

APPROVED



# Contra Costa School of Performing Arts

## Minutes

### Board Meeting

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#### Date and Time

Tuesday October 15, 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, October 15, 2024 at 5:30 PM PDT

#### Location:

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

**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 Oct 15, 2024 at 5:36 PM.

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

Established Quorum at 5:36pm by Heather Vega

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

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

J. Bridge seconded the motion.

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

##### **Roll Call**

L. McPhatter-Harris Absent

M. Hennessy Absent

#### **E. Special Report: Student Council**

Jax Sears and Kameron Jacobs presented their concerns about the students and teachers. The students presented the idea of public audits presented to staff to bring more awareness to the board. The students also want the board to be more involved in the school's community by attending events.

The board and the students discussed strategies to move forward to have more community involvement between the student council and the school board members.

### **II. Public Comments**

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

No public comments about items on the agenda were made during this time.

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

No public comments about items not on the agenda were made during this time.

### **III. Reconvene to Open Session**

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

The board reconvened to open session at 6:24pm by Heather Vega.

The board took action to accept the public employee releases.

### **IV. Consent Agenda**

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

J. Bridge made a motion to approve the minutes from Board Meeting on 09-10-24.

S. Kulak seconded the motion.

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

##### **Roll Call**

L. McPhatter-Harris Absent

**Roll Call**

M. Hennessy          Absent

J. Bridge made a motion to approve the minutes from Finance Committee Meeting on 09-16-24.

S. Kulak seconded the motion.

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

**V. Finance**

**A. Financial Report**

Debbie began presenting the financial report to the school board starting with the actuals for September 2024.

The board discussed various programs, such as the school lunch program, and how they are budgeted within the budget. The board discussed how these programs are paid and how they are deducted from the budget.

**B. Financial Committee**

The board met for a Financial Committee on 09/16/2024 to review, discuss, and make recommendations for the budget going forward based on the August numbers.

**VI. Other Business**

**A. Executive Summary**

Catherine Presented the executive summary to the board, starting with student population sizes.

The board discussed enrollment for the 25-26 year, which begins on October 30th. Administration will be hosting open houses to recruit future parents once a month, rotating back and forth between virtual and in person open houses.

Catherine presented the current academic accomplishments among the students as well as presented the student academic data.

**B. Prop 28 Annual Report**

Catherine presented the annual report for Prop 28. Catherine explained that we must report that we received no funding from Prop 28 and that it must be published to the public website.

S. Kulak made a motion to Approve the Prop 28 Annual Report.

J. Bridge seconded the motion.

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

**C.**

### **Instructional Minute Waiver**

J. Bridge made a motion to Approve the Instructional Minute Waiver.

S. Kulak seconded the motion.

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

### **D. 24-25 Organization Chart**

According to Catherine and the board, the following changes need to be made to the 24-25 Organizational Chart.

1. The TOSA SPED coordinator needs to be removed and the Education Specialist and Instructional assistants should all be under the School Psychologist.

2. The executive Director will evaluate the Education Specialists.

J. Bridge made a motion to Accept the 24-25 Organizational Chart with the changes as discussed.

G. Ponikvar seconded the motion.

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

### **E. Committee Structure**

Catherine presented to the people attending the meeting the structure of each board committee and presented any updates made in the board committees.

## **VII. Board Updates**

### **A. Comments from Board Members**

The board was given the platform to present to people attending the meeting the updates they have regarding their work to help better the school.

### **B. Future Agenda Items**

Sierra requested that the budget be discussed in future board 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 7:40 PM.

Respectfully Submitted,

H. Vega