

APPROVED



# Contra Costa School of Performing Arts

## Minutes

### Board Meeting

---

#### Date and Time

Tuesday September 26, 2023 at 5:30 PM

#### Location

CCSPA Conference Room

<https://us06web.zoom.us/j/5773326010>

---

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 [cocspa.org](http://cocspa.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**

A. Mbonisi, C. Hill (remote), D. Wendt, G. Ponikvar, H. Vega, L. McPhatter-Harris

**Directors Absent**

M. Hennessy

**Ex Officio Members Present**

C. Foster

**Non Voting Members Present**

C. Foster

**Guests Present**

C. Tirlia, Candice Phillips (remote), Debbie Howard (remote), Jenn Bridge, Kathy LaPlante, Miguel Soza

---

**I. Opening Items**

**A. Record Attendance**

**B. 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 Sep 26, 2023 at 5:32 PM.

**C. Approve Minutes**

H. Vega made a motion to approve the minutes from Board Meeting on 08-22-23.

G. Ponikvar seconded the motion.

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

**Roll Call**

A. Mbonisi           Aye

G. Ponikvar         Aye

H. Vega             Aye

L. McPhatter-Harris Aye

M. Hennessy       Absent

D. Wendt           Abstain

C. Hill              Aye

**D. Establishment of Quorum**

Established by Heather Vega at 5:39PM

**E.**

## Agenda Review and Adoption

D. Wendt made a motion to Accept the Agenda.

G. Ponikvar seconded the motion.

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

### Roll Call

H. Vega	Aye
A. Mbonisi	Aye
M. Hennessy	Absent
L. McPhatter-Harris	Aye
D. Wendt	Aye
C. Hill	Aye
G. Ponikvar	Aye

## II. Public Comments

### A. Items on the Agenda

Heather Vega reviewed the guidelines of what is on the Agenda and what is not already on the Agenda.

No public comments made.

### B. Items not on the Agenda

Miguel Soza came to discuss enrollment for two minutes. Miguel expressed that we were invited to a golf tournament. He also presented the Halloween festival. Miguel expressed that these two events will help increase our enrollment. He requested to the board that they share the posters he gave with their community.

Miguel Soza has left the board meeting.

## III. Informational Items

### A. Unaudited Actuals

L. McPhatter-Harris made a motion to Approve the Unaudited Actuals.

D. Wendt seconded the motion.

Candice presented the 2022-2023 Financial Income Statements. The next step is for an audit of the Income Statement. Charles asked for Candice to send her Income Statements and other Financial Reports to Review. The Audit needs to be completed for review for December 15th.

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

### Roll Call

L. McPhatter-Harris	Aye
H. Vega	Aye

**Roll Call**

M. Hennessy	Absent
D. Wendt	Aye
A. Mbonisi	Aye
G. Ponikvar	Aye
C. Hill	Aye

**B. Budget and Financial Report**

Debbie Howard presented a Monthly Financial Update. Debbie presented the actuals for 8/31/2023 for the Monthly Financial Update in comparison to the budget whole. Debbie also presented a more detailed list of where the budget is being spent and whether they are outpacing the budgets or will need to be realigned in the first interim.

The main thing Debbie wanted to express is that there are numerous items that will need to be recoded in the first interim.

Charles expressed that the budget does need to be reevaluated and reworked to better fit the school's needs overall. Charles hopes that by the second or this interim, we will have a more clear budget and idea of what is needed for the school.

Debbie Howard exited the board meeting.

Candice presented a September 2023 Summary Narrative that covered revenue, expenses, borrowing and comments. Candice also consulted a third party firm to review and complete the ERC(Employee Retention Credit).

**IV. Standing Committees**

**A. Finance Committee**

Charles updated that we have make great strides hiring Candice as a CBO. We will also be updating agreements for a contractor coming up.

**V. Action Items**

**A. Sub Hourly Pay**

H. Vega made a motion to Approve the substitute rate to \$30 an hour for classified substitutes and \$36 an hour for credentialed substitutes.

L. McPhatter-Harris seconded the motion.

Catherine proposed we increase the sub pay rate from \$30 an hour to \$36. This is because when the math is broken down, SPA is not paying substitutes a competitive pay rate to Mount Diablo Unified School District. The original math did not account for shorter substitute hours. It was ultimately decided that those who are classified will make \$30 an hour while credentialed employees make \$36 an hour.

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

**Roll Call**

L. McPhatter-Harris	Aye
A. Mbonisi	Aye
G. Ponikvar	Aye
H. Vega	Aye
M. Hennessy	Absent
D. Wendt	Aye
C. Hill	Aye

**VI. Staff Reports**

**A. Executive Director Report**

Catherine presented her Executives Summary that included Enrollment numbers. Catherine presented each grade level and the number of students gained or loss for each grade level. We are kicking off 24-25 recruiting and enrollment season October 1st.

Catherine also presented a Williams Visit/Act Update. We are at 92% on our FIT score and our goal is to be above 90%. The biggest hit on our score was our carpets, which would be \$70,000 to remove the carpets.

October 5th is our first PBL exposition night for the school to present our Project Based Learning to parents.

The Creek is below enrollment and needs higher enrollment. We need to advertise The Creek better to improve our enrollment.

There will be a new bell schedule at the beginning of the quarter that has a more consistent schedule.

**B. Arts trips**

D. Wendt made a motion to Approve both Field Trips.

G. Ponikvar seconded the motion.

Catherine is proposing the students go to the Regional High School Dance Festival in Portland. The trip is in February and the total \$7,757 if all 12 students and 2 chaperones attend. This is a fundraising activity. This trip will be attended by Anna Gemma and Kayla Knowles.

Catherine is proposing students go to The Taste of Philadelphia. This trip is in late March. This is a 5 day trip that is estimated to cost \$39,426 if all 20 students and 2 chaperones

go. This trip will be attended by Mel Martinez and Kayla Knowles. There is discussion regarding adding more Chaperones.

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

**Roll Call**

M. Hennessy	Absent
H. Vega	Aye
A. Mbonisi	Aye
C. Hill	Aye
L. McPhatter-Harris	Aye
G. Ponikvar	Aye
D. Wendt	Aye

**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 7:16 PM.

Respectfully Submitted,  
H. Vega