



Contra Costa School of Performing Arts

Board Meeting

Date and Time

Monday May 12, 2025 at 5:30 PM PDT

Location

2730 Mitchell Drive
Walnut Creek, CA 94598

Contra Costa School of Performing Arts

Board Meeting

Date and Time:

Monday, May 12, 2025 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>

4229 20th street
San Francisco, CA 94114

505 Allegheny drive
Walnut Creek, CA 94598

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
	The Board will review the agenda and adopt as presented or take action to change the order of items.		
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		

	Purpose	Presenter	Time
speaker's card. Cards should be turned into the Board Chair/Vice Chairperson prior to the Call to Order.			

Speakers will be given three (3) minutes for items *on* the agenda, and two (2) 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.

- | | | | | |
|-----------|---|-----|--------------|-----|
| 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. | | | |

III. Consent Agenda 5:44 PM

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.

- | | | | | |
|-----------|----------------------|------|--------------|-----|
| A. | Consent Agenda Items | Vote | Heather Vega | 5 m |
|-----------|----------------------|------|--------------|-----|

- Minutes for the April 14, 2025 Board meeting

IV. Closed Session 5:49 PM

- | | | | | |
|-----------|--|---------|------------------|------|
| A. | Conference with Real Property Negotiations | Discuss | Catherine Foster | 20 m |
| | 2730 Mitchell Drive | | | |

	Purpose	Presenter	Time
B. Conference With Legal Counsel – Anticipated Litigation Significant Exposure to Litigation Pursuant to Paragraph (2) or (3) of Subdivision (d) of Section 54956.9: (One case)	Discuss	Heather Vega	30 m
C. Public Employee Performance Evaluation (§ 54957) Executive Director Review Executive Director performance, compensation study, and contract for work.	Discuss	Heather Vega	15 m
D. Public Employee Discipline/Dismissal/Release	Vote	Catherine Foster	5 m
V. Reconvene to Open Session			6:59 PM
A. Report out on Action Taken in Closed Session	Discuss	Heather Vega	5 m
B. Executive Director Compensation Study Review compensation study.	Vote	Heather Vega	10 m
C. Executive Director Employment Agreement Review and vote on Fixed Term Employment Agreement for Executive Director.	Vote	Heather Vega	10 m
VI. Finance			7:24 PM
A. Financial Report Review the financial report from April.	FYI	Debbie Howard, Catherine Foster	15 m
VII. Other Business			7:39 PM
A. Executive Summary The Executive Director will provide an update on enrollment, attendance, academic progress, safety and culture as well as other matters and needs.	Discuss	Catherine Foster	15 m
B. Williams Act Resolution Review and vote on the resolution for 24-25.	Vote	Catherine Foster	10 m
VIII. Closing Items			8:04 PM

	Purpose	Presenter	Time
A. Adjourn Meeting		Heather Vega	1 m

Coversheet

Consent Agenda Items

Section:	III. Consent Agenda
Item:	A. Consent Agenda Items
Purpose:	Vote
Submitted by:	
Related Material:	2025_04_14_board_meeting_minutes.pdf



Contra Costa School of Performing Arts

Minutes

Board Meeting

Date and Time

Monday April 14, 2025 at 5:30 PM

Location

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Walnut Creek, CA 94598

Contra Costa School of Performing Arts

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Directors Present

G. Ponikvar, H. Vega, J. Bridge, L. McPhatter-Harris, M. Hennessy (remote), S. Kulak

Directors Absent

None

Directors who arrived after the meeting opened

L. McPhatter-Harris, S. Kulak

Guests Present

C. Tiria

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 Monday Apr 14, 2025 at 5:34 PM.

B. Record Attendance**C. Establish a Quorum**

Quorum established at 5:34pm by Heather Vega.

D. Agenda Review and Adoption

J. Bridge made a motion to accept the agenda as presented.

G. Ponikvar seconded the motion.

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

Roll Call

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

II. Public Comments

A. Items on the Agenda

No comments about items on the agenda were made during this time.

B. Items Not on the Agenda

No comments about items not on the agenda were made during this time.

III. Consent Agenda

A. Consent Agenda Items

M. Hennessy made a motion to approve the minutes from Special Board Meeting on 12-11-24.

J. Bridge seconded the motion.

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

Roll Call

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

M. Hennessy made a motion to approve the minutes from Board Meeting on 03-04-25.

J. Bridge seconded the motion.

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

Roll Call

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

IV. Closed Session

A. Conference with Real Property Negotiations

S. Kulak arrived at 5:38 PM.

L. McPhatter-Harris arrived at 5:46 PM.

B. Public Employee Performance Evaluation (§ 54957) Executive Director

V. Reconvene to Open Session

A. Report out on Action Taken in Closed Session

Reconvened to open session at 6:05pm.

No action taken during closed session.

VI. Finance

A. Financial Report

Debbie Howard presented the April financial report to the board.

VII. Other Business

A. Executive Summary

Catherine presented her April Executive Summary to the board.

B. Board Member Terms

L. McPhatter-Harris made a motion to approve the board terms of Jennifer Bridge, Sierra Kulak, and Lynna McPhatter-Harris be amended to conclude on June 30, 2025, instead of the previously established end date.

J. Bridge seconded the motion.

This adjustment is made in accordance with the bylaws/policies of Chathouse Public Schools and will be reflected in the official board records.

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

Roll Call

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

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 6:36 PM.

