

APPROVED



## Contra Costa School of Performing Arts

### Minutes

#### Regular Board Meeting

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**Date and Time**

Monday September 11, 2017 at 5:30 PM

**Location**

2730 Mitchell Drive, Walnut Creek, CA 94598

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*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 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. 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 [www.charthousepublicschools.org](http://www.charthousepublicschools.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 48 hours notice is provided via email ([charthousepublicschools@gmail.com](mailto:charthousepublicschools@gmail.com)).*

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**Directors Present**

A. Bacigalupo, G. Rowland, M. Lynch, M. Rigau, S. Sarna

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**Directors Absent**

*None*

**Directors who arrived after the meeting opened**

A. Bacigalupo

**Ex Officio Members Present**

N. McChesney

**Non Voting Members Present**

N. McChesney

**Guests Present**

V. Townsend-Crosby

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**I. Opening Items**

**A. Record Attendance and Guests**

**B. Call the Meeting to Order**

V. Townsend-Crosby called a meeting of the board of directors of Contra Costa School of Performing Arts to order on Monday Sep 11, 2017 at 5:36 PM.

**C. Approve Minutes**

G. Rowland made a motion to approve the minutes from August 7th, 2017.

S. Sarna seconded the motion.

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

**Roll Call**

S. Sarna      Aye

A. Bacigalupo      Absent

G. Rowland      Aye

M. Lynch      Absent

M. Rigau      Abstain

M. Rigau made a motion to approve the minutes from July 7th, 2017.

A. Bacigalupo seconded the motion.

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

**Roll Call**

S. Sarna      Aye

M. Rigau      Aye

M. Lynch      Absent

**Roll Call**

A. Bacigalupo Aye

G. Rowland Abstain

G. Rowland made a motion to to approve the minutes from June 19th, 2017.

A. Bacigalupo seconded the motion.

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

**Roll Call**

M. Lynch Absent

M. Rigau Abstain

A. Bacigalupo Aye

S. Sarna Abstain

G. Rowland Aye

**D. Agenda Review and Adoption**

M. Rigau made a motion to accept the agenda as presented.

S. Sarna seconded the motion.

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

**Roll Call**

M. Rigau Aye

M. Lynch Absent

G. Rowland Aye

A. Bacigalupo Absent

S. Sarna Aye

**II. Reconvene Open Session**

**A. Report Out**

With reference to Closed Session Agenda Item No. III-A, the Board approved the following employment contracts:

- Vanessa Townsend-Crosby - Office Manager
- Rachel Bertin - Education Specialist
- Grace Edwards - Vocal Music Teacher
- Veronica Woods - English Teacher
- Kirk Waller - Communications and Media Tech
- Rachel Anderson - Substitute Teacher
- Latika Batra - Substitute Teacher
- Francesca Blake - Substitute Teacher
- Diana Farias - Substitute Teacher
- Tracey Garber - Substitute Teacher
- David Geller - Substitute Teacher
- Roxann Harrison - Substitute Teacher
- Aaron Hesse - Substitute Teacher

- Blake Hiatt - Substitute Teacher
- Margaret Payne - Substitute Teacher
- Lori Tassano - Substitute Teacher

### III. Information Items

#### A. Facilities Update

A. Bacigalupo arrived.

The Board heard an update on the 17-18 school facilities from SPA Executive Director Neil McChesney.

### IV. Action Items

#### A. Nomination Committee

G. Rowland made a motion to appoint Allison Bacigalupo and Sherri Sarna to a committee to designate qualified candidates for appointment to the Board of Directors.

M. Rigau seconded the motion.

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

##### Roll Call

A. Bacigalupo	Aye
G. Rowland	Aye
S. Sarna	Aye
M. Rigau	Aye
M. Lynch	Absent

#### B. Janitorial Services

A. Bacigalupo made a motion to approve the contract for janitorial services as presented.

S. Sarna seconded the motion.

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

##### Roll Call

A. Bacigalupo	Aye
G. Rowland	Aye
S. Sarna	Aye
M. Lynch	Absent
M. Rigau	Aye

#### C. Landscape Services

S. Sarna made a motion to approve the contract for landscaping services as presented.

A. Bacigalupo seconded the motion.

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

##### Roll Call

S. Sarna	Aye
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**Roll Call**

G. Rowland Aye  
A. Bacigalupo Aye  
M. Lynch Absent  
M. Rigau Aye

**D. Principal Office of the Corporation**

A. Bacigalupo made a motion to change the Principal Office of the Corporation to be 2730 Mitchell Drive, Walnut Creek, CA 94598.

S. Sarna seconded the motion.

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

**Roll Call**

A. Bacigalupo Aye  
M. Rigau Aye  
M. Lynch Absent  
S. Sarna Aye  
G. Rowland Aye

**E. Unaudited Actuals**

M. Rigau made a motion to approve the 2016-17 Unaudited Actuals Report as presented.

S. Sarna seconded the motion.

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

**Roll Call**

M. Rigau Aye  
G. Rowland Aye  
A. Bacigalupo Aye  
S. Sarna Aye  
M. Lynch Absent

**V. Staff Reports**

**A. Executive Director**

The Board heard an update by SPA Executive Director Neil McChesney on the last month's school business.

**B. CSMC**

A Charter School Management Corporation representative presented the monthly financial reports and answered questions posed by Board members.

**VI. Closing Items**

**A. Adjourn Meeting**

A. Bacigalupo made a motion to adjourn the meeting.

M. Rigau seconded the motion.

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

**Roll Call**

S. Sarna      Aye

M. Lynch      Absent

G. Rowland    Aye

M. Rigau      Aye

A. Bacigalupo Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:33 PM.

Respectfully Submitted,

V. Townsend-Crosby