGINNING CASH		346,341	877,797	588,604	153,271	172,767	13,027	(514,213)	(660,518)	(820,258)	(926,535)	(909,018)	(1,034,341)		
CASH INFLOWS															
REVENUES															
LCFF State Aid	2,282,985	-	84,447	84,447	152,005	152,005	152,005	152,005	152,005	205,469	205,469	205,469	205,469	532,191	2,282,985
Education Protection Account	69,750	-	-	-	13,436	-	-	13,436	-	-	14,396	-	-	28,482	69,750
In-Lieu-Of Property Taxes	2,046,992	-	-	110,618	221,236	147,491	147,491	147,491	147,491	147,491	256,889	128,444	128,444	463,908	2,046,992
Other Federal Revenues	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other State Revenues	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Local Revenues	241,435	11,139	6,407	3,610	3,610	3,610	3,610	3,610	3,610	3,610	3,610	3,610	3,610	187,790	241,435
TOTAL REVENUES	5,802,601	11,139	90,854	198,675	482,343	303,105	303,105	316,541	303,105	356,569	480,363	337,523	337,523	2,281,754	5,802,601
EXPENDITURES															
Certificated Salaries	2,092,421	40,248	157,863	150,837	154,350	154,350	154,350	154,350	154,350	154,350	154,350	154,350	154,350	354,322	2,092,421
Classified Salaries	409,285	21,560	47,826	50,859	49,343	49,343	49,343	49,343	49,343	49,343	49,343	49,343	49,343	(155,043)	409,285
Benefits	731,017	16,893	61,630	58,000	59,815	59,815	59,815	59,815	59,815	59,815	59,815	59,815	59,815	56,163	731,017
Books & Supplies	490,896	508	13,188	169,662	44,456	44,456	44,456	44,456	44,456	44,456	44,456	44,456	44,456	(92,564)	490,896
Services & Operations	1,181,330	102,183	67,424	130,269	80,502	80,502	80,502	80,502	80,502	80,502	80,502	80,502	80,502	156,937	1,181,330
Capital Outlay	14,539	-	-	-	-	-	-	-	-	-	-	-	14,539	-	14,539
Other Outgo	892,575	74,381	74,381	74,381	74,381	74,381	74,381	74,381	74,381	74,381	74,381	74,381	74,381	-	892,575
TOTAL EXPENSES	5,812,063	255,774	422,313	634,008	462,846	462,846	462,846	462,846	462,846	462,846	462,846	462,846	477,385	319,816	5,812,063
OTHER CASH INFLOWS/OUTFLOWS															
Accounts Receivable (net change)		380,388	42,265	-	-	-	-	-	-	-	-	-	-	-	422,653
Net Change in Payables		395,703	-	-	-	-	-	-	-	-	-	-	-	-	395,703
Fixed Asset Acquisitions		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Inflows/(Outflows)		-	-	-	-	-	(367,500)	-	-	-	-	-	-	-	(367,500)
NET INFLOWS/OUTFLOWS		776,091	42,265	-	-	-	(367,500)	-	-	-	-	-	-	-	-
ENDING CASH BALANCE		877,797	588,604	153,271	172,767	13,027	(514,213)	(660,518)	(820,258)	(926,535)	(909,018)	(1,034,341)	(1,174,203)		
Days Cash On Hand		56	38	10	11	1	(33)	(42)	(53)	(59)	(58)	(66)	(75)		