Respectfully Submitted,
H. Vega

Coversheet

Executive Director Compensation Study

Section: V. Reconvene to Open Session
Item: B. Executive Director Compensation Study
Purpose: Vote
Submitted by:
Related Material:
Executive Compensation Comparability Study (ChartHouse May 2025) (4937-4179-6927.v1).docx.
pdf

**Governing Board of ChartHouse Public Schools
Summary of Compensation and Benefits Survey Data for
Executive Director**

May 2025

IRS rules require fair and reasonable compensation for nonprofit executives. In reviewing the reasonableness of compensation for nonprofit executives, the IRS considers “compensation” broadly and will look at the value of salary, as well as non-fixed compensation (incentive compensation/bonuses), and benefits.

The following is a summary of findings following review and comparison of a sampling of total compensation levels received by educational leaders in Northern California. Compensation figures are from the State Controller’s Office or from the Internal Revenue Service (Form 990) for the 2023 calendar or fiscal year (the most recent available). Student enrollment figures are from the California School Dashboard for the 2024 calendar year. The Executive Director of Contra Costa School of Performing Arts oversaw one charter school in Contra Costa County with a total population of approximately 361 students. Based on these facts, this study compared salary packages of similarly situated public school leaders. The two charter schools and two school districts surveyed in this summary have an average population of approximately 538 students.

Of the educational leaders sampled, the average total compensation package (base salary plus other compensation) is approximately \$246,319. The average base salary is approximately \$207,847, which amounts to an average hourly rate of approximately \$100/hour based on full-time employment. Salaries can range based on many factors such as experience, tenure at the school, student populations, staff size, and location of the charter school.

Knightsen Elementary School District (Contra Costa County)	596 Students
Superintendent	
Total Compensation Package	\$208,772
Base Salary	\$175,291
Approximate Hourly Rate (For Full-Time Employment)	\$84.27
Other Compensation (Benefits and Retirement)	\$33,481
The Academy of Alameda (Alameda County)	620 Students
Executive Director	
Total Compensation Package	\$193,090
Base Salary	\$193,090
Approximate Hourly Rate (For Full-Time Employment)	\$92.83
Other Compensation (Benefits and Retirement)	\$0
Sunol Glen Unified (Alameda County)	268 Students
Superintendent/Principal	
Total Compensation Package	\$337,707
Base Salary	\$285,914
Approximate Hourly Rate (For Full-Time Employment)	\$137.46
Other Compensation (Benefits and Retirement)	\$51,793
Kairos Public School Vacaville Academy (Solano County)	669 Students
Executive Director	
Total Compensation Package	\$245,705
Base Salary	\$177,093
Approximate Hourly Rate (For Full-Time Employment)	\$85.14
Other Compensation (Benefits and Retirement)	\$68,612

Coversheet

Executive Director Employment Agreement

Section:	V. Reconvene to Open Session
Item:	C. Executive Director Employment Agreement
Purpose:	Vote
Submitted by:	
Related Material:	At-Will Employment Agreement (C. Foster) (4907-1380-6649.v1) (1).pdf

**At-Will Employment Agreement
Between
ChartHouse Public Schools & Catherine Foster**

THIS EMPLOYMENT AGREEMENT (“Agreement”) is entered into by and between the above-named employee (“Employee”) and ChartHouse Public Schools (“ChartHouse”), a California nonprofit public benefit corporation.

WHEREAS, ChartHouse and the Employee wish to enter into an employment relationship under the conditions set forth herein, the parties hereby agree as follows:

A. TERMS AND CONDITIONS

1. Duties

The Employee shall work in the position of Executive Director and shall be responsible for assisting in the closure of the corporation. The Employee will perform such duties as ChartHouse may reasonably assign and the Employee will abide by all ChartHouse policies and procedures as adopted and amended from time to time.

2. Work Schedule

The approved work schedule for this position shall be part-time consisting of the following:

- A total of up to 120 hours for the month of July 2025
- Up to 25 hours per month thereafter, through December 2025.

The Employee must obtain prior written approval from the ChartHouse Board Chair to work in excess of the schedule noted above. This anticipated work schedule shall not alter the at-will nature of employment as described in Section B of this Agreement.

3. Compensation

The hourly pay for this position is \$50, subject to all regular withholdings. The Employee shall be paid twice monthly. The Employee shall not be permitted to earn overtime compensation without the prior written consent of the ChartHouse Board Chair.

4. Benefits. The Employee shall be entitled to one (1) hour of paid sick leave for every thirty (30) hours worked.

5. **Employee Rights**

Employment rights and benefits for employment at ChartHouse shall be only as specified in this Agreement. During the term of this Agreement, the Employee shall not acquire or accrue tenure, or any employment rights with ChartHouse.

6. **Conflicts of Interest**

The Employee shall not maintain employment or contracts for employment, or engage in any consultant or independent contractor relationship, with any other agency or school that will in any way conflict with her employment with ChartHouse, without first obtaining explicit written approval from the ChartHouse Board of Directors.

7. **Confidentiality**

The Employee understands that, while employed at ChartHouse, she will have access to confidential and proprietary information, including student information. The employee agrees to maintain confidentiality of all such information to the greatest extent allowable by law, including after separation.

8. **Child Abuse and Neglect Reporting**

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident. By executing this Agreement, the Employee acknowledges she is a child care custodian and is certifying that she has knowledge of California Penal Code section 11166 and will comply with its provisions.

B. EMPLOYMENT AT-WILL

ChartHouse may terminate this Agreement and the Employee's employment at any time with or without cause, with or without advance notice, and at ChartHouse's sole and unreviewable discretion. Either party may immediately terminate this Agreement and the Employee's employment upon written notice to the other party.

