



Contra Costa School of Performing Arts

Board Meeting

Date and Time

Tuesday July 23, 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, July 23, 2024 at 5:30 PM PDT

Location:

4229 20th Street
San Francisco, CA 94114

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

The public may address the Board regarding any item within the jurisdiction of the Board of Directors of ChartHouse Public Schools. To ensure an orderly meeting and an equal opportunity for each speaker, persons wishing to address the Board must fill out a speaker's card. Cards should be turned into the Board Chair/Vice

Chairperson prior to the Call to Order. Speakers will be given three minutes for items on the agenda, and two minutes for items not on the agenda. When translation services are utilized to support the participation of a primary Speaker, the translator will be afforded the same duration of time as the primary Speaker. Time may not be yielded to other speakers. In compliance with the Brown Act, the Board may listen to comments from speakers and provide direction to staff, but may not engage in discussion or take action on items that are not already on the agenda.

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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.

II. Public Comments 5:34 PM

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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

	Purpose	Presenter	Time
<p>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.	Consent Agenda		5:44 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 Special Meeting April 25, 2024 Minutes for June 25, 2024 Minutes for July 8, 2024	Vote Heather Vega	5 m
IV.	Finance		5:49 PM
A.	Financial Report	FYI Candice Phillips, Debbie Howard	25 m
V.	Other Business		6:14 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, Candice Phillips	5 m
B.	Board Member Appointment Interview and vote on potential board members.	Vote Heather Vega	20 m

	Purpose	Presenter	Time
C. Salary Schedule Revision for 24-25	Vote	Catherine Foster, Callie Tirlia	5 m
Review and vote on the Salary Schedule changes for SY 24-25.			
Changes:			
<ul style="list-style-type: none"> • Tab 2 - Teacher FTE Calc: change from .15 FTE to .20 FTE per section • Tab 3 - No-teacher Salaried: addition of option for Master's Stipend 			
D. Board Committees	Vote	Catherine Foster, Heather Vega	10 m
Pursuant to Article VII, section 23 of the ChartHouse Public School Bylaws, establish board committees:			
<ul style="list-style-type: none"> • Financial • Governance • Fundraising • Recruitment/Enrollment/Rentention • Academic Excellence 			
E. Nominating Policy for Non-Board Members to Serve on Committees	Vote	Catherine Foster	10 m
Review and vote on policy to for non-board members to serve on committees.			
VI. Closed Session			7:04 PM
A. Review Potential Litigation	Discuss	Heather Vega	10 m
B. Employee Action	Vote	Catherine Foster	10 m
Review resignations, terminations and new hires. Vote on employee actions.			
VII. Reconvene to Open Session			7:24 PM
A. Report out on Action Taken in Closed Session	Discuss	Heather Vega	5 m
VIII. Closing Items			7:29 PM
A. Adjourn Meeting	Vote		

Coversheet

Consent Agenda Items

Section: III. Consent Agenda
Item: A. Consent Agenda Items
Purpose: Vote
Submitted by:
Related Material: 2024_04_25_board_meeting_minutes.pdf
2024_06_25_board_meeting_minutes.pdf
2024_07_08_board_meeting_minutes.pdf



Contra Costa School of Performing Arts

Minutes

Special Board Meeting

Date and Time

Thursday April 25, 2024 at 2:00 PM

The public may address the Board regarding any item within the jurisdiction of the Board of Directors of ChartHouse Public Schools. To ensure an orderly meeting and an equal opportunity for each speaker, persons wishing to address the Board must fill out a speaker's card. Cards should be turned into the Board Chair/Vice Chairperson prior to the Call to Order. 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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Board meeting will be held at 2730 Mitchell Dr., Walnut Creek, CA 94598.

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

5505 Iowa Drive
Concord, CA 94521

490 Lake Park Drive
Oakland, CA 94610

4040 Hope Ave
Concord, CA 94521

505 Allegheny Dr
Walnut Creek, CA 94598

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

Directors Present

A. Mbonisi (remote), C. Hill (remote), H. Vega (remote), M. Hennessy (remote)

Directors Absent

G. Ponikvar, L. McPhatter-Harris

Ex Officio Members Present

C. Foster (remote)

Non Voting Members Present

C. Foster (remote)

Guests Present

C. Tirlia (remote)

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 Thursday Apr 25, 2024 at 2:04 PM.

B. Record Attendance

C.

Establishment of Quorum

Quorum established at 2:04pm by Heather Vega

D. Agenda Review and Adoption

M. Hennessy made a motion to Accept the agenda as is.

C. Hill seconded the motion.

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

Roll Call

L. McPhatter-Harris Absent

H. Vega Aye

G. Ponikvar Absent

C. Hill Aye

A. Mbonisi Aye

M. Hennessy Aye

II. PUBLIC COMMENTS

A. Items on the Agenda

No public comments at this time.

III. Other Business

A. Review and Approve 24-25 Work Year Calendar

Catherine presented the updated proposed calendars for the 2024-2024 school year. The proposed calendars are now 188 workdays, 215 workdays and 224 workdays. Catherine added 3 additional PD days which increased the originally proposed 185 workday calendar to 188 workdays.

