

APPROVED



Contra Costa School of Performing Arts

Minutes

Board Meeting

Date and Time

Tuesday June 25, 2024 at 5:30 PM

Location

CCSPA Conference Room

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Contra Costa School of Performing Arts

Board Meeting

Date and Time:

Tuesday, June 25, 2024 at 5:30 PM PDT

Location:

2730 Mitchell Dr.
Walnut Creek, CA 94598

505 Allegheny Drive
Walnut Creek, CA 94598

4229 20th Street
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. 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

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

Directors Absent

A. Mbonisi

Directors who arrived after the meeting opened

L. McPhatter-Harris

Ex Officio Members Present

C. Foster

Non Voting Members Present

C. Foster

Guests Present

C. Tirlia

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 Jun 25, 2024 at 5:38 PM.

B. Record Attendance

C. Establish a Quorum

Quorum established at 5:38pm by Heather Vega

D. Agenda Review and Adoption

C. Hill made a motion to Accept the Agenda as Presented.

G. Ponikvar seconded the motion.

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

Roll Call

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

II. Public Comments

A. Items on the Agenda

Jen Bridge asked if parents would have answers about fiscal sustainability for the future. Heather Vega was unable to answer but assured that the budget is a topic of discussion for today's meeting.

B. Items Not on the Agenda

No public comments for items not on the agenda were made at this time.

L. McPhatter-Harris arrived at 5:43 PM.

III. Reconvene to Open Session

A. Report out on Action Taken in Closed Session

Reconvened at 6:27pm. No action was taken during closed session.

IV. Consent Agenda

A.

Consent Agenda Items

The board will pull the "Employee Handbook 2024-2025" item from under "V. Consent Agenda" and move it to item D. under "VIII. Other Business".

L. McPhatter-Harris made a motion to approve the agenda as amended.

C. Hill seconded the motion.

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

Roll Call

H. Vega Aye

A. Mbonisi Absent

M. Hennessy Aye

G. Ponikvar Aye

C. Hill Aye

L. McPhatter-Harris Aye

L. McPhatter-Harris made a motion to approve the minutes from Board Meeting on 04-22-24.

C. Hill seconded the motion.

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

Roll Call

A. Mbonisi Absent

G. Ponikvar Aye

M. Hennessy Aye

C. Hill Aye

H. Vega Aye

L. McPhatter-Harris Aye

L. McPhatter-Harris made a motion to approve the minutes from Special Board Meeting on 05-21-24.

C. Hill seconded the motion.

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

Roll Call

M. Hennessy Aye

C. Hill Aye

H. Vega Aye

G. Ponikvar Aye

L. McPhatter-Harris Aye

A. Mbonisi Absent

L. McPhatter-Harris made a motion to approve the minutes from Study Session on 06-11-24.

C. Hill seconded the motion.

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

Roll Call

L. McPhatter-Harris Aye

M. Hennessy Aye

H. Vega Aye

Roll Call

G. Ponikvar	Aye
C. Hill	Aye
A. Mbonisi	Absent

V. Finance

A. Budget for School Year 2024 - 2025

Debbie began discussing the Budget for the 2024-2025 school year.

Catherine and Debbie listed a few expenses that will be cut going forward in the 2024-2025 budget. The budget breakdown was discussed amongst the members of the board. While the board recognizes that adding 25+ new students is ideal, the school must also maintain the current students as well.

L. McPhatter-Harris made a motion to approve the 2024-2025 budget - version 17.

C. Hill seconded the motion.

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

Roll Call

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

B. Contract Negotiations

Catherine began with presenting the Statement of Work EdTech contract. EdTech will be taking back over all CALPADS reporting. This Edtech contract was added to the 2024-2025 budget v.17.

L. McPhatter-Harris made a motion to approve EdTech Statement of Work #6.

G. Ponikvar seconded the motion.

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

Roll Call

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

Catherine presented the facility janitorial service addendum as provided by JR catering. This addendum will provide both janitorial services as well as landscaping services.