The Employee also may be demoted or disciplined and the terms of his/her employment may be altered at any time, with or without cause, at the discretion of ChartHouse. No one

other than the Board has the authority to amend this Agreement on the behalf of ChartHouse. Any such agreement must be in writing and must be signed by the Board Chair, and must specifically state the intent to alter this “at-will” relationship.

C. GENERAL PROVISIONS

1. Waiver of Breach

The waiver by either party, or the failure of either party to claim a breach of any provision of this Agreement, will not operate or be construed as a waiver of any subsequent breach.

2. Governing Law

This Agreement will be governed by, construed, and enforced in accordance with the laws of the State of California.

3. Partial Invalidity

If any provision of this Agreement is found to be invalid or unenforceable by any court, the remaining provisions hereof will remain in effect unless such partial invalidity or unenforceability would defeat an essential business purpose of the Agreement.

4. Assignment

The Employee shall not assign any rights or obligations under this Agreement without the prior written approval of the Board of Directors.

D. ACCEPTANCE OF EMPLOYMENT

By signing below, the Employee declares as follows:

1. I have read this Agreement and accept employment with ChartHouse on the terms specified herein.
2. All information I have provided to ChartHouse related to my employment is true and accurate.
3. This is the entire agreement between ChartHouse and me regarding the terms and conditions of my employment. This is a final and complete agreement and there are no other agreements, oral or written, express or implied, concerning the subject matter of this Agreement.

Employee Signature: _____ Date: _____
Catherine Foster

ChartHouse Approval: _____ Date: _____
Heather Vega, Board Chair

Coversheet

Financial Report

Section:	VI. Finance
Item:	A. Financial Report
Purpose:	FYI
Submitted by:	
Related Material:	CoCoSpa FY2024-25 April DMU.pdf

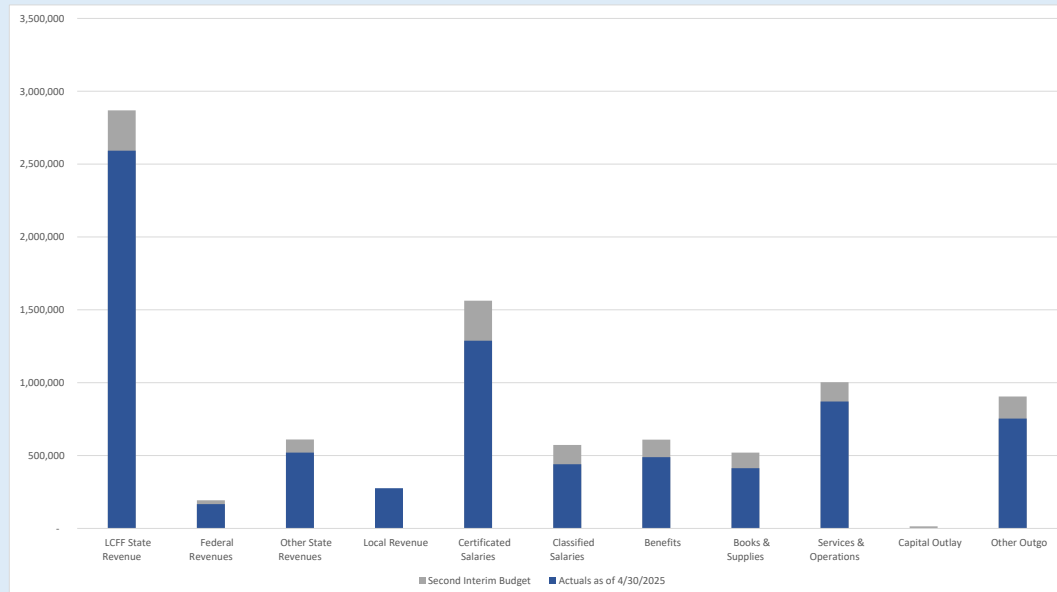
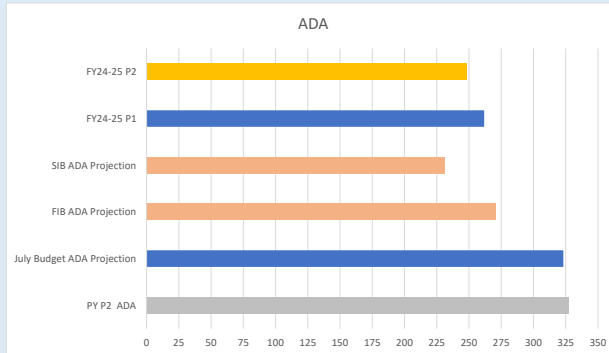
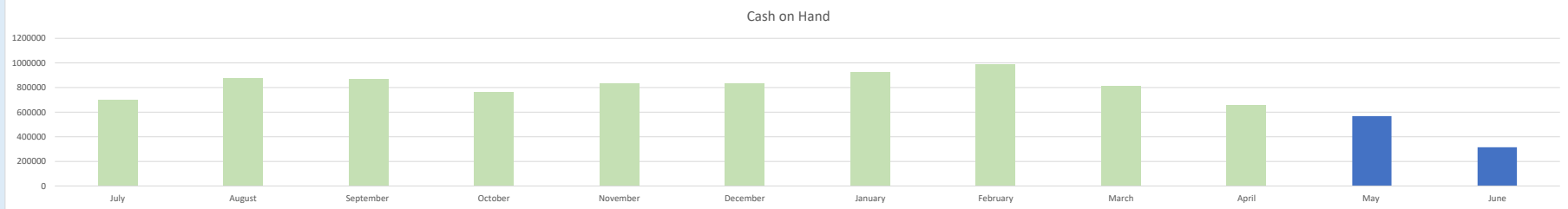


