

APPROVED



# Contra Costa School of Performing Arts

## Minutes

### Board Meeting

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#### Date and Time

Tuesday September 10, 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, September 10, 2024 at 5:30 PM PDT

#### Location:

1719 West Street, Concord, CA 94521

Google Meet Link: CCSPA/ChartHouse Board of Directors Meeting

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

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**

G. Ponikvar, H. Vega, J. Bridge, S. Kulak (remote)

**Directors Absent**

L. McPhatter-Harris, M. Hennessy

**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 Sep 10, 2024 at 5:34 PM.

**B.**

## Record Attendance

### C. Establish a Quorum

Quorum established by Heather Vega at 5:34pm

### D. Agenda Review and Adoption

Heather presented the idea that going forward, if closed session is toward the beginning the meeting, public comments will come first before closed session.

G. Ponikvar made a motion to adopt the agenda as presented.

J. Bridge seconded the motion.

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

#### Roll Call

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

## II. Reconvene to Open Session

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

Reconvened to open session at 6:13pm.

The board approved the Public Employee Discipline/Dismissal Release as presented.

## III. Public Comments

### A. Items on the Agenda

No public comments were made during this time.

### B. Items Not on the Agenda

No public comments were made during this time.

## IV. Consent Agenda

### A. Consent Agenda Items

J. Bridge made a motion to approve the minutes from Board Meeting on 08-20-24.

G. Ponikvar seconded the motion.

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

#### Roll Call

L. McPhatter-Harris	Absent
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**Roll Call**

J. Bridge	Aye
H. Vega	Aye
G. Ponikvar	Aye
S. Kulak	Aye
M. Hennessy	Absent

J. Bridge made a motion to approve the minutes from Finance Committee Meeting on 08-15-24.

G. Ponikvar seconded the motion.

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

**Roll Call**

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

**V. Finance**

**A. Unaudited Financial Report**

Debbie Howard presented the unaudited actuals for the 2023-2024 school year.

S. Kulak made a motion to approve to approve the Unaudited Financial Report.

J. Bridge seconded the motion.

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

**Roll Call**

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

**VI. Other Business**

**A. Executive Summary**

Catherine Foster began presenting the Executive Summary to the board.

**VII. Board Updates**

**A. Comments from Board Members**

Jennifer Bridge presented the meeting that her and Catherine had with Steve Chamberlain. Jennifer Bridge has multiple meetings planned with marketing businesses to help SPA's marketing approach.

Greg Ponikvar and Catherine have been meeting to discuss academic excellence.

Sierra Kulak is working on setting up multiple community events, such as open mic nights and the Halloween carnival, to help increase recruitment/enrollment for the student population. Sierra is also looking into grant writing for the school.

**B. Future Agenda Items**

The board is proposing a marketing and enrollment working study session to help benefit the future meetings.

**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 7:20 PM.

Respectfully Submitted,  
H. Vega