



# Contra Costa School of Performing Arts

## Minutes

### Board Meeting

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#### Date and Time

Friday July 7, 2023 at 9:00 AM

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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 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](http://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.

Location: In person.

2730 Mitchell Dr. Walnut Creek, CA 94598 - Conference Room

Online:

Board member Charles Hill

30 Celebration Dr. Rochester, NY 14620

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Zoom: <https://us06web.zoom.us/j/85151342259?pwd=MkMvSXliSTAwRHpxcGNUcGJmeGxyUT09>

Meeting ID: 851 5134 2259

Passcode: 310424

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.

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#### **Directors Present**

D. Wendt, G. Ponikvar, L. McPhatter-Harris, M. Hennessy

#### **Directors Absent**

A. Mbonisi, C. Hill, H. Vega

#### **Ex Officio Members Present**

B. Byers

#### **Non Voting Members Present**

B. Byers

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### **I. Opening Items**

#### **A. Call the Meeting to Order**

L. McPhatter-Harris called a meeting of the board of directors of Contra Costa School of Performing Arts to order on Friday Jul 7, 2023 at 9:08 AM.

#### **B. Record Attendance**

#### **C. Establishment of Quorum**

Quorum established.

#### **D. Agenda Review and Adoption**

D. Wendt made a motion to Approve the agenda as is.

M. Hennessy seconded the motion.

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

D. Wendt made a motion to Approve the agenda as is.

M. Hennessy seconded the motion.

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

## II. PUBLIC COMMENTS

### A. Items on the Agenda

None.

### B. Items not on the Agenda

None.

## III. CONSENT AGENDA

### A. Approve Minutes

D. Wendt made a motion to approve the minutes from Regular Board Meeting on 06-13-23.

L. McPhatter-Harris seconded the motion.

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

### B. Approve Minutes

D. Wendt made a motion to approve the minutes from Special Board Meeting on 06-22-23.

L. McPhatter-Harris seconded the motion.

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

## IV. Leveled Proposal for CBO Search

### A. Leveled Proposal

D. Wendt made a motion to authorize Brandy to pursue the part time CFO consultant and if no movement in one week, contract with LevelEd.

L. McPhatter-Harris seconded the motion.

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

## V. Compensation Study

### A. Comparable Compensation Data

D. Wendt made a motion to approve the compensation study.

G. Ponikvar seconded the motion.

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

## VI. RECONVENE TO OPEN SESSION

### A. Report Out

M. Hennessy made a motion to Appoint Catherine Foster as Acting Executive Director effective 7/17/23.

G. Ponikvar seconded the motion.

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

**B. Executive Director Salary and Compensation**

No vote taken.

**C. Employment Agreement**

No vote taken - will be discussed and acted on in the July 25 meeting.

**D. Transition Plan**

Trustee Ponikvar and Trustee McPhatter-Harris will both work with Catherine Foster on the transition and setting up support for her.

**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 10:27 AM.

Respectfully Submitted,  
L. McPhatter-Harris