

APPROVED



# Contra Costa School of Performing Arts

## Minutes

### Board Meeting

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#### Date and Time

Tuesday January 21, 2025 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, January 21, 2025 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>

4229 20th street  
San Francisco, CA 94114

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, M. Hennessy (remote), S. Kulak

**Directors Absent**

*None*

**Directors who arrived after the meeting opened**

S. Kulak

**Directors who left before the meeting adjourned**

M. Hennessy

**Ex Officio Members Present**

C. Foster

**Non Voting Members Present**

C. Foster

**Guests Present**

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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 Jan 21, 2025 at 5:33 PM.

**B. Record Attendance**

**C. Establish a Quorum**

Established Quorum at 5:34pm by Heather Vega.

**D. Agenda Review and Adoption**

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

J. Bridge seconded the motion.

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

**Roll Call**

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

**II. Public Comments**

**A. Items on the Agenda**

S. Kulak arrived at 5:36 PM.

Sarah Baltazar expressed concern for the future of the school. Sarah is wondering what parents can do during this time to help benefit the school.

Note: Mackenzie Hennessy's power went out at 5:37pm and will return when the power is running again.

**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**

Mackenzie Hennessy has returned at 5:41pm

L. McPhatter-Harris made a motion to approve the minutes from Board Meeting on 12-03-24.

S. Kulak seconded the motion.

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

**Roll Call**

S. Kulak	Aye
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**Roll Call**

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

L. McPhatter-Harris made a motion to approve the 2024-2025 School Safety Plan.

S. Kulak seconded the motion.

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

**Roll Call**

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

L. McPhatter-Harris made a motion to Approve the Dissolution of the Enrollment Committee.

S. Kulak seconded the motion.

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

**Roll Call**

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

L. McPhatter-Harris made a motion to approve the Dissolution of the Fundraising Committee.

S. Kulak seconded the motion.

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

**Roll Call**

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

**IV. Reconvene to Open Session**

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

M. Hennessy left at 6:16 PM.

Reconvened to Open Session at 6:18pm.

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

## V. Finance

### A. Financial Report

Debbie Howard began presenting the 2025 Monthly Update. Debbie notes that this report was finalized over a week ago so it needs to be updated regarding the school's current position.

Debbie presented the school's current cashflow and would like to follow up with Catherine and Heather on how to best delicate this remaining cashflow for the year. The board discussed the current cashflow and how it may be affected with upcoming internal and external changes throughout the year.

Note: No vote was taken at this time.

## VI. Other Business

### A. Notice of Violation

Catherine presented the Notice of Violation given on December 18th by the Contra Costa County Office of Education. Catherine listed the several grant opportunities that she had attempted to apply for but were rejected by. The board discussed as a group the different strategies and options they have used in the past to help increase recruitment and retain enrollment. Heather discussed the timeline the board members must take on whether they will push the Notice of Violation or accept the Notice of Violation. Overall, the board has deemed using the current finances and resources the school has to help the students and families transition.

### B. Options for Continued Operation

Heather presented the resolution document which presents the plan to close Contra Costa School of Performing Arts to the board. Heather read the document to the board.

L. McPhatter-Harris made a motion to Accept the resolution as amended.

S. Kulak seconded the motion.

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

#### Roll Call

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

### C.

## **Executive Summary**

Catherine began presenting the Executive Summary for January 2025.

Catherine discussed the events that have occurred this week on campus and how the school will be moving forward given the current circumstances.

Catherine went over the first semester test scores for each grade with the board.

Catherine presented the upcoming shows that SPA is going to be offering this year.

## **VII. Board Updates**

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

No significant comments were made by the board during this time.

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

No Future Agenda Items were discussed at 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 7:22 PM.

Respectfully Submitted,  
H. Vega