M. Hennessy made a motion to Approve all the 2024-2025 workday calendars as presented today.

C. Hill seconded the motion.

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

Roll Call

M. Hennessy Aye

L. McPhatter-Harris Absent

A. Mbonisi Aye

H. Vega Aye

G. Ponikvar Absent

C. Hill Aye

IV. 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 2:23 PM.

Respectfully Submitted,
H. Vega



Contra Costa School of Performing Arts

Minutes

Board Meeting

Date and Time

Tuesday June 25, 2024 at 5:30 PM

Location

CCSPA Conference Room

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, June 25, 2024 at 5:30 PM PDT

Location:

2730 Mitchell Dr.
Walnut Creek, CA 94598

505 Allegheny Drive
Walnut Creek, CA 94598

4229 20th Street
San Francisco, CA 94114

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

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Directors Present

C. Hill, G. Ponikvar, H. Vega, L. McPhatter-Harris, M. Hennessy (remote)

Directors Absent

A. Mbonisi

Directors who arrived after the meeting opened

L. McPhatter-Harris

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 Jun 25, 2024 at 5:38 PM.

B. Record Attendance

C. Establish a Quorum

Quorum established at 5:38pm by Heather Vega

D. Agenda Review and Adoption

C. Hill made a motion to Accept the Agenda as Presented.

G. Ponikvar seconded the motion.

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

Roll Call

A. Mbonisi	Absent
M. Hennessy	Aye
C. Hill	Aye
L. McPhatter-Harris	Absent
G. Ponikvar	Aye
H. Vega	Aye

II. Public Comments

A. Items on the Agenda

Jen Bridge asked if parents would have answers about fiscal sustainability for the future. Heather Vega was unable to answer but assured that the budget is a topic of discussion for today's meeting.

B. Items Not on the Agenda

No public comments for items not on the agenda were made at this time.

L. McPhatter-Harris arrived at 5:43 PM.

III. Reconvene to Open Session

A. Report out on Action Taken in Closed Session

Reconvened at 6:27pm. No action was taken during closed session.

IV. Consent Agenda

A.

Consent Agenda Items

The board will pull the "Employee Handbook 2024-2025" item from under "V. Consent Agenda" and move it to item D. under "VIII. Other Business".

L. McPhatter-Harris made a motion to approve the agenda as amended.

C. Hill seconded the motion.

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

Roll Call

L. McPhatter-Harris Aye

A. Mbonisi Absent

G. Ponikvar Aye

H. Vega Aye

M. Hennessy Aye

C. Hill Aye

L. McPhatter-Harris made a motion to approve the minutes from Board Meeting on 04-22-24.

C. Hill seconded the motion.

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

Roll Call

L. McPhatter-Harris Aye

H. Vega Aye

A. Mbonisi Absent

G. Ponikvar Aye

C. Hill Aye

M. Hennessy Aye

L. McPhatter-Harris made a motion to approve the minutes from Special Board Meeting on 05-21-24.

C. Hill seconded the motion.

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

Roll Call

H. Vega Aye

C. Hill Aye

G. Ponikvar Aye

A. Mbonisi Absent

M. Hennessy Aye

L. McPhatter-Harris Aye

L. McPhatter-Harris made a motion to approve the minutes from Study Session on 06-11-24.

C. Hill seconded the motion.

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

Roll Call

A. Mbonisi Absent

H. Vega Aye

L. McPhatter-Harris Aye

Roll Call

G. Ponikvar	Aye
M. Hennessy	Aye
C. Hill	Aye

V. Finance

A. Budget for School Year 2024 - 2025

Debbie began discussing the Budget for the 2024-2025 school year.

Catherine and Debbie listed a few expenses that will be cut going forward in the 2024-2025 budget. The budget breakdown was discussed amongst the members of the board. While the board recognizes that adding 25+ new students is ideal, the school must also maintain the current students as well.

L. McPhatter-Harris made a motion to approve the 2024-2025 budget - version 17.

C. Hill seconded the motion.

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

Roll Call

C. Hill	Aye
M. Hennessy	Aye
L. McPhatter-Harris	Aye
H. Vega	Aye
A. Mbonisi	Absent
G. Ponikvar	Aye

B. Contract Negotiations

Catherine began with presenting the Statement of Work EdTech contract. EdTech will be taking back over all CALPADS reporting. This Edtech contract was added to the 2024-2025 budget v.17.

L. McPhatter-Harris made a motion to approve EdTech Statement of Work #6.

G. Ponikvar seconded the motion.

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

Roll Call

L. McPhatter-Harris	Aye
A. Mbonisi	Absent
C. Hill	Aye
H. Vega	Aye
M. Hennessy	Aye
G. Ponikvar	Aye

Catherine presented the facility janitorial service addendum as provided by JR catering. This addendum will provide both janitorial services as well as landscaping services.

