

APPROVED



# Contra Costa School of Performing Arts

## Minutes

### Board Meeting

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#### Date and Time

Tuesday August 20, 2024 at 5:30 PM

#### Location

2730 Mitchell Drive  
Walnut Creek, CA 94598

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Contra Costa School of Performing Arts

#### Board Meeting

#### Date and Time:

Tuesday, August 20, 2024 at 5:30 PM PDT

#### Location:

4229 20th Street  
San Francisco, CA 94114

Google Meet Link: CCSPA/ChartHouse Board of Directors Meeting

Video call link: <https://meet.google.com/nkf-yvbi-bxv>

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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**

H. Vega, J. Bridge, L. McPhatter-Harris, M. Hennessy (remote), S. Kulak

**Directors Absent**

G. Ponikvar

**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 Aug 20, 2024 at 5:37 PM.

**B.**

## **Record Attendance**

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

Established Quorum at 5:38pm by Heather Vega

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

S. Kulak made a motion to accept the agenda as amended.

J. Bridge seconded the motion.

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

#### **Roll Call**

S. Kulak	Aye
H. Vega	Aye
L. McPhatter-Harris	Aye
G. Ponikvar	Absent
J. Bridge	Aye
M. Hennessy	Aye

## **II. Reconvene to Open Session**

### **A. Report out on Action Taken in Closed Session**

Reconvening at 6:19pm.

The board approved item A. Public Employee Discipline/Dismissal Release

## **III. Public Comments**

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

No public comments for items on the agenda were discussed at this time.

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

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

## **IV. Consent Agenda**

### **A. Consent Agenda Items**

The minutes for 07-23-2024 need to be edited as follows

-Jennifer Bridge's name needs to be edited to be spelt correctly(Jenn is with two n's).

-The meeting needs to be closed out by Heather Vega rather than Lynna McPhatter-Harris

L. McPhatter-Harris made a motion to approve the minutes from Board Meeting on 07-23-24.

J. Bridge seconded the motion.

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

**Roll Call**

L. McPhatter-Harris	Aye
H. Vega	Aye
M. Hennessy	Aye
J. Bridge	Aye
S. Kulak	Aye
G. Ponikvar	Absent

**V. Committee Reports**

**A. Financial Committee Report**

No action was taken during this time

**VI. Finance**

**A. Financial Report**

Debbie Howard presented the financial report.

**B. Contract Updates**

Catherine presented the Elevate k-12 integrated teaching platform.

L. McPhatter-Harris made a motion to Approve the Elevate K-12 Proposal.

S. Kulak seconded the motion.

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

**Roll Call**

G. Ponikvar	Absent
L. McPhatter-Harris	Aye
J. Bridge	Aye
M. Hennessy	Aye
S. Kulak	Aye
H. Vega	Aye

**C. Loan Agreement**

Catherine presented the revisions for the loan agreement.

S. Kulak made a motion to approve that the Executive director is authorized to negotiate and finalize terms of the transaction documents with counsel and Rosemawr.

J. Bridge seconded the motion.

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

**Roll Call**

M. Hennessy	Aye
S. Kulak	Aye
H. Vega	Aye

**Roll Call**

G. Ponikvar	Absent
J. Bridge	Aye
L. McPhatter-Harris	Aye

**VII. Other Business**

**A. Executive Summary**

Catherine presented the Executive Summary to the board.

Current enrollment is 297 students.

Attendance rate: 98%

Catherine discussed enrollment and fiscal sustainability.

Catherine informed the board of the school's current climate and culture.

Catherine presented the academic achievements that students have been able to successfully achieve so far during the school year.

Catherine presented the month events coming up for the school.

**B. Salary Schedule Revision for 24-25**

Catherine presented the revised salary schedule for 24-25 which includes two new columns for "Assistant Education Specialist" and "After School Program Coordinator".

Catherine also presented hourly columns to equate prorated salaries for part-time people.

L. McPhatter-Harris made a motion to approve the revised 24-25 salary schedule.

S. Kulak seconded the motion.

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

**Roll Call**

G. Ponikvar	Absent
J. Bridge	Aye
S. Kulak	Aye
L. McPhatter-Harris	Aye
M. Hennessy	Aye
H. Vega	Aye

**C. Independent Study Extension**

Catherine presented a new program proposal for independent study opportunities to help support enrollment.

L. McPhatter-Harris made a motion to approve the independent study extension proposal.

S. Kulak seconded the motion.

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

**Roll Call**

M. Hennessy	Aye
S. Kulak	Aye
H. Vega	Aye
J. Bridge	Aye
G. Ponikvar	Absent
L. McPhatter-Harris	Aye

**D. Revision to Executive Director Contract Date**

Catherine presented out her contract currently states starting July 2024 through July 2025. It should say July 2024 through June 2025.

S. Kulak made a motion to approve the revision to Executive Director Contract Date.

L. McPhatter-Harris seconded the motion.

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

**Roll Call**

M. Hennessy	Aye
G. Ponikvar	Absent
L. McPhatter-Harris	Aye
S. Kulak	Aye
H. Vega	Aye
J. Bridge	Aye

**E. Revision to Board Meetings**

Debbie Howard has asked to propose a board meeting change from September 17th, 2024 to September 10th, 2024.

No action was taken during 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 7:16 PM.

Respectfully Submitted,  
H. Vega