



# Contra Costa School of Performing Arts

## Minutes

### Board Meeting

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#### Date and Time

Tuesday July 25, 2023 at 5:30 PM

#### Location

2730 Mitchell Dr.

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 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.

#### Online

Mackenzie Ayers

1870 Pacific Ave. Apt 705

San Francisco, CA 94109

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Zoom: <https://us06web.zoom.us/j/84711225639>

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**

A. Mbonisi, C. Hill, D. Wendt, L. McPhatter-Harris, M. Hennessy (remote)

#### **Directors Absent**

G. Ponikvar, H. Vega

#### **Guests Present**

C. Foster, Debbie Howard (remote), Joanne Fountain (remote)

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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 Tuesday Jul 25, 2023 at 5:47 PM.

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

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

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

D. Wendt made a motion to Approve the agenda.

C. Hill seconded the motion.

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

### **II. PUBLIC COMMENTS**

#### **A. Items on the Agenda**

No public comments.

#### **B. Items not on the Agenda**

D. Wendt made a motion to To approve the consent agenda.

A. Mbonisi seconded the motion.

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

### **III. CONSENT AGENDA**

**A. Approve Meeting Minutes**

D. Wendt made a motion to approve the minutes from Board Meeting on 07-07-23.

L. McPhatter-Harris seconded the motion.

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

**IV. CLOSED SESSION**

**A. Executive Director Evaluation**

Greg and Adiagha to work on Executive Director matrix. This would be an adhoc committee.

Semi-annual evaluation added to the contract.

Align with 30 days in advance of January and May.

Evaluation meeting would be June 1st and reported back to the board the 3rd week of July.

**B. Public Employee Employment/Discipline/Dismissal Release (§ 54957)**

**C. Public Employment**

D. Wendt made a motion to Motion to approve the contract for the Executive Director pending modications.

A. Mbonisi seconded the motion.

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

**V. RECONVENE TO OPEN SESSION**

**A. Report Out**

Approved contract for new Executive Director, Catherine Foster.

No vote as there were no employee actions.

**VI. Compensation Study**

**A. Comparable Compensation Data**

Topic was discussed previously and no action needed.

**B. Executive Director Salary and Compensation**

Topic was discussed in closed session and reported out.

**C. Employment Agreement**

**D. Transition Plan**

Charles and Greg spoke with Catherine Foster around what we need.

In term of Brandy's role, knowing who our contractors are. Look into reviewing all our contracts. Align Brandy with CBO. Once we finalize Candice's contract, we will finalize Brandy's. Certain about of time- no less than 30 or greater than 60.

## **VII. Financial Update and Considerations**

### **A. Financial Update**

Presentation from Delta Management Solutions (DMS)

Narrative presented each week

Budget vs. Actual summary

First budget will be first interim

### **B. Credit Card**

D. Wendt made a motion to Motion to approve credit card for Catherine with the agreement to work out terms with the finance committee.

L. McPhatter-Harris seconded the motion.

In favor of getting a credit.

Look at our lines of credit.

Look at Costco, Amazon, Office Depot

Set up tracking system for approvals

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

### **C. Technology/Chromebook Purchase**

Chromebooks - order 120

Catherine to reach out EdTech to see how much is left in the technology budget.

Look at other options

Source if we can get the Chromebook for less, we use them for the management license

Look for other funding options

Would like to get that price down. Get them by the 7th.

## **VIII. Contract Approvals**

### **A. CBO Service Proposal**

D. Wendt made a motion to approve CBO service contract pending any changes Charles and Candice present.

L. McPhatter-Harris seconded the motion.

Charles will review proposal.

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

### **B. Food Service Agreement**

Check in on the contract with Agave Corporation.

Look at ordering 75% of the enrollment for the first week.  
Manage amount taken.

## **IX. Board Retreat**

### **A. Board Retreat**

Does August 26th work?  
Caprice to deliver training.  
Determine location.  
HR and communication between ED and board as a topic.  
Mackenzie is a maybe.  
Catherine to organize board retreat.

## **X. Closing Items**

### **A. Adjourn Meeting**

L. McPhatter-Harris made a motion to Motion to adjourn.  
A. Mbonisi seconded the motion.  
Adjourned at 8:13 pm  
The board **VOTED** unanimously to approve the motion.  
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:13 PM.

Respectfully Submitted,  
D. Wendt

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## **Documents used during the meeting**

*None*