



# Contra Costa School of Performing Arts

## Minutes

### Board Meeting

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#### Date and Time

Tuesday February 18, 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, February 18, 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, M. Hennessy (remote), S. Kulak

**Directors Absent**

L. McPhatter-Harris

**Directors who arrived after the meeting opened**

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 Feb 18, 2025 at 5:31 PM.

**B. Record Attendance**

### C. Establish a Quorum

Quorum Established at 5:31pm by Heather Vega

### D. Agenda Review and Adoption

Heather Vega proposed to amend the agenda by removing VI. Closed Session and VII. Reconvene to Open Session as they are no longer needed.

J. Bridge made a motion to approve the agenda as amended.

G. Ponikvar seconded the motion.

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

## II. Public Comments

### A. Items on the Agenda

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

### B. Items Not on the Agenda

Cathy LaPlante presented all the legal paperwork for the Ensemble organization and asked for guidance on how to properly dissolve Ensemble with the school's closing.

Catherine will be taking all of the information and data from Cathy to help further the shutting down process of the school. Cathy also explained how she will be involved in the Ensemble tax processes for the future.

M. Hennessy arrived at 5:37 PM.

## III. Consent Agenda

### A. Consent Agenda Items

G. Ponikvar made a motion to approve the minutes from Board Meeting on 01-21-25.

J. Bridge seconded the motion.

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

#### Roll Call

L. McPhatter-Harris Absent

H. Vega Aye

G. Ponikvar Aye

M. Hennessy Aye

S. Kulak Aye

J. Bridge Aye

## IV. Finance

### A. Financial Report | Second Interim Budget

Debbie Howard began presenting the second interim budget review which will be up for a vote during the next board meeting.

## **V. Other Business**

### **A. Executive Summary**

Catherine presented the February 2025 Executive Summary. Catherine reviewed attendance and enrollment, climate and culture amongst staff and students and event updates for the school.

### **B. LCAP Mid-Year Report**

Catherine presented the LCAP mid-year review for 2024-2025. The board discussed the goals that were put into place and how they can support Catherine with achieving these goals by the end of the year.

G. Ponikvar made a motion to approve the LCAP mid-year report.

S. Kulak seconded the motion.

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

#### **Roll Call**

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

## **VI. Board Updates**

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

The board had no current updates on their contributions to helping the school during this time.

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

The board needs to reschedule the March board meeting to make room for Debbie to finalize the Second Interim Budget. They discussed rescheduling to March 4th or March 11th. It was ultimately decided that the board will meet on March 4th, 2025 for the official March board meeting.

## **VII. 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 6:19 PM.

Respectfully Submitted,  
H. Vega