Contra Costa School of Performing Arts

DMS Monthly Update Actuals through: April 30, 2025

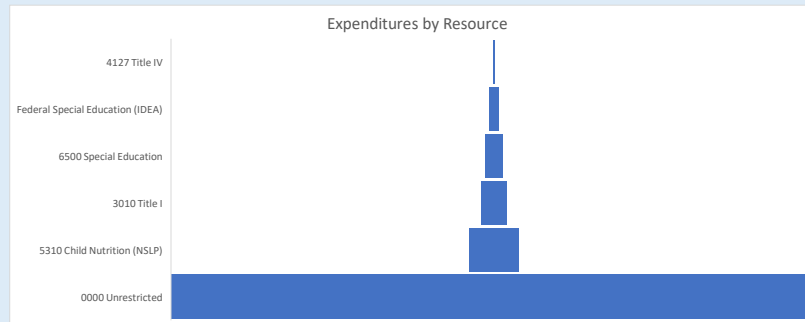


Contra Costa School of Performing Arts Financial Dashboard April 30, 2025



Balance Sheet Totals as of April 30, 2025

ASSETS			
Cash & Equivalents	Cash	653,111	
Total Cash & Equivalents		653,111	
Current Assets	Current Assets	232,687	
Total Current Assets		232,687	
Fixed Assets	Fixed Assets and Depreciation	20,496,736	
Total Fixed Assets		20,496,736	
Total ASSETS		21,382,534	
LIABILITIES			
Current Liabilities	Current Liabilities	170,680	
Total Current Liabilities		170,680	
Long Term Liabilities	Long Term Liabilities	22,942,991	
Total Long Term Liabilities		22,942,991	
TOTAL LIABILITIES		23,113,671	
Net Assets		(1,731,137)	
Total Liabilities and Net Assets		21,382,534	





SUMMARY NARRATIVE

This report is intended to provide a financial update comparing the Second Interim Budget with actuals through April 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 83% of the year (10 months) completed, YTD expense results are 82% of the Second Interim Budget.

IMPORTANT: year-end and closure entry activities may change these results.

Revenues through April 30th were \$3.5 million: 91% of the Second Interim Budget. Local revenue received includes two Employee Retention Credit refunds from the IRS totaling \$122,106. There is an additional ERC anticipated to be received in May of \$120,628.15 (minus 10% service fee).

IMPORTANT: year-end and closure entry activities may 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.** **** The lowest projected Days Cash on Hand is 22 days in the remainder of FY24-25. The projection of 22 days cash on-hand is subject to change with the P2 ADA certification.**

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.

IMPORTANT LEGISLATIVE UPDATES:

✓ **SB 414 (Ashby) Coalition Charter Reform Bill.** This bill advances sensible reforms for nonclassroom-based charter schools to strengthen oversight, prevent fraud, and protect the integrity of the charter sector. It represents the beginning of a longer-term effort to address accountability while preserving charter autonomy. **Cleared Senate Education Committee**

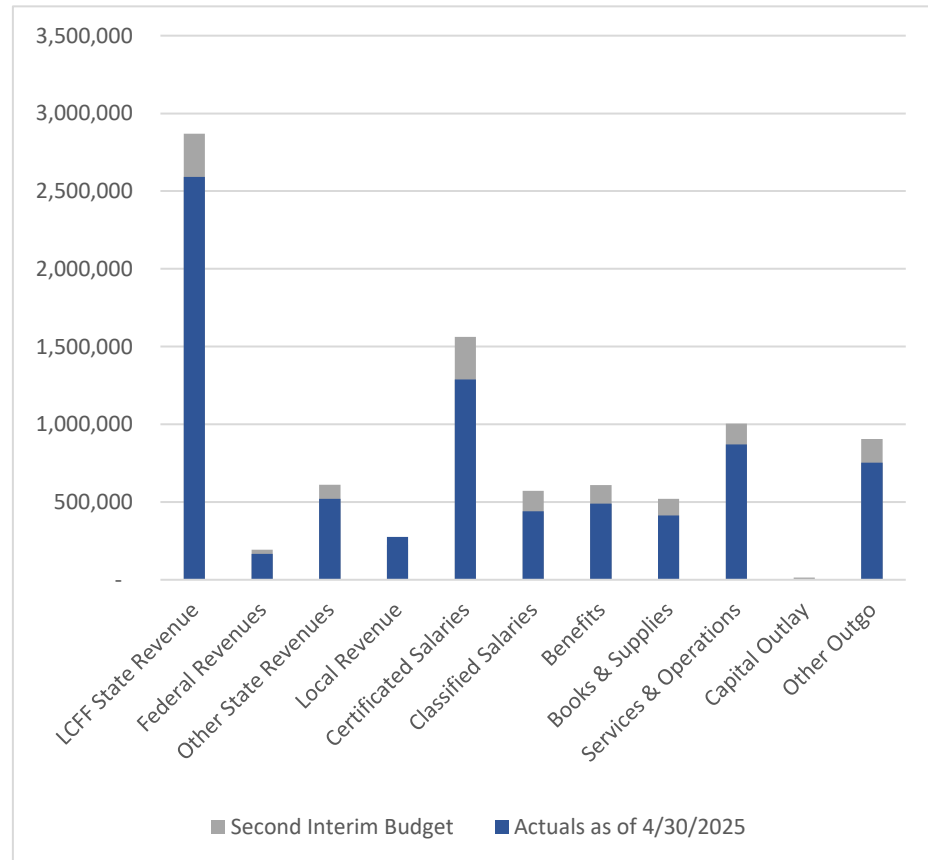
✓ **AB 1493 (Avila-Farias) Extending Verified Data.** This bill will extend the use of verified data by charter schools until the growth measure is fully implemented in the CA School Dashboard. **Dead on Arrival**