L. McPhatter-Harris made a motion to approve the Facility Janitorial Service Addendum.

G. Ponikvar seconded the motion.

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

Roll Call

L. McPhatter-Harris	Aye
M. Hennessy	Aye
C. Hill	Aye
G. Ponikvar	Aye
A. Mbonisi	Absent
H. Vega	Aye

C. Bondholder Loan Terms

Heather and Charles presented the bondholder loan terms. Charles and Heather explained that the loan will come with standard reporting responsibilities.

VI. Other Business

A. Executive Summary

Catherine presented her executive summary for June 2024. Catherine presented the current student population as well as the ideal predicted future statistics. Catherine presented all the student safety updates as well as all community & culture updates for both students and staff. Catherine presented the important upcoming dates for students, parents and staff to be aware of. The board members expressed their comments and questions to Catherine.

B. LCAP for School Year 2024-2025

Catherine presented the Local Control Accountability Plan for 2024-2025. Catherine presented the three major goals the school will want to meet for this LCAP report. Along with the goals, Catherine also presented the action strategies that will be used to meet these goals.

L. McPhatter-Harris made a motion to approve the LCAP and budget overview for the three year plan.

G. Ponikvar seconded the motion.

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

Roll Call

H. Vega	Aye
L. McPhatter-Harris	Aye
G. Ponikvar	Aye
M. Hennessy	Aye
C. Hill	Aye
A. Mbonisi	Absent

C. Employee Sick Policy School Year 2024-2025

Catherine and Debbie presented that historically, SPA has given each employee 80 hours of sick time per school year. Catherine presented the idea to reduce the allotted sick hours from 80 hours of sick time to 40 hours of sick time.

C. Hill made a motion to approve the updated policy of 80 allotted sick hours per employee to 40 sick hours per employee.

L. McPhatter-Harris seconded the motion.

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

Roll Call

A. Mbonisi	Absent
G. Ponikvar	Aye
H. Vega	Aye
M. Hennessy	Aye
C. Hill	Aye
L. McPhatter-Harris	Aye

D. Employee Handbook 2024-2025

The board will add the amendment that the Employee Handbook will reflect 40 sick hours per employee.

L. McPhatter-Harris made a motion to approve the Employee Handbook with the 40 sick hour amendment.

C. Hill seconded the motion.

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

Roll Call

H. Vega	Aye
M. Hennessy	Aye
A. Mbonisi	Absent
L. McPhatter-Harris	Aye
C. Hill	Aye
G. Ponikvar	Aye

E. Cell Phone Policy School Year 2024-2025

Catherine discussed the new cultural shifts away from having cellphones out and present on campus. The school will be enforcing a strict no phones policy. This will be a shift for both staff and students, but will be a positive outcome when put into place.

M. Hennessy made a motion to approve the CoCoSPA cell phone policy.

C. Hill seconded the motion.

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

Roll Call

G. Ponikvar	Aye
M. Hennessy	Aye
L. McPhatter-Harris	Aye
A. Mbonisi	Absent
C. Hill	Aye

Roll Call

H. Vega Aye

F. Organization Chart School Year 2024 - 2025

Catherine took the feedback from the last meeting for the organizational chart and made revisions as needed. Catherine presented a new organizational chart for the 2024-2025 school year.

C. Hill made a motion to approve the CoCoSPA Organizational Chart for 2024-2025.

G. Ponikvar seconded the motion.

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

Roll Call

G. Ponikvar Aye

M. Hennessy Aye

H. Vega Aye

A. Mbonisi Absent

L. McPhatter-Harris Aye

C. Hill Aye

G. Executive Director Compensation Study

M. Hennessy made a motion to approve the compensation comparability study.

L. McPhatter-Harris seconded the motion.

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

Roll Call

H. Vega Aye

G. Ponikvar Aye

M. Hennessy Aye

A. Mbonisi Absent

L. McPhatter-Harris Aye

C. Hill Aye

H. Executive Director Agreement School Year 2024-2025

Heather presented the agreement between Charthouse Public Schools and Catherine Foster.

Heather wants to make a motion to amend to increase the accrual cap from 15 vacation days to 23 days and to add a line in that allows for roll-over for up to 20 vacation days.

C. Hill made a motion to approve the agreement as amended.

G. Ponikvar seconded the motion.

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

Roll Call

L. McPhatter-Harris Aye

Roll Call

C. Hill	Aye
A. Mbonisi	Absent
G. Ponikvar	Aye
M. Hennessy	Aye
H. Vega	Aye

I. Board Meeting Schedule School Year 2024-2025

Heather presented the board meeting schedule for 2024-2025.

L. McPhatter-Harris made a motion to approve the 24-25 board meeting schedule as presented.

C. Hill seconded the motion.

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

Roll Call

L. McPhatter-Harris	Aye
C. Hill	Aye
H. Vega	Aye
M. Hennessy	Aye
G. Ponikvar	Aye
A. Mbonisi	Absent

J. Board Member Terms Renewals/Resignations

L. McPhatter-Harris made a motion to accept the resignation of Charles Hill.

G. Ponikvar seconded the motion.

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

Roll Call

A. Mbonisi	Absent
H. Vega	Aye
L. McPhatter-Harris	Aye
G. Ponikvar	Aye
M. Hennessy	Aye
C. Hill	Aye

K. Board Member Recognition

VII. 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 8:30 PM.

Respectfully Submitted,

H. Vega



Contra Costa School of Performing Arts

Minutes

Special Board Meeting

Date and Time

Monday July 8, 2024 at 5:00 PM

Location

Virtual <https://us06web.zoom.us/j/86563524044>

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Board meeting will be held virtually.

