

APPROVED



# Contra Costa School of Performing Arts

## Minutes

### Board Meeting

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#### Date and Time

Tuesday November 28, 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 November 28, 2023 at 5:30 PM PDT

#### Location:

2730 Mitchell Dr.  
Walnut Creek, CA 94598

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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.

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**Directors Present**

A. Mbonisi, C. Hill, D. Wendt, G. Ponikvar, H. Vega, M. Hennessy

**Directors Absent**

L. McPhatter-Harris

**Ex Officio Members Present**

C. Foster

**Non Voting Members Present**

C. Foster

**Guests Present**

C. Tiria

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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 Nov 28, 2023 at 5:36 PM.

**B. Record Attendance****C. Establish a Quorum**

Heather Vega Established Quorum at 5:36pm

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

Heather addressed that Salary Survey needs to be completed first before the Executive Director Contract Date Adjustment and the Salary Schedule. Salary Survey has been moved up to be before Executive Director Contract Date Adjustment and the Salary Schedule.

D. Wendt made a motion to Accept the Agenda.

M. Hennessy seconded the motion.

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

### **II. PUBLIC COMMENTS**

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

No items were discussed at this time

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

### **III. CONSENT AGENDA**

#### **A. Approve Minutes**

D. Wendt made a motion to approve the minutes from Board Meeting on 10-24-23.

G. Ponikvar seconded the motion.

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

### **IV. FINANCE**

#### **A. Financial Report**

Candice began to present the November CBO report. There was mention of selling the building but may trigger relocation and a recharter. There is also potential to sell the building while staying in place. Candice also explained how Prop 39 would affect the idea to sell the building. Mackenzie and Greg offered Candice assistance in understanding Prop 39 and making sure CoCoSPA is meeting expectations. Heather explained that we need to keep the student parents informed in this decision of possibly listing the building.

Charles Entered the meeting at 5:57pm

Credit card applications have been submitted.

DMS and Ed-Tech did a closeout interview of the 2023 Audit. This will close the relationship with Ed-Tech.

Candice reviewed the budget plan and dissected what sections of the budget are being exceeded farther than originally planned.

Candice reviewed the covenant cashflow as of September 30th.

Adiagha entered the meeting at 6:10pm

## **B. EPA Spending Plan**

Candice reviewed the EPA Spending Plan with the board. The board was given a breakdown on the EPA Spending Plan. Candice recommends inputting this information on the school website to keep transparency.

D. Wendt made a motion to Approve the EPA Spending Plan.

C. Hill seconded the motion.

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

## **V. OTHER BUSINESS**

### **A. Enrollment Update**

Student population has decreased by 4 students making the total student population 356.

Potential students will be coming in at the new semester.

SPA has begun the 24-25 school year enrollment process early this year.

SPA has increased its advertising drive and has begun advertising in places like Brenden Theaters.

The board discussed strategies on recruiting new students and what exactly the target demographic is. Many strategies to boost enrollment were discussed.

### **B. Executive Summary**

Catherine updated her goals to display 4 key goals for school improvement.

Catherine reviewed Kayla's duties and responsibilities.

The board discussed the parental harassment of a staff member and strategies on how to prevent future incidents. The board will need this incident to be added to the next Board Meeting Agenda.

### **C. Facilities Update**

Candice introduced the presentation from the real estate broker. The real estate brokers presented a draft of the building listing. The real estate broker began the presentation with an overall summary of the listing agreement draft. The board discussed possible lease agreements and discussed how many years would the school be able to lease with the charter renewal. The real estate broker will take the information discussed in this meeting to create a lease and due diligence review. The real estate broker laid out a generalized timeline of how the selling process will proceed.

#### **D. Salary Survey**

The board presented the Salary Survey as part of the Brown Act for the changes to Catherine's Executive Director contract.

M. Hennessy made a motion to Approve the Salary Survey.

D. Wendt seconded the motion.

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

#### **E. Executive Director Contract Date Adjustment**

The board discussed how they will legally change Catherine's contract due to too many STRS jumps.

D. Wendt made a motion to Approve the contract with the Executive Director.

M. Hennessy seconded the motion.

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

#### **F. Salary Schedule**

The board discussed the current salary schedule.

### **VI. RECONVENE TO OPEN SESSION**

#### **A. Report Out**

Reconvene at 8:44pm

### **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 8:44 PM.

Respectfully Submitted,

D. Wendt