STOP **AB 84 (Muratsuchi)** This bill is an existential threat to charter schools throughout the state. Among many things, this bill: aims to triple (or in cases limitless) authorizer oversight fees, add credentialing requirements that limit the pioneering flexibility of charter schools, give school districts broad authority to deny charter school petitions or expansions, massively expand the scope of auditing mandates and require training for independent auditors, imposes State procurement processes which limit the flexibility charter schools have, and broadens criteria for denial of non-classroom-based charters and slashes funding for those same schools. **All of these actions threaten to take away the hallmark of the charter school movement in California – choice in education for families. Advanced by the Assembly Education committee.**

What can you do to help? Reach out to your representatives and loudly voice support for SB 414 while also voicing your concerns over AB 84.

Contra Costa School of Performing Arts FY2024-25 Financial Update

Budget vs Actuals	Second Interim Budget	Actuals as of 4/30/2025	% of Budget
Revenues			
LCFF State Revenue	2,869,404	2,592,129	90%
Federal Revenues	192,577	166,857	87%
Other State Revenues	610,229	520,270	85%
Local Revenue	224,666	275,834	123%
TTL Revenues	3,896,876	3,555,090	91%
Expenditures			
Certificated Salaries	1,562,469	1,288,296	82%
Classified Salaries	572,431	440,591	77%
Benefits	609,486	489,523	80%
Books & Supplies	520,353	413,650	79%
Services & Operations	1,003,566	870,823	87%
Capital Outlay	14,539	-	0%
Other Outgo	904,950	754,125	83%
Total Expenditures	5,187,794	4,257,008	82%
Operating Income/(Loss)			
	(1,290,918)	(701,917)	83%



Contra Costa School of Performing Arts FY2024-25 Financial Update

Budget vs Actuals	Code	Description	Second Interim Budget	Actuals as of 4/30/2025	% of Budget
Revenue					
LCFF Revenue					
	8011	LCFF Current Year	1,463,651	1,274,343	87%
	8012	Education Protection Account State Aid Current Year	46,322	32,778	71%
	8019	Unrestricted Revenue Prior Year	-	(46)	0%
	8096	In-Lieu-Of Property Taxes	1,359,431	1,285,054	95%
Total LCFF Revenue			2,869,404	2,592,129	90%
Federal Revenue					
	8181	Special Education Entitlement	46,265	-	0%
	8182	Special Education Discretionary Grants	-	-	0%
	8220	Child Nutrition Programs	71,910	92,421	129%
	8290	All Other Federal Revenue	63,310	74,436	118%
	8295	Prior Year Unrestricted Revenue	11,092	-	0%
Total Federal Revenue			192,577	166,857	87%
Other State Revenue					
	8311	Other State Apportionments Current Year	216,779	177,987	82%
	8520	Child Nutrition	194,989	157,319	81%
	8550	Mandated Cost Reimbursements	11,237	11,237	100%
	8560	State Lottery Revenue	67,113	51,554	77%
	8590	All Other State Revenue	120,112	122,173	102%
Total Other State Revenue			610,229	520,270	85%
Local Revenue					
	8660	Interest	20,000	21,664	108%
	8695	CTEIG - Local Revenue	21,435	-	0%
	8698	Other Revenue (Suspense)	502	502	100%
	8699	All Other Local Revenue	182,729	253,669	139%
Total Local Revenue			224,666	275,834	123%
Total Revenue			3,896,876	3,555,090	91%

Contra Costa School of Performing Arts FY2024-25 Financial Update

Budget vs Actuals	Code	Description	Second Interim Budget	Actuals as of 4/30/2025	% of Budget
Expenditures					
Certificated Compensation					
	1100	Certificated Teachers' Salaries	1,080,643	925,811	86%
	1130	Substitute Teacher Salaries	69,077	22,593	33%
	1150	Certificated Extra Duty	24,750	20,093	81%
	1200	Certificated Pupil Support Salaries	118,387	95,279	80%
	1300	Certificated Supervisors' and Administrators' Salaries	269,612	224,520	83%
	1900	Other Certificated Salaries	-	0	0%
Total Certificated Compensation			1,562,469	1,288,296	82%
Classified Compensation					
	2100	Classified Instructional Salaries	118,622	75,338	64%
	2130	Classified Substitute Salaries	7,500	5,618	75%
	2150	Classified Extra Duty	-	319	0%
	2200	Classified Support Salaries	23,520	12,971	55%
	2300	Classified Supervisors' and Administrators' Salaries	267,279	214,049	80%
	2400	Clerical, Technical, and Office Staff Salaries	154,234	128,106	83%
	2900	Other Classified Salaries	1,276	638	50%
	2950	Other NonCertificated Stipend	-	3,552	0%
Total Classified Compensation			572,431	440,591	77%
Employee Benefits					
	3101	State Teachers' Retirement System, certificated positions	298,196	274,933	92%
	3212	Voluntary Retirement	4,644	3,778	81%
	3301	OASDIMedicareAlternative, certificated positions	22,656	38,306	169%
	3302	OASDIMedicareAlternative, classified positions	43,742	-	0%
	3401	Medical Cert	132,871	94,367	71%
	3402	Medical Classified	68,373	45,471	67%
	3501	State Unemployment Insurance, certificated positions	4,499	7,652	170%
	3502	State Unemployment Insurance, classified positions	2,492	-	0%
	3601	Workers' Compensation Insurance, certificated positions	23,437	19,677	84%
	3602	Workers' Compensation Insurance, classified positions	8,577	5,338	62%
Total Employee Benefits			609,486	489,523	80%