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

5505 Iowa Drive
Concord, CA 94521

4040 Hope Ave
Concord, CA 94521

505 Allegheny Dr
Walnut Creek, CA 94598

600 Esplanade Street
Lakeport, CA 95453

2121 Chicory Drive
Oakley, CA 94561

80 Swan Way, Suite 300
Oakland, CA 94621

315 Gregory Lane
Pleasant Hill, CA 94523

Directors Present

G. Ponikvar (remote), H. Vega (remote), L. McPhatter-Harris (remote), M. Hennessy (remote)

Directors Absent

None

Ex Officio Members Present

C. Foster (remote)

Non Voting Members Present

C. Foster (remote)

Guests Present

C. Tirlia (remote)

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 Jul 8, 2024 at 5:06 PM.

B. Record Attendance

C. Establishment of Quorum

Quorum Established at 5:07pm by Heather Vega

D. Agenda Review and Adoption

Heather has proposed that "Trustee Term Extension" be moved from under V. Governance to under II. Public Comments

G. Ponikvar made a motion to approve agenda as amended.

M. Hennessy seconded the motion.

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

Roll Call

L. McPhatter-Harris Aye

M. Hennessy Aye

H. Vega Aye

G. Ponikvar Aye

II. PUBLIC COMMENTS

A. Items on the Agenda

No public comments were made at this time.

III. Governance

A. Trustee Term Extension

G. Ponikvar made a motion to extend the board member term for Dr. Lynna McPhatter-Harris.

M. Hennessy seconded the motion.

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

Roll Call

M. Hennessy Aye

G. Ponikvar Aye

H. Vega Aye

L. McPhatter-Harris Aye

IV. Finance

A. Rosemawr Loan Agreement

M. Hennessy made a motion to approve the agreement with Rosemawr.

G. Ponikvar seconded the motion.

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

Roll Call

H. Vega Aye

L. McPhatter-Harris Aye

G. Ponikvar Aye

M. Hennessy Aye

V. Contracts

A. Mariposa Agreement

Heather presented the modified Mariposa Agreement.

M. Hennessy made a motion to approve the Mariposa contract as presented in the meeting.

G. Ponikvar seconded the motion.

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

Roll Call

L. McPhatter-Harris Aye

M. Hennessy Aye

H. Vega Aye

G. Ponikvar Aye

VI. Governance

A. Trustee applicant interview

Sierra Kulak introduced herself to the board members and explained her background in education both personally and professionally.

M. Hennessy made a motion to approve Sierra Kulak's board membership for two years.

L. McPhatter-Harris seconded the motion.

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

Roll Call

M. Hennessy Aye

H. Vega Aye

L. McPhatter-Harris Aye

G. Ponikvar Aye

VII. 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 6:11 PM.

Respectfully Submitted,
H. Vega

Coversheet

Financial Report

Section: IV. Finance
Item: A. Financial Report
Purpose: FYI
Submitted by:
Related Material: CoCoSpa FY2023-24 June DMU.pdf



Contra Costa School of Performing Arts

DMS Monthly Update Actuals through: June 30, 2024





SUMMARY NARRATIVE

This report is intended to provide a financial update comparing the Second Interim Budget with actuals through June 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 100% of the year (12 months) completed, YTD expense results are 107% of the Second Interim Budget. **IMPORTANT:** year-end closing activities and entries will potentially change these results.

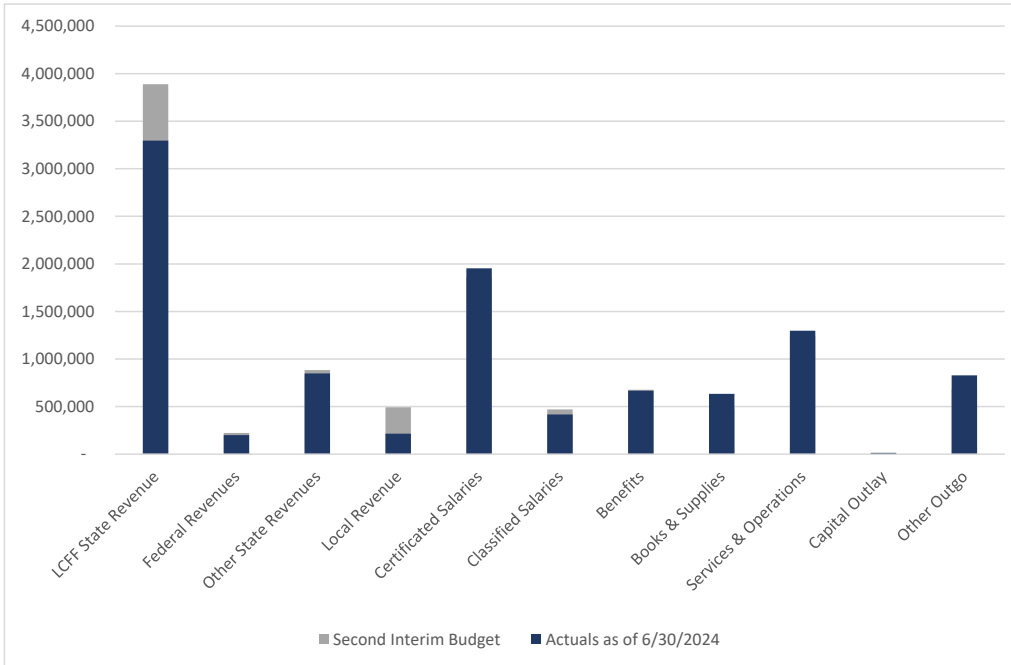
Revenues through June 2024 were \$4.56 million: 83% of the Second Interim Budget. **IMPORTANT:** year-end closing activities and entries will potentially change these results.

