

APPROVED



# Contra Costa School of Performing Arts

## Minutes

### Board Meeting

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#### Date and Time

Tuesday July 23, 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, July 23, 2024 at 5:30 PM PDT

#### Location:

4229 20th Street  
San Francisco, CA 94114

Zoom: <https://us06web.zoom.us/j/82316354168>

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, L. McPhatter-Harris (remote), M. Hennessy (remote), S. Kulak

**Directors Absent**

*None*

**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 Jul 23, 2024 at 5:39 PM.

**B. Record Attendance**

According to code AB2449 Dr. Lynna McPhatter-Harris is allowed to attend remotely with just cause.

**C. Establish a Quorum**

Quorum established at 5:41 by Heather Vega

**D. Agenda Review and Adoption**

G. Ponikvar made a motion to Approve the agenda as submitted.

S. Kulak seconded the motion.

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

**Roll Call**

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

**II. 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

**III. Consent Agenda**

**A. Consent Agenda Items**

G. Ponikvar made a motion to approve the minutes from Special Board Meeting on 04-25-24.

L. McPhatter-Harris seconded the motion.

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

**Roll Call**

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

G. Ponikvar made a motion to approve the minutes from Board Meeting on 06-25-24.

L. McPhatter-Harris seconded the motion.

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

**Roll Call**

H. Vega	Aye
G. Ponikvar	Aye

**Roll Call**

L. McPhatter-Harris Aye

S. Kulak Abstain

M. Hennessy Aye

G. Ponikvar made a motion to approve the minutes from Special Board Meeting on 07-08-24.

L. McPhatter-Harris seconded the motion.

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

**Roll Call**

G. Ponikvar Aye

L. McPhatter-Harris Aye

S. Kulak Abstain

M. Hennessy Aye

H. Vega Aye

**IV. Finance**

**A. Financial Report**

Debbie began presenting the DMS monthly update actuals through June 30th, 2024.

**V. Other Business**

**A. Executive Summary**

Catherine presented her Executive Summary to the board.

Total enrollment for 2024-2025 is 344 currently.

Catherine and Staff are attending various recruitment events.

The facility has undergone multiple updates for the 2024-2025 school year.

Catherine discussed her ED goals for the start of the year.

**B. Board Member Appointment**

Heather began presenting Jenn Bridge as a potential board member candidate.

Jenn Bridge began introducing herself and her professional and personal background with the school.

Board members were each given the opportunity to ask Jenn Bridge various questions to evaluate her potential board member candidacy.

S. Kulak made a motion to Appoint Jenn Bridge as a board member for a two year term.

G. Ponikvar seconded the motion.

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

**Roll Call**

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

**C. Salary Schedule Revision for 24-25**

Catherine presented some updates on the 2024-2025 Salary Schedule. The first revision is that each Teacher FTE Calc has been revised from .15 FTE per class to .20 FTE per class.

Catherine also presented a revision that allows employees on the Non-Teacher Salaried tab to become eligible for the yearly Master's Stipend.

M. Hennessy made a motion to Approve the revisions to the Salary Schedule.

G. Ponikvar seconded the motion.

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

**Roll Call**

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

**D. Board Committees**

Pursuant to Article VII, section 23 of the ChartHouse Public School Bylaws, the board is required to set up board committees.

The five committees proposed with assignments are

- Financial - Heather
- Governance - Kenzie
- Fundraising - Sierra
- Recruitment/Enrollment/Retention - Lynnā
- Academic Excellence - Greg

S. Kulak made a motion to establish the board committees as assigned.

M. Hennessy seconded the motion.

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

**Roll Call**

M. Hennessy            Aye

**Roll Call**

H. Vega                   Aye  
G. Ponikvar             Aye  
S. Kulak                 Aye  
L. McPhatter-Harris   Aye

**E. Nominating Policy for Non-Board Members to Serve on Committees**

S. Kulak made a motion to Approve the nominating policy for non-board members to serve on committees.

L. McPhatter-Harris seconded the motion.

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

**Roll Call**

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

**VI. Reconvene to Open Session**

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

The board approved the employee action with Dr. Lynna McPhatter-Harris excusing herself from the vote.

**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 7:44 PM.

Respectfully Submitted,  
H. Vega