L. McPhatter-Harris made a motion to approve the Facility Janitorial Service Addendum.

G. Ponikvar seconded the motion.

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

Roll Call

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

C. Bondholder Loan Terms

Heather and Charles presented the bondholder loan terms. Charles and Heather explained that the loan will come with standard reporting responsibilities.

VI. Other Business

A. Executive Summary

Catherine presented her executive summary for June 2024. Catherine presented the current student population as well as the ideal predicted future statistics. Catherine presented all the student safety updates as well as all community & culture updates for both students and staff. Catherine presented the important upcoming dates for students, parents and staff to be aware of. The board members expressed their comments and questions to Catherine.

B. LCAP for School Year 2024-2025

Catherine presented the Local Control Accountability Plan for 2024-2025. Catherine presented the three major goals the school will want to meet for this LCAP report. Along with the goals, Catherine also presented the action strategies that will be used to meet these goals.

L. McPhatter-Harris made a motion to approve the LCAP and budget overview for the three year plan.

G. Ponikvar seconded the motion.

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

Roll Call

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

C. Employee Sick Policy School Year 2024-2025

Catherine and Debbie presented that historically, SPA has given each employee 80 hours of sick time per school year. Catherine presented the idea to reduce the allotted sick hours from 80 hours of sick time to 40 hours of sick time.

C. Hill made a motion to approve the updated policy of 80 allotted sick hours per employee to 40 sick hours per employee.

L. McPhatter-Harris seconded the motion.

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

Roll Call

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

D. Employee Handbook 2024-2025

The board will add the amendment that the Employee Handbook will reflect 40 sick hours per employee.

L. McPhatter-Harris made a motion to approve the Employee Handbook with the 40 sick hour amendment.

C. Hill seconded the motion.

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

Roll Call

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

E. Cell Phone Policy School Year 2024-2025

Catherine discussed the new cultural shifts away from having cellphones out and present on campus. The school will be enforcing a strict no phones policy. This will be a shift for both staff and students, but will be a positive outcome when put into place.

M. Hennessy made a motion to approve the CoCoSPA cell phone policy.

C. Hill seconded the motion.

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

Roll Call

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

Roll Call

A. Mbonisi Absent

F. Organization Chart School Year 2024 - 2025

Catherine took the feedback from the last meeting for the organizational chart and made revisions as needed. Catherine presented a new organizational chart for the 2024-2025 school year.

C. Hill made a motion to approve the CoCoSPA Organizational Chart for 2024-2025.

G. Ponikvar seconded the motion.

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

Roll Call

L. McPhatter-Harris Aye

H. Vega Aye

A. Mbonisi Absent

M. Hennessy Aye

G. Ponikvar Aye

C. Hill Aye

G. Executive Director Compensation Study

M. Hennessy made a motion to approve the compensation comparability study.

L. McPhatter-Harris seconded the motion.

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

Roll Call

L. McPhatter-Harris Aye

G. Ponikvar Aye

A. Mbonisi Absent

M. Hennessy Aye

H. Vega Aye

C. Hill Aye

H. Executive Director Agreement School Year 2024-2025

Heather presented the agreement between Charthouse Public Schools and Catherine Foster.

Heather wants to make a motion to amend to increase the accrual cap from 15 vacation days to 23 days and to add a line in that allows for roll-over for up to 20 vacation days.

C. Hill made a motion to approve the agreement as amended.

G. Ponikvar seconded the motion.

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

Roll Call

L. McPhatter-Harris Aye

Roll Call

H. Vega	Aye
A. Mbonisi	Absent
C. Hill	Aye
M. Hennessy	Aye
G. Ponikvar	Aye

I. Board Meeting Schedule School Year 2024-2025

Heather presented the board meeting schedule for 2024-2025.

L. McPhatter-Harris made a motion to approve the 24-25 board meeting schedule as presented.

C. Hill seconded the motion.

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

Roll Call

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

J. Board Member Terms Renewals/Resignations

L. McPhatter-Harris made a motion to accept the resignation of Charles Hill.

G. Ponikvar seconded the motion.

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

Roll Call

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

K. Board Member Recognition

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 8:30 PM.

Respectfully Submitted,

H. Vega