Cash Flow - Contra Costa School of Performing Arts concluded the year with 23 days cash on hand **using actual expenditures**. A **preliminary cash flow for FY24-25** projects the school **will not have sufficient funds to meet its financial obligations beginning December 2024**. ** This projection excludes the loan anticipated to be received in July that as of the date this report was issued has no revised anticipated date of receipt. *If the loan were to be funded in August 2024, the lowest projected Days Cash on Hand would be 16 days in FY24-25. **This projection is based upon receipt of the loan, the school achieving funded enrollment of 350, and expenditures staying within the budget.***

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	Second Interim Budget	Actuals as of 6/30/2024	% of Budget
Revenues			
LCFF State Revenue	3,889,457	3,295,889	85%
Federal Revenues	223,530	200,105	90%
Other State Revenues	883,410	849,643	96%
Local Revenue	494,005	214,879	43%
TTL Revenues	5,490,402	4,560,516	83%
Expenditures			
Certificated Salaries	1,859,520	1,954,500	105%
Classified Salaries	470,380	416,261	88%
Benefits	676,989	666,120	98%
Books & Supplies	476,826	633,229	133%
Services & Operations	1,239,067	1,297,796	105%
Capital Outlay	14,539	14,539	100%
Other Outgo	678,714	829,538	122%
Total Expenditures	5,416,036	5,811,983	107%
Operating Income/(Loss)	74,366	(1,251,467)	100%



Bond Ratios - Projected based on actuals through June 2024	Bond Ratios - Projected based on Second Interim Budget
Enrollment (at least 400)	351
Base Rent Coverage (at least 1.2)	-0.69
Days Cash on Hand (at least 35 days)	23
Reserve % (4%)	0%

Budget vs Actuals	Code	Description	Second Interim Budget	Actuals as of 6/30/2024	% of Budget
Revenue					
LCFF Revenue					
	8011	LCFF Current Year	2,124,398	1,744,873	82%
	8012	Education Protection Account State Aid Current Year	64,638	44,632	69%
	8019	Unrestricted Revenue Prior Year	16,314	(5,089)	0%
	8096	In-Lieu-Of Property Taxes	1,684,107	1,511,473	90%
Total LCFF Revenue			3,889,457	3,295,889	85%
Federal Revenue					
	8181	Special Education Entitlement	44,330	18,251	41%
	8220	Child Nutrition Programs	115,946	108,195	93%
	8290	All Other Federal Revenue	63,254	73,659	116%
Total Federal Revenue			223,530	200,105	90%
Other State Revenue					
	8311	Other State Apportionments Current Year	374,572	363,509	97%
	8520	Child Nutrition	232,826	209,367	90%
	8550	Mandated Cost Reimbursements	11,081	11,039	100%
	8560	State Lottery Revenue	79,869	64,681	81%
	8590	All Other State Revenue	185,062	201,047	109%
Total Other State Revenue			883,410	849,643	96%
Local Revenue					
	8660	Interest	30,000	31,455	105%
	8695	CTEIG - Local Revenue	21,435	-	0%
	8696	Donations - Private (Foundation Grants)	50	50	100%
	8697	Fundraising (School Site)	341,160	45	0%
	8698	Other Revenue (Suspense)	1,360	1,360	100%
	8699	All Other Local Revenue	100,000	181,969	182%
Total Local Revenue			494,005	214,879	43%
Total Revenue			5,490,402	4,560,516	83%