**Contra Costa School of Performing Arts
2024-25 July Budget
2024-25 Cash Flow**

Description	24-25 July Budget	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	Projected Total For Year
BEGINNING CASH		375,180	698,869	876,208	896,353	831,653	802,584	705,475	640,774	531,133	533,936	337,197	127,022		
CASH INFLOWS															
REVENUES															
LCFF State Aid	2,218,328	-	99,620	99,620	175,521	175,521	175,521	175,521	175,521	152,005	152,005	152,005	152,005	4,078	1,688,944
Education Protection Account	65,100	-	-	-	16,389	-	-	16,389	-	-	13,436	-	-	7,530	53,744
In-Lieu-Of Property Taxes	1,712,591	-	115,434	230,869	153,913	153,913	153,913	153,913	153,913	153,791	76,896	76,896	76,896	76,895	1,577,242
Other Federal Revenues	336,246	17,378	-	4,046	16,020	68,041	-	16,020	-	136,083	-	-	-	66,476	324,064
Other State Revenues	731,112	(20)	20,384	31,546	65,565	65,565	65,565	65,565	53,033	53,033	53,033	53,033	53,033	62,773	642,108
Local Revenues	263,435	12,155	6,991	3,939	3,939	3,939	3,939	3,939	3,939	3,939	3,939	3,939	3,939	204,902	263,435
TOTAL REVENUES	5,326,812	29,513	242,428	370,019	431,347	466,979	398,938	431,347	386,406	498,851	299,309	285,873	285,873	422,653	4,549,537
EXPENDITURES															
Certificated Salaries	2,025,791	38,967	152,836	146,034	149,435	149,435	149,435	149,435	149,435	149,435	149,435	149,435	149,435	343,039	2,025,791
Classified Salaries	401,260	21,137	46,889	49,862	49,862	49,862	49,862	49,862	49,862	49,862	49,862	49,862	49,862	-	566,646
Benefits	685,461	15,840	57,789	54,385	54,385	54,385	54,385	54,385	54,385	54,385	54,385	54,385	54,385	67,979	685,461
Books & Supplies	452,736	469	12,163	156,473	70,080	70,080	70,080	70,080	70,080	70,080	70,080	70,080	70,080	-	799,825
Services & Operations	1,144,862	99,029	65,343	126,248	96,873	96,873	96,873	96,873	96,873	96,873	96,873	96,873	96,873	(17,614)	1,144,862
Capital Outlay	14,539	-	-	-	-	-	-	-	-	-	-	-	14,539	-	14,539
Other Outgo	904,950	75,413	75,413	75,413	75,413	75,413	75,413	75,413	75,413	75,413	75,413	75,413	75,413	-	904,950
TOTAL EXPENSES	5,629,600	250,854	410,432	608,415	496,048	496,048	496,048	496,048	496,048	496,048	496,048	496,048	510,587	393,405	6,142,075
	(302,788)														(1,592,537)
OTHER CASH INFLOWS/OUTFLOWS															
Accounts Receivable (net change)		654,279	40,864	119,201	-	-	-	-	-	-	-	-	-	-	814,345
Net Change in Payables		(109,249)	(45,520)	139,339	-	-	-	-	-	-	-	-	-	-	(15,430)
Fixed Asset Acquisitions		-	350,000	-	-	-	-	-	-	-	-	-	14,539	-	14,539
Other Inflows/(Outflows)		-	-	-	-	-	-	-	-	-	-	-	-	-	350,000
NET INFLOWS/OUTFLOWS		545,031	345,344	258,540	-	-	-	-	-	-	-	-	14,539	-	-
ENDING CASH BALANCE		698,869	876,208	896,353	831,653	802,584	705,475	640,774	531,133	533,936	337,197	127,022	(83,152)		
Days Cash On Hand		42	52	53	50	48	42	38	32	32	20	8	(5)		

