DRAFT

Contra Costa School of Performing Arts

Minutes

Board Meeting

Date and Time
Tuesday November 19, 2024 at 5:30 PM

Location
2730 Mitchell Drive
Walnut Creek, CA 94598

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Contra Costa School of Performing Arts
Board Meeting

Date and Time:

Tuesday, November 19, 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.

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.

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

Directors Absent
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 Nov 19, 2024 at 5:31 PM.

B. Record Attendance

C. Establish a Quorum

Established Quorum at 5:32 PM by Heather Vega

D. Agenda Review and Adoption

L. McPhatter-Harris made a motion to approve the agenda as presented.
S. Kulak seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

II. Public Comments

A. Items on the Agenda

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

B. Items Not on the Agenda

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

III. Consent Agenda

A. Consent Agenda Items

J. Bridge made a motion to approve the minutes from Board Meeting on 10-15-24.
G. Ponikvar seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

J. Bridge made a motion to approve the Salary Schedule with the addition of the IT Support position.
G. Ponikvar seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

S. Kulak	Aye
G. Ponikvar	Aye

Roll Call	
M. Hennessy	Absent
J. Bridge	Aye
L. McPhatter-Harris	Aye
H. Vega	Aye

IV. Other Business

A. Executive Summary

Catherine presented the executive summary to the board, starting with student population sizes. Catherine is pushing to campaign for new students to recruit and enroll for January 2025. Catherine presented updates on the climate and culture of the school. Catherine also presented the upcoming testing dates and data for the students.

The board discussed strategies to increase enrollment in order to be more eligible for grants to benefit the school.

B. National Dance Festival Presentation

Catherine presented the National Dance Festival to the board. This is a weeklong trip for the dance department to go and perform at a large dance competition in Pennsylvania. This trip will be funded by the dance department families.
L. McPhatter-Harris made a motion to approve the National Dance Festival Trip.
J. Bridge seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

C. Committee Structure

Catherine is presenting her updates and changes to the committee structure and rolls.

Finance – Heather Vega

Achievement – Greg Ponikvar

Recruitment – Lynna McPhatter-Harris, Sierra Kulak

Fundraising – Jen Bridge

There was discussion among the board of whether the committee structure is needed across the board. Catherine explained that this is a clear way for families and audit reports to see who oversees what responsibilities while holding a membership on the board. Heather agreed that the structure gives a set explanation of rolls on the board. Catherine and Heather noted that the Governance committee is currently inactive due to not having an active board member leading the committee.
J. Bridge made a motion to dissolve the fundraising and academic committees and add Sierra to the recruitment committee.
G. Ponikvar seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D. 25 - 26 Academic Calendar

Catherine presented the 25-26 Academic Calendar. It is aligned with the 24-25 Academic Calendar.
J. Bridge made a motion to approve the 25-26 Academic Calendar.
G. Ponikvar seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

E. Title IX Policy

Catherine presented the Title IX policy that has been updated to meet the current legal standards for Title IX.
J. Bridge made a motion to approve the Title IX Policy.
G. Ponikvar seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

L. McPhatter-Harris	Aye
S. Kulak	Aye
J. Bridge	Aye
H. Vega	Aye

Roll Call

M. Hennessy	Absent
G. Ponikvar	Aye

V. Finance

A. Financial Report

Debbie Howard began presenting the financial report for November 2024. The board discussed the current financial data as well as predicted cuts and costs to maintain financial stability.

VI. Board Updates

A. Comments from Board Members

Jen Bridge has connected with multiple resources for financial help and guidance. Seirra Kulak is working on partnering up with schools who can feed into our school as well as get our name out into the community.

B. Future Agenda Items

The board discussed strategies to help support the school moving forward.

VII. Reconvene to Open Session

A. Report out on Action Taken in Closed Session

Reconvening to open session at 8:16 PM.

The board took action to approve the employee discipline/dismissal release.

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 8:17 PM.

Respectfully Submitted,
H. Vega