Budget vs Actuals	Code	Description	Second Interim Budget	Actuals as of 6/30/2024	% of Budget
Expenditures					
Certificated Compensation					
	1100	Certificated Teachers' Salaries	1,382,165	1,431,808	104%
	1130	Substitute Teacher Salaries	35,000	39,576	113%
	1150	Certificated Extra Duty	14,614	32,185	220%
	1200	Certificated Pupil Support Salaries	116,247	117,654	101%
	1300	Certificated Supervisors' and Administrators' Salaries	238,220	258,842	109%
	1900	Other Certificated Salaries	73,274	74,434	102%
Total Certificated Compensation			1,859,520	1,954,500	105%
Classified Compensation					
	2100	Classified Instructional Salaries	110,875	81,134	73%
	2130	Classified Substitute Salaries	24,194	5,332	22%
	2150	Classified Extra Duty	5,873	3,840	65%
	2300	Classified Supervisors' and Administrators' Salaries	40,980	80,938	198%
	2400	Clerical, Technical, and Office Staff Salaries	158,107	154,932	98%
	2450	Classified Extra Time	3,562	3,562	100%
	2900	Other Classified Salaries	126,789	86,523	68%
Total Classified Compensation			470,380	416,261	88%
Employee Benefits					
	3101	State Teachers' Retirement System, certificated positions	355,168	379,480	107%
	3301	OASDIMedicareAlternative, certificated positions	62,947	55,199	88%
	3401	Medical Cert	158,653	144,575	91%
	3402	Medical Classified	53,179	39,861	75%
	3501	State Unemployment Insurance, certificated positions	11,650	9,546	82%
	3601	Workers' Compensation Insurance, certificated positions	27,893	26,821	96%
	3602	Workers' Compensation Insurance, classified positions	7,056	5,505	78%
	3902	Other Benefits, Classified	444	3,298	743%
	3990	Prior Year Benefit Adjustment	-	1,834	
Total Employee Benefits			676,989	666,120	98%

Budget vs Actuals	Code	Description	Second Interim Budget	Actuals as of 6/30/2024	% of Budget
Books, Materials, & Supplies					
	4300	Materials and Supplies	110,000	126,609	115%
	4315	Instructional Materials & Supplies	9,731	9,731	100%
	4320	Educational Software	37,095	28,788	78%
	4390	Materials - Suspense	-	7,100	0%
	4400	Noncapitalized Equipment	45,000	45,689	102%
	4420	Non-Classroom Furn, Equip, & Supplies	5,000	2,332	47%
	4700	Student Food	270,000	412,980	153%
Total Books, Materials, & Supplies			476,826	633,229	133%
Outside Services & Other Operating Costs					
	5100	SpEd Contractors	140,000	62,673	45%
	5200	Travel and Conferences	19,119	21,810	114%
	5300	Dues and Memberships	45,039	50,505	112%
	5400	Insurance	86,466	103,970	120%
	5500	Operations and Housekeeping Services	11,000	55,540	505%
	5510	Utilities	194,155	112,252	58%
	5520	Water/Sewer/Waste	-	7,049	0%
	5535	Custodial, Janitorial, Gardening Services	82,000	110,134	134%
	5610	Facilities Rents and Leases	14,750	-	0%
	5615	Other Space Rental	45,000	47,062	105%
	5620	Equipment Leases	21,102	15,095	72%
	5630	Maintenance & Repairs	35,000	38,091	109%
	5800	Professional Services - Non-instructional	107,261	122,989	115%
	5810	Legal	45,000	42,515	94%
	5820	Audit & CPA	7,500	11,675	156%
	5825	Business Services	161,967	174,876	108%
	5835	Field Trips	13,445	31,953	238%
	5836	Fundraising Expenses	4,000	6,373	159%
	5840	Advertising & Recruitment	25,000	35,961	144%
	5850	Oversight Fees	38,895	32,959	85%
	5860	Other Service Fees	14,000	16,155	115%
	5870	Live Scan	299	299	100%

Budget vs Actuals	Code	Description	Second Interim Budget	Actuals as of 6/30/2024	% of Budget
	5880	Professional Services - Instructional	45,070	120,917	268%
	5881	Software	8,000	4,262	53%
	5887	Technology Services	65,000	61,915	95%
	5900	Communications	10,000	10,768	108%
Total Outside Services & Other Operating Costs			1,239,067	1,264,837	102%
Capital Expenditures					
	6900	Depreciation Expense	14,539	14,539	100%
Total Capital Expenditures			14,539	14,539	100%
Other Outgo					
	7310	Indirect Costs	-	-	0%
	7438	Interest Expense - Long Term	678,714	829,538	122%
Total Other Outgo			678,714	829,538	122%
Total Expenditures			5,416,036	5,811,983	107%
					% of Year
Operating Income/Loss			74,366	(1,251,467)	100%