**Contra Costa School of Performing Arts
2024-25 July Budget
2025-26 Cash Flow**

Description	2025-26 Budget	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	Total For Year
BEGINNING CASH		(83,152)	446,005	156,812	(278,521)	(309,714)	(520,145)	(1,098,075)	(1,295,069)	(1,505,499)	(1,645,133)	(1,660,974)	(1,819,654)		
CASH INFLOWS															
REVENUES															
LCFF State Aid	2,475,571	-	84,447	84,447	152,005	152,005	152,005	152,005	152,005	222,801	222,801	222,801	222,801	655,446	2,475,571
Education Protection Account	69,750	-	-	-	13,436	-	-	13,436	-	14,396	-	-	-	28,482	69,750
In-Lieu-Of Property Taxes	1,834,918	-	-	110,618	221,236	147,491	147,491	147,491	147,491	147,491	256,889	128,444	128,444	251,834	1,834,918
Other Federal Revenues	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other State Revenues	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Local Revenues	241,435	11,139	6,407	3,610	3,610	3,610	3,610	3,610	3,610	3,610	3,610	3,610	3,610	187,790	241,435
TOTAL REVENUES	5,783,113	11,139	90,854	198,675	482,343	303,105	303,105	316,541	303,105	373,902	497,695	354,856	354,856	2,192,935	5,783,113
EXPENDITURES															
Certificated Salaries	2,092,421	40,248	157,863	150,837	154,350	154,350	154,350	154,350	154,350	154,350	154,350	154,350	154,350	354,322	2,092,421
Classified Salaries	409,285	21,560	47,826	50,859	50,859	50,859	50,859	50,859	50,859	50,859	50,859	50,859	50,859	(168,693)	409,285
Benefits	731,017	16,893	61,630	58,000	58,000	58,000	58,000	58,000	58,000	58,000	58,000	58,000	58,000	72,497	731,017
Books & Supplies	490,896	508	13,188	169,662	75,987	75,987	75,987	75,987	75,987	75,987	75,987	75,987	75,987	(376,344)	490,896
Services & Operations	1,181,330	102,183	67,424	130,269	99,959	99,959	99,959	99,959	99,959	99,959	99,959	99,959	99,959	(18,175)	1,181,330
Capital Outlay	14,539	-	-	-	-	-	-	-	-	-	-	-	14,539	-	14,539
Other Outgo	892,575	74,381	74,381	74,381	74,381	74,381	74,381	74,381	74,381	74,381	74,381	74,381	74,381	-	892,575
TOTAL EXPENSES	5,812,063	255,774	422,313	634,008	513,536	513,536	513,536	513,536	513,536	513,536	513,536	513,536	528,075	(136,393)	5,812,063
OTHER CASH INFLOWS/OUTFLOWS															
Accounts Receivable (net change)		380,388	42,265	-	-	-	-	-	-	-	-	-	-	-	422,653
Net Change in Payables		393,405	-	-	-	-	-	-	-	-	-	-	-	-	393,405
Fixed Asset Acquisitions		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Inflows/(Outflows)		-	-	-	-	-	(367,500)	-	-	-	-	-	-	-	(367,500)
NET INFLOWS/OUTFLOWS		773,792	42,265	-	-	-	(367,500)	-	-	-	-	-	-	-	-
ENDING CASH BALANCE		446,005	156,812	(278,521)	(309,714)	(520,145)	(1,098,075)	(1,295,069)	(1,505,499)	(1,645,133)	(1,660,974)	(1,819,654)	(1,992,873)		
Days Cash On Hand		27	9	(17)	(18)	(31)	(65)	(77)	(90)	(98)	(99)	(108)	(119)		

Coversheet

Prop 28 Annual Report

Section:	VII. Other Business
Item:	B. Prop 28 Annual Report
Purpose:	Vote
Submitted by:	
Related Material:	Prop 28 AnnualReport 23-24.pdf

Proposition 28: Arts and Music in Schools Funding Annual Report Fiscal Year 2023-24

Name: Contra Costa School of Performing Arts

CDS Code: 07-10074-0134114

Charter School Number: 1773

Allocation Year: 2023-24

1. Narrative description of the Prop 28 arts education program(s) funded. (2500 character limit).

No Prop 28 funds were received in 23-24.