Contra Costa School of Performing Arts
FY2024-25 Financial Update

Budget vs Actuals	Code	Description	Second Interim Budget	Actuals as of 4/30/2025	% of Budget
Books, Materials, & Supplies					
	4300	Materials and Supplies	35,378	40,288	114%
	4310	Materials and Supplies Software	5,108	6,994	137%
	4315	Instructional Materials & Supplies	-	823	0%
	4320	Educational Software	67,259	67,351	100%
	4390	Materials - Suspense	1,997	2,236	112%
	4400	Noncapitalized Equipment	15,611	15,611	100%
	4420	Non-Classroom Furn, Equip, & Supplies	-	-	0%
	4700	Student Food	395,000	280,348	71%
Total Books, Materials, & Supplies			520,353	413,650	79%
Outside Services & Other Operating Costs					
	5100	SpEd Contractors	12,126	47,764	394%
	5200	Travel and Conferences	850	850	100%
	5300	Dues and Memberships	23,373	24,368	104%
	5400	Insurance	67,221	66,454	99%
	5500	Operations and Housekeeping Services	4,043	5,179	128%
	5510	Utilities	231,000	157,239	68%
	5520	Water/Sewer/Waste	-	6,736	0%
	5535	Custodial, Janitorial, Gardening Services	90,000	79,966	89%
	5610	Facilities Rents and Leases	165,000	137,500	83%
	5615	Other Space Rental	(450)	(450)	0%
	5620	Equipment Leases	13,544	13,840	102%
	5630	Maintenance & Repairs	17,941	18,488	103%
	5800	Professional Services - Non-instructional	32,644	54,689	168%
	5810	Legal	30,000	22,745	76%
	5820	Audit & CPA	12,700	4,500	35%
	5825	Business Services	111,061	105,948	95%
	5835	Field Trips	-	6,453	0%
	5836	Fundraising Expenses	50	50	100%
	5840	Advertising & Recruitment	32,068	32,083	100%
	5850	Oversight Fees	28,694	-	0%
	5860	Other Service Fees	21,365	26,946	126%

Contra Costa School of Performing Arts
FY2024-25 Financial Update

Budget vs Actuals	Code	Description	Second Interim Budget	Actuals as of 4/30/2025	% of Budget
	5870	Live Scan	88	88	100%
	5880	Professional Services - Instructional	69,467	26,558	38%
	5881	Software	5,000	-	0%
	5887	Technology Services	26,060	26,330	101%
	5900	Communications	9,721	6,496	67%
Total Outside Services & Other Operating Costs			1,003,566	870,823	87%
Capital Expenditures					
	6900	Depreciation Expense	14,539	-	0%
Total Capital Expenditures			14,539	-	0%
Other Outgo					
	7438	Interest Expense - Long Term	904,950	754,125	83%
Total Other Outgo			904,950	754,125	83%
Total Expenditures			5,187,794	4,257,008	82%
Operating Income/Loss			(1,290,918)	(701,917)	83%

% of Year

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

Description	24-25 Second Interim Budget	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	Total For Year
BEGINNING CASH		375,180	698,869	876,208	870,245	760,882	832,544	834,408	927,636	986,153	814,395	655,506	568,095		
CASH INFLOWS															
REVENUES															
LCFF State Aid	1,463,651	-	99,620	99,620	179,315	179,315	179,315	179,315	179,315	89,264	89,264	89,264	89,264	97,318	1,550,189
Education Protection Account	46,322	-	-	-	16,389	-	-	16,389	-	-	-	-	-	16,828	49,606
Prior Year Adjustments	-	-	-	-	-	-	-	-	-	-	(46)	-	-	46	-
In-Lieu-Of Property Taxes	1,359,431	-	115,434	230,869	153,913	153,913	153,913	153,913	209,233	-	113,866	113,866	56,895	-	1,455,815
Other Federal Revenues	192,577	-	-	21,179	9,475	10,376	33,352	7,095	70,475	7,644	7,261	7,452	7,452	-	181,761
Other State Revenues	610,229	31,371	20,384	31,546	28,355	44,704	89,381	92,955	55,430	41,021	85,124	10,000	10,000	-	540,270
Local Revenues	224,666	12,155	6,991	8,629	9,092	99,200	29,413	23,526	7,795	58,346	20,687	108,565	-	-	384,400
TOTAL REVENUES	3,896,876	43,525	242,428	391,842	396,539	487,508	485,374	473,194	522,249	196,275	316,155	329,147	163,611	114,192	4,162,040
EXPENDITURES															
Certificated Salaries	1,562,469	38,967	152,836	146,034	141,657	145,508	151,941	129,919	126,556	126,341	128,536	128,536	128,536	-	1,545,369
Classified Salaries	572,431	21,137	46,889	49,862	49,752	53,013	46,551	43,595	41,532	43,914	44,346	44,346	44,346	-	529,284
Benefits	609,486	15,840	57,789	54,385	53,936	49,280	55,077	54,755	49,557	49,324	49,578	49,578	49,577	20,808	609,486
Books & Supplies	520,353	3,709	12,014	156,375	47,856	47,203	1,469	65,153	1,330	36,338	42,203	42,203	42,203	22,296	520,353
Services & Operations	1,003,566	128,767	65,493	130,050	102,360	73,172	69,146	77,384	66,100	62,523	95,829	76,482	62,523	-	1,009,827
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	5,187,794	283,833	410,433	612,119	470,974	443,589	399,597	446,220	360,487	393,851	435,905	416,558	417,137	43,104	5,133,807
OTHER CASH INFLOWS/OUTFLOWS															
Accounts Receivable (net change)		673,245	40,864	103,686	22,907	-	-	1,227	-	-	1,571	-	-	-	843,501
Net Change in Payables		(109,249)	(45,520)	110,627	(57,834)	27,743	(83,914)	65,026	(103,245)	25,818	(40,710)	-	-	-	(211,257)
Fixed Asset Acquisitions		-	-	-	-	-	-	-	-	-	-	-	14,539	-	14,539
Other Inflows/(Outflows)		-	350,000	-	-	-	-	-	-	-	-	-	(14,340)	-	335,660
NET INFLOWS/OUTFLOWS		563,997	345,344	214,314	(34,927)	27,743	(83,914)	66,253	(103,245)	25,818	(39,139)	-	199	-	
ENDING CASH BALANCE		698,869	876,208	870,245	760,882	832,544	834,408	927,636	986,153	814,395	655,506	568,095	314,769		
Days Cash On Hand		50	62	62	54	59	59	66	70	58	47	41	22		

