

APPROVED



# Contra Costa School of Performing Arts

## Minutes

### Board Meeting

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#### Date and Time

Tuesday December 3, 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, December 3, 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, L. McPhatter-Harris (remote), S. Kulak

**Directors Absent**

M. Hennessy

**Ex Officio Members Present**

C. Foster

**Non Voting Members Present**

C. Foster

**Guests Present**

C. Tirlia, Seth Klempner

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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 Dec 3, 2024 at 5:37 PM.

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

Quorum established at 5:37pm by Heather Vega.

**D. Agenda Review and Adoption**

Heather Vega is requesting for Closed Session to be moved to before Board Updates.

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

J. Bridge seconded the motion.

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

**Roll Call**

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

**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. Consent Agenda**

**A. Consent Agenda Items**

J. Bridge made a motion to approve the minutes from Board Meeting on 11-19-24.

G. Ponikvar seconded the motion.

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

**Roll Call**

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

J. Bridge made a motion to approve the minutes from Finance Committee Meeting on 11-21-24.

H. Vega seconded the motion.

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

**Roll Call**

S. Kulak	Aye
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**Roll Call**

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

**IV. Finance**

**A. Financial Report**

Debbie Howard presented the financial report for December.  
J. Bridge made a motion to approve the first interim budget.  
S. Kulak seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

**V. Other Business**

**A. Executive Summary**

Catherine presented the Executive Summary to the board.

Catherine and the board discussed strategies to move forward with a Notice of Violation from the CCCBOE. The board discussed ways to help support outreach to families.

**VI. Board Updates**

**A. Comments from Board Members**

**B. Future Agenda Items**

Sierra began presenting what items and strategies are on her action list to benefit the school.

The board discussed ways to set up booths/tables future networking events.

**VII. Reconvene to Open Session**

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

The board reconvened to open session at 7:16pm.

No action was taken during closed session.

**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 7:33 PM.

Respectfully Submitted,

H. Vega