



# Contra Costa School of Performing Arts

## Minutes

### Finance Committee Meeting

---

#### Date and Time

Monday September 16, 2024 at 10:00 AM

---

*The committee will meet virtually at: <https://meet.google.com/azc-hbjt-vmi>*

*The public may address the committee 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 committee must fill out a speaker's card. Cards should be turned into the Committee Chair 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 committee 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 committee agendas and minutes will be published at [cocospa.org](http://cocospa.org). Any disclosable public records related to an open session committee meeting agenda item and distributed by staff to a majority of the Board of Directors shall be available for public inspection.*

*The committee will provide reasonable accommodations for persons with disabilities planning to attend committee meetings so long as notice is provided one hour prior to the start of the meeting by contacting the Executive Director's Office at (925) 235-1130.*

---

#### Committee Members Present

---

H. Vega

**Committee Members Absent**

*None*

**Guests Present**

C. Foster

---

**I. Opening Items**

**A. Record Attendance and Guests**

**B. Call the Meeting to Order**

H. Vega called a meeting of the Finance Committee of Contra Costa School of Performing Arts to order on Monday Sep 16, 2024 at 10:03 AM.

**II. Discussion Items**

**A. Finance Committee Goals**

**B. Financial Update: August**

The report as of September 10.

ADA was based on 93% and has been updated to 95%.

Look at additional cuts.

September already higher than we thought.

Based on current enrollment, and cuts we can make it through the year. If we don't make the cuts, we will run out of cash.

When sending materials to Rosemawr, confirm the process for approving updated budgets.

Looking at specific items:

Janitorial and PG&E trending higher.

- check amount of time with janitorial
- Check on adjusting PG&E billing and assessment
- Charter Tech services

Review materials and supplies

- trending higher
- 35,000 for lunch

If we continue with cuts, will still end the year with an \$847,000 deficit.

Clarify staffing vacancies. Make sure the cuts are approved and reflected in the budget.

### **III. 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 10:41 AM.

Respectfully Submitted,  
H. Vega