2. Number of full-time equivalent teachers (certificated). 0.0

3. Number of full-time equivalent personnel (classified). 0.0

4. Number of full-time equivalent teaching aides. 0.0

5. Number of students served. 0

6. Number of school sites providing arts education. 0

Date of Approval by Governing Board/Body 9/23/2024 7:51:59 PM

Annual Report Data URL

<https://cocospaorg.finalsite.com/about/governance>

Submission Date 9/23/2024 7:52:54 PM

Coversheet

Instructional Minute Waiver

Section: VII. Other Business
Item: C. Instructional Minute Waiver
Purpose: Vote
Submitted by:
Related Material: CoCoSPA J13a packet.pdf
(1773) 07-10074 ContraCostaSchoolofPerformingArtsFinding.pdf

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
 FORM J-13A, REVISED DECEMBER 2017

SECTION A: REQUEST INFORMATION

- This form is used to obtain approval of attendance and instructional time credit pursuant to *Education Code (EC)* sections 41422, 46200, 46391, 46392 and *California Code of Regulations (CCR)*, Title 5, Section 428.
- Only schools that report Principal Apportionment average daily attendance (ADA) for the purpose of calculating a K-12 Local Control Funding Formula (LCFF) entitlement should submit this form.
- Refer to the instructions and frequently asked questions at <https://www.cde.ca.gov/fg/tf/j13a.asp> for information regarding the completion of this form.

PART I: LOCAL EDUCATIONAL AGENCY (LEA)

LEA NAME: Contra Costa School of Performing Arts	COUNTY CODE: 7	DISTRICT CODE: 10074	CHARTER NUMBER (IF APPLICABLE): 1773
LEA SUPERINTENDENT OR ADMINISTRATOR NAME: Catherine Foster	FISCAL YEAR: 23-24		
ADDRESS: 2730 Mitchell Drive	COUNTY NAME: Contra Costa		
CITY: Walnut Creek	STATE: CA	ZIP CODE: 94518	
CONTACT NAME: Catherine Foster	TITLE: Executive Director	PHONE: 925-235-1130	E-MAIL: catherine.foster@cocospa.org

PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST (Choose only one LEA type):

<input type="checkbox"/> SCHOOL DISTRICT Choose one of the following: <input type="checkbox"/> All district school sites <input type="checkbox"/> Select district school sites	<input checked="" type="checkbox"/> COUNTY OFFICE OF EDUCATION (COE) Choose one of the following: <input type="checkbox"/> All COE school sites <input type="checkbox"/> Select COE school sites	<input checked="" type="checkbox"/> CHARTER SCHOOL
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PART III: CONDITION(S) APPLICABLE TO THIS REQUEST:

<input checked="" type="checkbox"/> SCHOOL CLOSURE: When one or more schools were closed because of conditions described in EC Section 41422. LCFF apportionments should be maintained and instructional time credited in Section B for the school(s) without regard to the fact that the school(s) were closed on the dates listed, due to the nature of the emergency. Approval of this request authorizes the LEA to disregard these days in the computation of ADA (per EC Section 41422) without applicable penalty and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to EC Section 46200, et seq. <input type="checkbox"/> There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.
<input type="checkbox"/> MATERIAL DECREASE: When one or more schools were kept open but experienced a material decrease in attendance pursuant to EC Section 46392 and CCR, Title 5, Section 428. Material decrease requests that include all school sites within the school district must demonstrate that the school district as a whole experienced a material decrease in attendance. Material decrease requests for one or more but not all sites within the school district must show that each site included in the request experienced a material decrease in attendance pursuant to EC Section 46392 and CCR, Title 5, Section 428. The request for substitution of estimated days of attendance for actual days of attendance is in accordance with the provisions of EC Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of LCFF apportionments for the described school(s) and dates in Section C during which school attendance was materially decreased due to the nature of the emergency. <input type="checkbox"/> There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.
<input type="checkbox"/> LOST OR DESTROYED ATTENDANCE RECORDS: When attendance records have been lost or destroyed as described in EC Section 46391. Requesting the use of estimated attendance in lieu of attendance that cannot be verified due to the loss or destruction of attendance records. This request is made pursuant to EC Section 46391: <i>"Whenever any attendance records of any district have been lost or destroyed, making it impossible for an accurate report on average daily attendance for the district for any fiscal year to be rendered, which fact shall be shown to the satisfaction of the Superintendent of Public Instruction by the affidavits of the members of the governing board of the district and the county superintendent of schools, the Superintendent of Public Instruction shall estimate the average daily attendance of such district. The estimated average daily attendance shall be deemed to be the actual average daily attendance for that fiscal year for the making of apportionments to the school district from the State School Fund."</i>

**CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
FORM J-13A, REVISED DECEMBER 2017**

SECTION B: SCHOOL CLOSURE

PART I: NATURE OF EMERGENCY (Describe in detail.)

- Not Applicable (Proceed to Section C)
 Supplemental Page(s) Attached

A bomb threat was sent to the school. We are a stand-alone small school. There was not enough time to determine if the threat was credible or not. Local law enforcement recommended closing as well. Students had not yet arrived on campus and thus we canceled for the day.

PART II: SCHOOL INFORMATION (Use the supplemental Excel form at <https://www.cde.ca.gov/fg/ft/13a.asp> if more than 10 lines are needed for this request. Attach a copy of a school calendar. If the request is for multiple school sites, and the sites have differing school calendars, attach a copy of each different school calendar to the request.)

A	B	C	D	E	F	G	H	I
School Name	School Code	Site Type	Days in School Calendar	Emergency Days Built In	Built in Emergency Days Used	Date(s) of Emergency Closure	Closure Dates Requested	Total Number of Days Requested
Contra Costa School of Performing Art	0134114		1			4/17/24	4/17/24	1

PART III: CLOSURE HISTORY (List closure history for all schools in Part II. Refer to the instructions for an example.)

A	B	C	D	E	F
School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Yes/No

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
 FORM J-13A, REVISED DECEMBER 2017

Not Applicable (Proceed to Section D)
 Supplemental Page(s) Attached

SECTION C: MATERIAL DECREASE
 PART I: NATURE OF EMERGENCY (Describe in detail.)

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PART II: MATERIAL DECREASE CALCULATION (Use the supplemental Excel file at <https://www.cde.ca.gov/fg/ft/j13a.asp> if more than 10 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A School Name	B School Code	C "Normal" Attendance (October/May)	D Dates Used for Determining "Normal" Attendance	E Date of Emergency	F Actual Attendance	G* Qualifier: 90% or Less (F/C)	H Net Increase of Apportionment Days (C-F)	
						0.00%	0.00	
						0.00%	0.00	
						0.00%	0.00	
						0.00%	0.00	
						0.00%	0.00	
						0.00%	0.00	
						0.00%	0.00	
						0.00%	0.00	
						0.00%	0.00	
						0.00%	0.00	
						0.00%	0.00	
						0.00%	0.00	
Total:							0	0.00

PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS (Provide the attendance in hours. Use the supplemental Excel file at <https://www.cde.ca.gov/fg/ft/j13a.asp> if more than 5 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A School Name	B School Code	C "Normal" Attendance Hours	D Date Used for Determining "Normal" Attendance	E Date of Emergency	F Actual Attendance Hours	G* Qualifier: 90% or Less (F/C)	H Net Increase of Hours (C-F)	
						0.00%	0.00	
						0.00%	0.00	
						0.00%	0.00	
						0.00%	0.00	
						0.00%	0.00	
						0.00%	0.00	
						0.00%	0.00	
Total:							0.00	0.00

*Qualifier should be 90% or less except when the governor declares a state of emergency or in the case of a Necessary Small School (NSS) site.

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
FORM J-13A, REVISED DECEMBER 2017

SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS

Not Applicable (Proceed to Section E)

PART I: PERIOD OF REQUEST The entire period covered by the lost or destroyed records commences with _____ up to and including _____.

PART II: CIRCUMSTANCES (Describe below circumstances and extent of records lost or destroyed.)

[Empty box for Part II: Circumstances]

PART III: PROPOSAL (Describe below the proposal to reconstruct attendance records or estimate attendance in the absence of records.)

[Empty box for Part III: Proposal]





CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
FORM J-13A, REVISED DECEMBER 2017

SECTION E: AFFIDAVIT

PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS - All applicable sections below must be completed to process this J-13A request.
We, members constituting a majority of the governing board of Charthouse Public Schools, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

Board Members Names

Board Members Signatures

<u>Heather Vega</u>	
<u>Greg Ponikvar</u>	
<u>Mackenzie Hennessey</u>	
<u>Lynnā McPhatter-Harris</u>	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this 20th day of August 2024

Witness: Callie Tirlia Title: Human Resources of _____ County, California
 (Name) (Signature)

PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER (Only applicable to charter school requests)

Superintendent (or designee): Catherine Foster Authorizing LEA Name: Contra Costa School of Performing Arts
 (Name) (Signature)

PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

County Superintendent of Schools (or designee): _____ (Name) _____ (Signature)

Subscribed and sworn (or affirmed) before me, this _____ day of _____

Witness: _____ Title: _____ of _____ County, California
 (Name) (Signature)

COE contact/individual responsible for completing this section:

Name: _____ Title: _____ Phone: _____ E-mail: _____



Catherine Foster <catherine.foster@cocospa.org>

Urgent! Read Now

Frky Bourgault <frkybourgault@gmail.com>

Wed, Apr 17, 2024 at 6:02 AM

To: amuniz@ccoe.net, cwayman@ccoe.net, jithurburn@ccoe.net, rchangus@colusa.k12.ca.us, djohnstone@colusa.k12.ca.us, elemenager@colusa.k12.ca.us, vwilson@colusa.k12.ca.us, summershadley@maxwell.k12.ca.us, ktriance@maxwell.k12.ca.us, cgeyer@pjusd.com, dfriel@pjusd.com, lhansen@pjusd.com, jgeierman@pjusd.com, sayon@williamsusd.net, vmichael@williamsusd.net, jwelcome@williamsusd.net, echangus@williams.k12.ca.us, mjorge@williamsusd.net, lmackey@cccoe.k12.ca.us, tscruggs@cccoe.k12.ca.us, tborgard@cccoe.k12.ca.us, rlinscheid@cccoe.k12.ca.us, mwainfo@mwacademy.org, ceo@mwacademy.org, nberger@cccoe.k12.ca.us, bmurtagh@cccoe.k12.ca.us, info@caliberbetaacademy.org, agrossman@caliberbetaacademy.org, k2@summitps.org, krobison@summitps.org, catherine.foster@cocospa.org, sbenjamin@invictusofrichmond.org, hditto@cccoe.k12.ca.us, rstroud@cccoe.k12.ca.us, rmendoza@cccoe.k12.ca.us, info@claytonvalley.org, bill.morones@claytonvalley.org, coyne@manzy.org, jim.trombley@manzy.org, jnickerson@auhsdschools.org, jdrury@auhsdschools.org, sfrance@auhsdschools.org, eshawn@auhsdschools.org, palvarez@auhsdschools.org, sharris@auhsdschools.org, bcampopiano@auhsdschools.org, veronicajohnson@antiochschools.net, stephanieanello@antiochschools.net, jonniesilman@antiochschools.net, bridgetspires@antioch.k12.ca.us

Dear Staff & Faculty, I am writing to inform you of a matter of utmost urgency. As of the time of writing this letter, a device has been planted within your school building. This device is set to detonate at 1PM. The decision to take this extreme action was not made lightly, but it has become necessary to bring attention to the injustices that have been ignored for far too long. This is not an idle threat; the device is real, and the consequences of its detonation will be catastrophic. However, there is a way to prevent this tragedy. Release all russian prisoners, captives and persons from all US jails, prisons and institutions. Please understand that our cause is just, and we are not seeking harm to innocent individuals. However, we are left with no choice but to resort to drastic measures to ensure our voices are heard. Time is of the essence. Every moment wasted brings us closer to an irreversible outcome. Take this threat seriously, and take action swiftly. Sincerely, Ivan Cheshtavik - HIGHT4RROR

Contra Costa School of Performing Arts
 Schedule of Findings and Questioned Costs (Continued)
 Year Ended June 30, 2023

Recommendation

Establish a process to ensure all Employment Eligibility Verification Forms are up to date.

