

# Contra Costa School of Performing Arts

## Minutes

### Board Meeting

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**Date and Time**

Monday April 4, 2016 at 6:00 PM

**Location**

1661 Botelho Drive, Suite 100, Walnut Creek, CA 94596; Dial-in Location: Best Western, 29769 SW Boones Ferry Rd, Wilsonville, OR 97070

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*The public may address the Board regarding any item within the jurisdiction of the Board of Directors of CharHouse 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 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. 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 [www.charhousepublicschools.org](http://www.charhousepublicschools.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 at the above mentioned website.*

*The Board of Directors will provide reasonable accommodations for persons with disabilities planning to attend Board meetings so long as 48 hours notice is provided via email ([charhousepublicschools@gmail.com](mailto:charhousepublicschools@gmail.com)).*

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**Directors Present**

A. Bacigalupo, M. Lynch (remote), M. Rigau, S. Sarna

**Directors Absent**

G. Rowland

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## I. Opening Items

### A. Record Attendance and Guests

M. Rigau was appointed during item III.B and joined the meeting as a voting member at that time.

### B. Call the Meeting to Order

A. Bacigalupo called a meeting of the board of directors of Contra Costa School of Performing Arts to order on Monday Apr 4, 2016 at 6:01 PM.

### C. Pledge of Allegiance

### D. Approve Minutes

A. Bacigalupo made a motion to approve the March 7th, 2016 minutes.

M. Lynch seconded the motion.

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

#### Roll Call

M. Lynch     Aye  
S. Sarna     Abstain  
G. Rowland   Absent  
A. Bacigalupo   Aye

### E. Agenda review and adoption

S. Sarna made a motion to adopt the agenda as presented.

M. Lynch seconded the motion.

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

#### Roll Call

A. Bacigalupo   Aye  
S. Sarna     Aye  
M. Lynch     Aye  
G. Rowland   Absent

## II. Information Items

### A. Board Retreat

May 2nd was proposed for the date of the upcoming Board Retreat.

### B. Arts Program Event

SPA Artistic Director, Michael Berry presented information regarding the arts program and the plans the April 23rd Arts Event. Items addressed included:

- Arts program structure
- