

APPROVED



# Contra Costa School of Performing Arts

## Minutes

### Board Meeting

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#### Date and Time

Tuesday January 23, 2024 at 5:30 PM

#### Location

CCSPA Conference Room

Zoom: <https://us06web.zoom.us/j/82316354168>

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Contra Costa School of Performing Arts

#### Board Meeting

#### Date and Time:

Tuesday, January 23, 2024 at 5:30 PM PDT

#### Location:

2730 Mitchell Dr.

Walnut Creek, CA 94598

Remote Participant:

MacKenzie Hennessy

4229 20th Street

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San Francisco, CA 94114

Zoom: <https://us06web.zoom.us/j/82316354168>

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.

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, 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. 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 Jan 23, 2024 at 5:44 PM.

### **B. Record Attendance**

### **C. Establish a Quorum**

Quorum Established at 5:45pm by Heather Vega

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

L. McPhatter-Harris made a motion to Accept and adopt the agenda as present.

G. Ponikvar seconded the motion.

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

#### **Roll Call**

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

## **II. PUBLIC COMMENTS**

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

No items on the agenda were publicly discussed at this time.

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

Rich Ennis - Wants to know what he can do to help the school and the parents.

Reyes Ramos - Speaker sees a lot of potential in this school. He wants to know how they can go to other bigger corporations and help promote the school and increase the student body. He would like to have people come to the school to help get more involved both financially and as help for the school.

Kevin Sam- Is currently working on a school dance at their restaurant. He needs more direction on the next steps to take for this dance.

Adiagha Mbonisi entered at 5:56pm

Charles Hill entered at 5:56pm

## **III. CONSENT AGENDA**

### **A.**

### **Approve Minutes**

L. McPhatter-Harris made a motion to approve the minutes from Board Meeting on 12-12-23.

A. Mbonisi seconded the motion.

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

### **Roll Call**

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

## **IV. FINANCE**

### **A. Financial Report**

Debbie began the DMS monthly Financial Report update. Spending needs to be monitored closely and Candice and Catherine have make cuts to try to increase funds and decrease spending.

second Interim Budgeting should be complete by March for review.

Debbie said to be aware that big changes will be happening with the Governor's budget come the 2024-2025 school year.

## **V. Committee Reports**

### **A. Financial Committee**

Charles let the board know that Candice is going to go to the bond companies and figure out what is going on with our reserve requirements. Candice will schedule that before the next board meeting.

## **VI. OTHER BUSINESS**

### **A. Executive Summary**

Enrollment is down to 352 from the original goal of 364. Enrollment for 24-25 is already underway with 268 students planning to return and there is a goal to have 300 by February 1st.

The school now has an official TikTok. Catherine is also posting more to get more views and applications.

Catherine is working on a safety plan for the students and was told by the county that only staff and the board can know official safety plans and the plan displayed to parents is very straightforward and does not give further details that the staff and board will receive.

Catherine wants to implement our own "Healthy Kids" survey to gather data on our students and their overall satisfaction with the school.

Catherine and Neil met to discuss the interim 1 budget and discussed cuts and Prop 39 options.

Catherine presented an i-Ready presentation that gave a break down of the testing data taken at the beginning of the year and in the middle of the year. i-Ready is proving to be very resourceful for our students for both testing and giving the kids academic activities that feel "fun and enjoyable". The board discussed strategies to have increased academic data for the students such as considering different testing times or giving teacher extra assistance in working with the students academically.

## **B. 2024 - 2025 Academic Calender**

L. McPhatter-Harris made a motion to Approve the 2024-2025 Academic Calendar.

C. Hill seconded the motion.

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

### **Roll Call**

H. Vega Aye

G. Ponikvar Aye

C. Hill Aye

M. Hennessy Aye

A. Mbonisi Aye

L. McPhatter-Harris Aye

## **VII. RECONVENE TO OPEN SESSION**

### **A. Report Out**

Returned from closed meeting at 9:25pm and no action was taken at this time.

## **VIII. 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 9:25 PM.

Respectfully Submitted,

A. Mbonisi