

APPROVED



# Contra Costa School of Performing Arts

## Minutes

### Board Meeting

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#### Date and Time

Tuesday October 24, 2023 at 5:30 PM

#### Location

CCSPA Conference Room

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Contra Costa School of Performing Arts

#### Board Meeting

#### Date and Time:

Tuesday October 24, 2023 at 5:30 PM PDT

#### Location:

2730 Mitchell Dr.  
Walnut Creek, CA 94598

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

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, G. Ponikvar, H. Vega, L. McPhatter-Harris, M. Hennessy (remote)

#### **Directors Absent**

*None*

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

C. Foster

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

C. Foster

#### **Guests Present**

C. Tirlia

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### **I. Opening Items**

#### **A. 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 Oct 24, 2023 at 5:36 PM.

**B. Record Attendance**

**C. Establish a Quorum**

Quorum Established at 5:36 by Heather Vega

**D. Agenda Review and Adoption**

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

G. Ponikvar seconded the motion.

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

**Roll Call**

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

**II. PUBLIC COMMENTS**

**A. Items on the Agenda**

There are no public speakers at the 10/24/2023 meeting.

**B. Items Not on the Agenda**

There are no public speakers at the 10/24/2023 meeting.

**III. CONSENT AGENDA**

**A. Approve Minutes**

D. Wendt made a motion to approve the minutes from Board Meeting on 09-26-23.

G. Ponikvar seconded the motion.

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

**Roll Call**

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

**Roll Call**

M. Hennessy            Aye

**IV. FINANCE**

**A. Financial Report**

Candice recorded a live presentation of the Financial Report for the board to view.

Heather requested that Candice include bond discussions in the Finance Report.

**B. EPA Spending Plan**

This topic is being tabled until the board covenants can be discussed with Candice. No action was given at this time.

**V. OTHER BUSINESS**

**A. Enrollment Update**

Catherine reviewed Enrollment numbers with the board. The school is using a new program for enrollment. The goal is 365 students, SPA is currently at 360.

The Instagram link and Youtube link on the CoCoSPA website need to be corrected.

The board discuss strategies to add more students to enrollment but also keep certain grades closed due to max student amount.

**B. Executive Summary**

Attendance - 94.5% overall average

Catherine reviewed her Executive Summary and presented it to the board.

**C. Revision of School Calendar for Testing Days in December**

D. Wendt made a motion to Change the school calendar to spread the iReady testing out to multiple days in December.

L. McPhatter-Harris seconded the motion.

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

**Roll Call**

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

**D. Facilities Update**

There are no further updates on this at this time.

**VI. RECONVENE TO OPEN SESSION**

**A. Report Out**

No action taken at this time

**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 8:36 PM.

Respectfully Submitted,  
H. Vega