	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Accruals	Total
Starting Cash		1,339,707	1,168,066	1,059,763	991,914	906,549	980,932	768,303	744,520	654,917	737,324	629,131	551,562		
Revenues															
LCFF State Revenue	2,124,398	0	103,313	103,313	185,963	185,963	185,963	185,963	185,963	120,155	120,155	120,155	247,969	205,365	1,950,238
EPA	64,638	0	0	0	15,843	0	0	15,842	0	0	12,947	0	0	20,924	65,556
In-Lieu Property Taxes	1,684,107	0	99,082	198,110	132,086	132,086	132,086	132,086	132,086	298,223	127,814	127,814	0	412,435	1,923,908
Prior Year Corrections	16,314	0	16,314	0	0	0	0	0	0	(5,351)	(5,351)	(5,351)	(5,351)	(24,680)	(29,769)
Federal Revenues	223,530	0	0	0	10,953	28,062	14,600	13,455	9,123	11,279	13,581	59,244	39,807	23,425	223,530
Other State Revenues	883,410	39,240	22,313	84,611	82,523	147,782	46,382	105,670	24,240	93,126	96,287	68,731	38,740	33,767	883,410
Other Local Revenue	494,005	7,179	5,169	10,690	24,195	24,150	35,921	12,260	17,723	29,448	18,765	25,238	4,139	0	214,879
Total Revenues	5,490,402	46,419	246,191	396,724	451,564	518,042	414,952	465,277	369,135	546,879	384,198	395,831	325,304	671,236	5,231,752
Expenditures															
Certificated Salaries	1,859,520	5,976	161,893	176,516	170,945	172,280	172,402	192,111	184,093	180,619	175,393	174,010	188,262	0	1,954,500
Classified Salaries	470,380	22,957	36,983	34,449	34,982	38,031	36,971	35,667	40,796	37,709	34,433	34,812	28,471	54,119	470,380
Benefits	676,989	7,041	50,397	57,930	57,029	57,736	57,153	63,567	62,944	59,506	62,458	62,172	68,188	10,869	676,989
Books & Supplies	476,826	3,509	34,069	102,871	60,063	60,423	81,104	46,292	82,841	46,398	4,303	43,428	67,929	0	633,229
Services & Operations	1,239,067	100,913	88,652	134,204	131,711	104,567	134,733	101,535	90,414	81,077	103,125	114,122	79,785	32,959	1,297,796
Capital Outlay	14,539	0	0	0	0	0	0	0	0	0	0	0	0	14,539	14,539
Other Outgo	678,714	0	75,413	75,413	75,413	75,413	75,413	75,413	75,413	75,413	75,413	75,413	75,413	89,163	918,701
Total Expenditures	5,416,036	140,395	447,407	581,383	530,142	508,449	557,775	514,585	536,500	480,722	455,124	503,955	508,049	201,650	5,966,134
Other Cash Inflows/Outflows															
Accounts Receivable/Other Current Assets	0	199,896	71,705	29,549	15,606	42,010	5,988	0	0	0	26,521	10,512	(850)	0	400,938
Fixed Assets	0	(27,180)	(5,140)	(4,275)	(4,275)	0	0	0	0	0	0	0	0	0	(40,870)
Accounts Payable (net change)	0	(250,381)	26,347	91,536	(18,118)	22,780	(75,794)	25,524	77,762	16,250	(63,788)	20,042	7,212	0	(120,627)
Other Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Net Inflows/Outflows	0	(77,665)	92,912	116,810	(6,786)	64,790	(69,806)	25,524	77,762	16,250	(37,267)	30,554	6,362	0	239,441
ENDING CASH BALANCE		1,168,066	1,059,763	991,914	906,549	980,932	768,303	744,520	654,917	737,324	629,131	551,562	375,179		
Days Cash on Hand		72	65	61	56	60	47	46	40	45	39	34	23		



**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	Total For Year
BEGINNING CASH		375,179	504,457	321,583	277,986	240,176	118,305	34,878	31,521	(54,694)	60,610	99,976	55,280		
CASH INFLOWS															
REVENUES															
LCFF State Aid	2,218,328	110,212	110,212	198,382	198,382	198,382	198,382	198,382	201,199	201,199	201,199	201,199	201,199	-	2,218,328
Education Protection Account	65,100	-	-	16,172	-	-	16,172	-	-	16,378	-	-	16,378	-	65,100
Prior Year Adjustments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
In-Lieu-Of Property Taxes	1,712,591	-	136,137	204,206	102,103	102,103	102,103	102,103	102,103	287,244	143,622	143,622	143,622	143,622	1,712,591
Federal Title Revenues	64,081	16,020	-	-	16,020	-	-	16,020	-	-	16,020	-	-	-	64,081
Other Federal Revenues	272,165	68,041	-	-	68,041	-	-	68,041	-	-	68,041	-	-	-	272,165
State Special Education	320,311	16,016	16,016	28,828	28,828	28,828	28,828	28,828	26,693	26,693	26,693	26,693	26,693	10,677	320,311
Other State Revenues	410,801	20,410	20,410	36,737	36,737	36,737	36,737	36,737	37,259	37,259	37,259	37,259	37,259	-	410,801
Local Revenues	263,435	21,953	21,953	21,953	21,953	21,953	21,953	21,953	21,953	21,953	21,953	21,953	21,953	-	263,435
TOTAL REVENUES	5,326,812	252,652	304,728	506,278	472,065	388,003	404,175	472,065	389,206	590,726	514,787	430,725	447,104	154,299	5,054,647
EXPENDITURES															
Certificated Salaries	2,025,791	-	184,163	184,163	184,163	184,163	184,163	184,163	184,163	184,163	184,163	184,163	184,163	-	2,025,791
Classified Salaries	401,260	33,438	33,438	33,438	33,438	33,438	33,438	33,438	33,438	33,438	33,438	33,438	33,438	-	401,260
Benefits	685,461	9,444	61,456	61,456	61,456	61,456	61,456	61,456	61,456	61,456	61,456	61,456	61,456	-	685,461
Books & Supplies	452,736	4,000	37,728	100,000	60,000	37,728	25,547	25,547	25,547	25,547	25,547	25,547	25,547	-	452,736
Services & Operations	1,144,862	95,405	95,405	95,405	95,405	95,405	95,405	95,405	95,405	95,405	95,405	95,405	95,405	-	1,144,862
Capital Outlay	14,539	1,212	1,212	1,212	1,212	1,212	1,212	1,212	1,212	1,212	1,212	1,212	1,212	-	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	218,911	488,815	551,087	511,087	511,087	488,815	476,633	476,633	476,633	476,633	476,633	476,633	-	5,629,600
OTHER CASH INFLOWS/OUTFLOWS															
Accounts Receivable (net change)		353,452	-	-	-	-	-	-	-	-	-	-	-	-	353,452
Net Change in Payables		(259,126)	-	-	-	-	-	-	-	-	-	-	-	-	(259,126)
Fixed Asset Acquisitions		1,212	1,212	1,212	1,212	1,212	1,212	1,212	1,212	1,212	1,212	1,212	1,212	-	14,544
Other Inflows/(Outflows)		-	-	-	-	-	-	-	-	-	-	-	-	-	-
NET INFLOWS/OUTFLOWS		95,538	1,212	1,212	1,212	1,212	1,212	1,212	1,212	1,212	1,212	1,212	1,212		
ENDING CASH BALANCE		504,457	321,583	277,986	240,176	118,305	34,878	31,521	(54,694)	60,610	99,976	55,280	26,962		
Days Cash On Hand		33	21	18	16	8	2	2	(4)	4	6	4	2		