**Contra Costa School of Performing Arts
2024-25 Second Interim 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		314,769	291,597	277,547	263,497	249,447	235,397	174,478	174,478	174,478	174,478	174,478	174,478		
CASH INFLOWS															
REVENUES															
LCFF State Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Education Protection Account	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Prior Year Adjustments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
In-Lieu-Of Property Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Federal Revenues	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other State Revenues	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Local Revenues	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EXPENDITURES															
Certificated Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Classified Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Benefits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Books & Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Services & Operations	-	18,800	14,050	14,050	14,050	14,050	14,050	-	-	-	-	-	-	(89,050)	-
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Outgo	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES	-	18,800	14,050	14,050	14,050	14,050	14,050	-	-	-	-	-	-	(89,050)	-
OTHER CASH INFLOWS/OUTFLOWS															
Accounts Receivable (net change)		38,733	-	-	-	-	-	-	-	-	-	-	-	-	38,733
Net Change in Payables		(43,104)	-	-	-	-	(46,869)	-	-	-	-	-	-	-	(89,973)
Fixed Asset Acquisitions		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Inflows/(Outflows)		-	-	-	-	-	-	-	-	-	-	-	-	-	-
NET INFLOWS/OUTFLOWS		(4,371)	-	-	-	-	(46,869)	-	-	-	-	-	-	-	-
ENDING CASH BALANCE		291,597	277,547	263,497	249,447	235,397	174,478	174,478	174,478	174,478	174,478	174,478	174,478		
Days Cash On Hand		-	-	-	-	-	-	-	-	-	-	-	-		

Coversheet

Executive Summary

Section:	VII. Other Business
Item:	A. Executive Summary
Purpose:	Discuss
Submitted by:	
Related Material:	Executive Summary May 2025.pdf

Executive Summary

Prepared by Catherine Foster

May 12, 2025

ED Priorities:

- Enrollment/Financial Sustainability
- Climate and Culture
- Academic Achievement

Enrollment:

Grade	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May
6th	41	41	41	39	36	37	33	32	32	32
7th	64	61	61	60	60	61	60	59	56	56
8th	55	54	53	52	52	49	47	47	48	48
9th	54	47	45	45	45	43	39	38	38	38
10th	28	26	26	25	25	23	21	21	20	20
11th	32	33	33	31	30	25	23	23	23	24
12th	23	23	23	23	23	23	23	23	23	23
Total	297	285	282	275	271	261	246	243	240	241

Attendance:

Contra Costa School of Performing Arts
08/08/2024 to 05/12/2025 = 163 school days

Grade Level	Carry Fwd	Gain	Mult Gain	Loss	Ending	Actual Days	OffTrack	Days N/E	Days Absent	Days Att'd	ADA	ADA %
6	0	44	0	12	32	7172	0	1316	412.00	5444.00	33.40	92.96%
Subtotal	0	44	0	12	32	7172	0	1316	412.00	5444.00	33.40	92.96%
7	0	67	0	11	56	10921	0	1347	436.00	9138.00	56.06	95.45%
8	0	58	1	10	48	9291	0	1098	491.00	7702.00	47.25	94.01%
Subtotal	0	125	1	21	104	20212	0	2445	927.00	16840.00	103.31	94.78%
9	0	56	0	18	38	9128	0	2141	485.00	6502.00	39.89	93.06%
10	0	28	0	8	20	4564	0	757	155.00	3652.00	22.40	95.93%
11	0	38	0	14	24	6194	0	1719	410.00	4065.00	24.94	90.84%
12	0	23	0	0	23	3749	0	0	362.00	3387.00	20.78	90.34%
Subtotal	0	145	0	40	105	23635	0	4617	1412.00	17606.00	108.01	92.58%
Grand Total	0	314	1	73	241	51019	0	8378	2751.00	39890.00	244.72	93.55%

Enrollment/Fiscal Sustainability

- ADA for P2 was higher than had been budgeted
- Looking at a DMS contract extension through July maybe Dec.
- Q3 2020 ERC money due this week- \$120,628.15 > still waiting on Q1 2021 and Q2 2021
- Budgeted for landscaping, utilities
- Diable Ballet renting until December
- Looking at how to liquidate some assets after closure to help with costs > following State's Attorney and Charter Closure Element 15 guidelines

Climate and Culture

- Rough few weeks > rallying for students > SEL activities
- Several students moved to independent study
- Art Show two weeks ago
- Prom was joyful and a success after slow ticket sales
- Theatre Extravanga was last Friday
- Wonderful Staff Appreciation Week
- AAPI Rallys today developed by Leadership
- After the Inbetween (last theater performance) - May 22-25
- Neverland (last dance performance) - May 25
- Director's Awards - May 27
- Instrumental/Vocal - May 29

Academic Achievement

- iReady final diagnostic 3 this week
- Finals week: MS 5/26-5/30. HS 6/2-6/5

Student Council

- Focused on the EOY events > [see plans here](#).