Views of Responsible Officials

The employee's documents were up-to-date for employment however the former Human Resources Manager did not provide and update the forms for the employee. Our current Human Resources Manager has reviewed all forms and documents for our employees. She is aware of the need to update these forms annually and has a process to review each year in August. We do not have any forms for the 2023-2024 school year outstanding.

B. State Award Findings

Finding 2023-002

Instructional Time (40000)

Criteria or Specific Requirement

If the charter school operates a multi-track calendar, verify compliance with Education Code Section 47612, by the following steps:

- Verify that the charter school operated each track for a minimum of 175 days.
- For each track, verify that the charter school provided the total number of instructional minutes, as specified in Education Code Section 47612.5.

Condition

In our review of attendance backup for instructional minutes, it was noted that Contra Costa School of Performing Arts did not operate for the required number of instructional minutes for grades 9 and 12.

Cause

Education Code 47612.5 requires that the charter school offer a minimum of 64,800 minutes annually for all students in grades 9-12. The charter school modified the bell schedule from the previous year which resulted in a shortage of 1,050 annual minutes for grades 9 and 12.

Effect

The charter school did not comply with the requirements of Education Code 47612.5 for grades 9 and 12.

Potential Fiscal Impact

Should the state, after review of the facts and circumstances in the finding, determine that they will apply penalties for instructional time, the charter school will be penalized \$12,562 for instructional time shortage. Penalties were calculated utilizing the California Department of Education Instructional Time Audit Penalty calculator published November 2023.

Grade Span	Affected grade level ADA	LCFF Derived Value of ADA	Number of required minutes	Number of minutes short	Percentage of minutes not offered	Potential Fiscal Impact
Grade 9	40.22	\$ 12,167.64	64,800	1,050	1.62%	\$ 7,928
Grade 12	23.51	12,167.64	64,800	1,050	1.62%	4,634
Total Questioned Costs						<u>\$ 12,562</u>

Contra Costa School of Performing Arts
Schedule of Findings and Questioned Costs (Continued)
Year Ended June 30, 2023

Context

The charter school serves grades 6-12, the shortage of instructional minutes occurred in grades 9 and 12. All other grade levels complied with the minimum required instructional minutes as outlined in Education Code 47612.5.

Recommendation

When modifying the bell schedule, establish a process to ensure all grade levels meet the required annual instructional minutes.

Views of Responsible Officials

Students in grades 9 and 12 were not offered an 8th-period class to receive the required minutes while students in grades 10 and 11 were offered this period due to credit requirements. This situation was not checked for the 9th and 12th grades as it was considered we were in compliance for high school minutes with the other high school grades and were focused on credit time. We have had our 2023-2024 schedule checked and are in compliance with minutes this year for each grade and will continue to have them reviewed for future years.

Coversheet

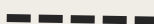
24-25 Organization Chart


Section: VII. Other Business
Item: D. 24-25 Organization Chart
Purpose: Vote
Submitted by:
Related Material: CoCoSPA Org Chart SY 24-25.pdf

CoCoSPA Organization Chart 2024 - 2025



Key:

Coach: 

Evaluate: 

BOARD

Exec. Dir.