Balance Sheet	Description	Total as of 6/30/2024
Assets		
Cash & Equivalents		
	Cash in Bank(s)	207,701
	Cash in Bank (SWEEP)	167,479
	Cash Collections Awaiting Deposit	-
Total Cash & Equivalents		375,180
Current Assets		
	Accounts Receivable	210,400
	Due from Grantor Governments	3,809
	Prepaid Expenditures (Expenses)	32,979
Total Current Assets		247,188
Fixed Assets		
	Buildings	36,467
	Accumulated Depreciation Buildings	(8,000)
	Equipment	442,838
	Accumulated Depreciation Equipment	(414,851)
	Lease Asset	21,666,611
	Accumulated Depreciation	(601,850)
Total Fixed Assets		21,121,215
Total Assets		21,743,583
Liabilities		
Current Liabilities		
	Accounts Payable	205,176
Total Current Liabilities		205,176
Long Term Liabilities		
	Current Loans	-
	Deferred Revenue	100,000
	Lease Liability	22,700,057
Total Long Term Liabilities		22,800,057
Total Liabilities		23,005,233
Net Assets		(1,261,650)
Total Liabilites + Net Assets		21,743,583

Coversheet

Nominating Policy for Non-Board Members to Serve on Committees

Section: V. Other Business
Item: E. Nominating Policy for Non-Board Members to Serve on Committees
Purpose: Vote
Submitted by:
Related Material: CoCoSPA Nominating Policy for Committees.pdf



Nominating Policy for Non-Board Members to Serve on Committees

Primary responsibility for expanding committee membership falls to the committee itself.

The Governance Committee of the board will assist in finding potential committee members, but typically those trustees with the particular expertise needed (e.g., finance, human resources, etc.) are more likely to have the best professional networks to fill these needs.

Non-board members may be added to committees at any time following the procedures below.

1. Annually, each committee conducts a skills inventory and creates a prioritized expansion plan that includes a written description of the skills and expertise they are seeking new committee members.
2. The full board is informed of each committee's intent to seek committee members, the written descriptions of skills needed is circulated, and all board members are asked to review their personal and professional networks and forward names of potential candidates to the committee.
3. Only committees that are fully constituted by the board and chaired by a full board member are authorized to seek non-board members for their committee. Ideally, the committee would be comprised of a minimum of two board members before adding non-board members.
4. A member of the committee conducts an initial phone screening to explore the background and qualifications of each potential committee member.
5. If the candidate seems like he/she/they may be a good fit for the committee, he/she/they are invited to the school to meet a trustee and the ED and to participate in a lengthier in-person interview. At this point, the candidate is given the Committee Job Description and Expectations and is questioned about his/her/their ability to comply with all requirements.
6. If the candidate remains a fit for the committee, he/she/they are invited to attend the next scheduled committee meeting. The candidate is also asked to forward a copy of his/her/their résumé to the committee for review.
7. If the candidate remains interested after attending a committee meeting, and the committee is so inclined, the committee will forward the potential committee member's résumé to the full board.
8. At the next regularly scheduled full-board meeting, the candidate committee member will be nominated and the full board of trustees will vote to accept or reject the approval of the new committee member.
9. Once the committee member is approved, he/she/they will be provided with an orientation.

Adopted July 23, 2024