Events update (check the [Live Calendar](#)) Board members can use COCOSPABOARDMEMBERS for one free ticket to the events:

- May 13-15 - iReady Testing
- May 22 - After the Inbetween, 6:00 pm-7:30 pm
- May 23 - After the Inbetween, 6:00 pm-7:30 pm
- May 24 - After the Inbetween, 1:00 pm-2:30 pm, 6:00 pm-7:30 pm
- May 25 - Neverland Spring Showcase, 2 pm @ Del Valle, [click here for tickets](#)
- May 27 - Directors' Awards, 6:00 pm
- May 29 - Music (Instrumental and Vocal) Show, 6:00 pm
- May 30 - 8th Grade Promotion, 10:00 am MU > 8th Grade Discovery Kingdom Trip
- May 31 - SAVE THE DATE: Last Bow: A Celebration of CoCoSPA, 4:00 pm-8:00 pm
- June 1 - Grad Night at Disneyland
- June 5 - Graduation, 2:00 pm > Pleasant Hill Community Center
- June 12 - Report Cards and HS Transcripts sent home

Coversheet

Williams Act Resolution

Section: VII. Other Business
Item: B. Williams Act Resolution
Purpose: Vote
Submitted by: Catherine Foster
Related Material: CoCoSPA Williams Resolution 24-25.pdf

BACKGROUND:

DMS was made aware that CoCoSPA has been identified by the CDE as being “eligible” for Williams Monitoring. This is a result of a court case in California which ruled that schools that meet certain criteria need to pass an annual resolution declaring that the school has sufficient instructional materials for all students. This resolution can be requested by your county and/or auditor. The CDE sent letters to eligible schools in August 2023. To be eligible, your school met the following criteria:

- School eligible for Comprehensive Support and Improvement (CSI) under the Every Student Succeeds Act (ESSA); or
- School eligible for Additional Targeted Support and Improvement (ATSI) under ESSA; or
- School with fifteen percent or more of the school’s teacher that do not possess a valid and clear or preliminary teaching credential.

The current lists of eligibility cover fiscal years 2021-2024 and 2025-2027. Your school appears on both lists. Due to the closure, you are not required to have a resolution for 2025-26. (Please see attached lists.) You will need to have your board approve a resolution for FY2024-2025 as soon as possible.

RECOMMENDATION:

Approval of resolution.



CSPA

Contra Costa School of
Performing Arts

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

Adopted May 12, 2025

RESOLUTION REGARDING SUFFICIENCY OR INSUFFICIENCY OF INSTRUCTIONAL MATERIALS:

Whereas, the governing board of ChartHouse Public Schools, in order to comply with the requirements of *Education Code* Section 60119 held a public hearing on May 12, 2025, at 5:30 pm which did not take place during or immediately following school hours, and;

Whereas, the governing board provided at least 10 days' notice of the public meeting posted in at least three public places within the district that stated the time, place, and purpose of the meeting, and;

Whereas, the governing board encouraged participation by parents, teachers, and members of the community, in the public hearing, and;

FOR A FINDING OF SUFFICIENT INSTRUCTIONAL MATERIALS:

Whereas, information provided at the public hearing and to the governing board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the district/county office of education, and;

Whereas, the definition of “sufficient textbooks or instructional materials” means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

NOTE: The definition of sufficient textbooks or instructional materials no longer includes the phrase “to complete required homework assignments.” Students must now be able to take their instructional materials home.

Whereas, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

NOTE: To ensure that complete and accurate information has been provided upon which to base the board’s findings, governing boards may wish to include in their resolution the names of the textbooks or instructional materials programs, or



COSA

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both, which have been adopted by the governing board and were provided to pupils in the district to determine the sufficiency.

- Mathematics – Grades 6 - 8; iReady Classroom Mathematics. Algebra 1, Algebra 2, and Geometry; McGraw-Hill Mathematics, UC Scout
- Science - Grades 6 - 8; TCI Science. Biology & Chemistry; Elevate K12
- History-social science - Grades 6 - 8; TCI History Alive! World Connections. World History; TCI History Alive! World Connections. Government; TCI Government Alive! Power, Politics and You. Economics; TCI Econ Alive! The Power to Choose
- English/language arts, including the English language development component of an adopted program - Grades 6-12; Common Core Adapted Summit Curriculum. ELD - Rosetta Stone and Duolingo with English immersion.

NOTE: The governing board must also include a written determination for the following areas, though these determinations are not a condition of receipt of funds.

Whereas, sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes, and;

Whereas, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

NOTE: The governing board may provide a list of the science laboratory classes offered in grades 9-12 and details on the science laboratory equipment available for these classes.

Therefore, it is resolved that for the 2024 - 2025 school year, the Contra Costa School of Performing Arts/ChartHouse Public Schools has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.