Middle School Director

MS English

MS Soc. Sci

MS Math

MS Science

PE Teachers

Assistant Principal/
High School Director

HS Science

HS Math

HS English

HS History

HS Spanish

Climate & Culture
Supervisor

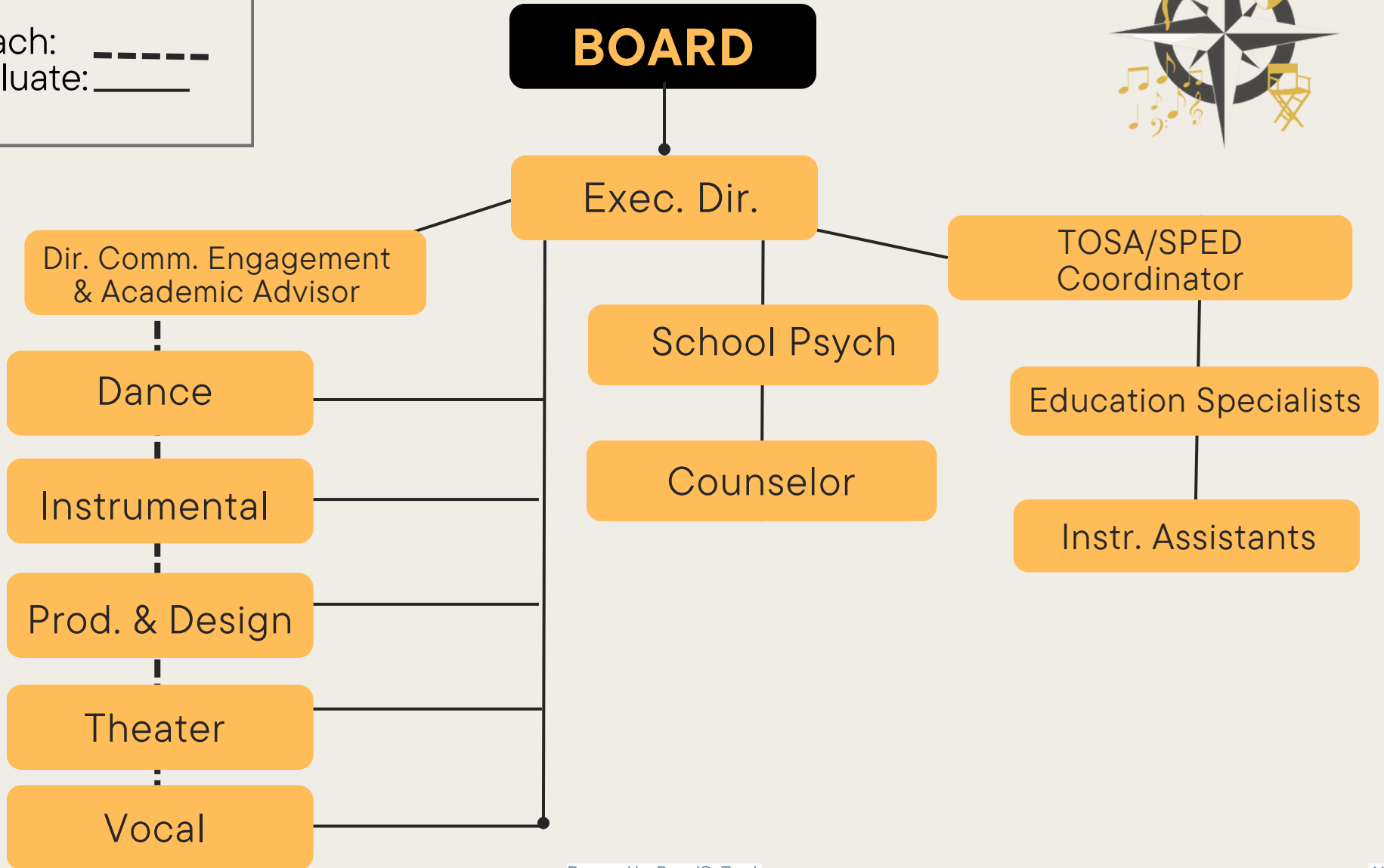
CoCoSPA Organization Chart 2024 - 2025



Key:

Coach:

Evaluate:



CocoSPA Organization Chart 2024 - 2025



Key:

Coach: -----

Evaluate: _____

