



# Contra Costa School of Performing Arts

## Minutes

### Finance Committee Meeting

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#### Date and Time

Thursday January 30, 2025 at 3:00 PM

#### Location

Virtual > [meet.google.com/kjo-bwih-gqa](https://meet.google.com/kjo-bwih-gqa)

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*The committee will meet virtually at: [meet.google.com/kjo-bwih-gqa](https://meet.google.com/kjo-bwih-gqa)*

*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](https://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.*

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### **Committee Members Present**

H. Vega (remote)

### **Committee Members Absent**

*None*

### **Guests Present**

C. Foster (remote), Debbie Howard (remote), Heidi Andrews (remote), Joanne Fountain (remote), Neil McChesney (remote)

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## **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 Thursday Jan 30, 2025 at 3:00 PM.

## **II. Discussion Items**

### **A. Budget**

The budget was looked at during the board meeting on 1/21/25.

Debbie Howard presented an updated version.

Changes include:

- update hiring of new part-time IA
- reduction of Jr Catering bills
- receiving revenue from lunch money

Based on changes, there is enough money to make it through June and pay salaries.

Outstanding payment issues:

1. We will owe money to the state for the overpayment of LCFF funds which is currently estimated at \$137,000 due to change from 282 to 250 for enrollment.
2. Contract with DMS ends June 30th however audit completion is part of the contract.

We will have to determine how to make any payments after June 30th.

- Potentially Quickbooks for payroll and bills that do come in.

Outstanding questions:

1. Does the building fall to Rosemawr as of July 1st and all the utilities as well?
2. What kind of legal fees might we have?
3. Forebare last few months with Rosemawr?
4. Do we keep money in the account in case anything comes out of the December 2025 audit?
5. What about liquidating items in the building?
6. Will Rosemawr forgive the \$350,000 loan? Most likely.

Look at the end-of-year charter for closure items list.

Anything outstanding?

- We may owe back instructional minute fees from the 22-23 shortfall found in the audit. Possibly \$6,000.
- What other things do we need to look out for?

Catherine is going to issue March 15th as the last day for materials and supply purchase.

Currently we are looking at putting the building on the market, so that may impact the financial picture as well.

We have a tenant- Diablo Ballet until August 9th.

SIB due March 15th.

Look at moving up the board meeting to March 4th.

### **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 3:35 PM.

Respectfully Submitted,  
H. Vega