

APPROVED



## Contra Costa School of Performing Arts

### Minutes

#### Regular Board Meeting

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**Date and Time**

Monday January 7, 2019 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 CharHouse 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.charhousepublicschools.org](http://www.charhousepublicschools.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 ([charhousepublicschools@gmail.com](mailto:charhousepublicschools@gmail.com)).*

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**Directors Present**

A. Bacigalupo, D. Padberg, M. Gil

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**Directors Absent**

T. Gerlach

**Ex Officio Members Present**

N. McChesney, V. Townsend-Crosby

**Non Voting Members Present**

N. McChesney, V. Townsend-Crosby

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**I. Opening Items**

**A. Record Attendance and Guests**

**B. Call the Meeting to Order**

A. Bacigalupo called a meeting of the board of directors of Contra Costa School of Performing Arts to order on Monday Jan 7, 2019 at 5:30 PM.

**C. Approve Minutes**

M. Gil made a motion to approve minutes from the Regular Board Meeting on 12-10-18 Regular Board Meeting on 12-10-18.

D. Padberg seconded the motion.

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

**Roll Call**

A. Bacigalupo Aye

D. Padberg Aye

M. Gil Aye

**D. Agenda Review and Adoption**

D. Padberg made a motion to adopt the agenda as presented.

M. Gil seconded the motion.

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

**Roll Call**

A. Bacigalupo Aye

M. Gil Aye

D. Padberg Aye

**II. Information Items**

**A. Committee Updates**

Trustee Padberg informed the Board regarding recruitment for the Development Committee.

### III. Action Items

#### A. Annual Officer Appointment

A. Bacigalupo made a motion to appoint Trustee Padberg as Vice-Chairperson .  
M. Gil seconded the motion.

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

##### Roll Call

M. Gil           Aye  
D. Padberg     Aye  
A. Bacigalupo Aye

#### B. Annual Audit

M. Gil made a motion to approve the 2017-18 annual audit.

A. Bacigalupo seconded the motion.

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

##### Roll Call

M. Gil           Aye  
D. Padberg     Aye  
A. Bacigalupo Aye

#### C. Board Standing Committees

No action taken at this time.

#### D. Copy Machine Proposal

M. Gil made a motion to allow the Executive Director to enter an agreement not to exceed \$21,000 for the lease or purchase of copy machines.

A. Bacigalupo seconded the motion.

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

##### Roll Call

D. Padberg     Aye  
A. Bacigalupo Aye  
M. Gil           Aye

### IV. Staff Reports

#### A. Executive Director

The Executive Director updated the Board on the successful conclusion of the semester and associated professional development with staff, progress regarding the ongoing

construction to the SPA campus, status updates regarding current enrollment and projected enrollment for 2019-2020, and recruitment efforts for future enrollment.

**B. CSMC**

A representative from CSMC presented the monthly financial report to the Board and answered questions posed by Board members.

**V. Board Reports**

**A. Trustee**

No reports made at this time.

**VI. Closing Items**

**A. Adjourn Meeting**

A. Bacigalupo made a motion to adjourn the meeting.

M. Gil seconded the motion.

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

**Roll Call**

D. Padberg Aye

A. Bacigalupo Aye

M. Gil Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:58 PM.

Respectfully Submitted,

V. Townsend-Crosby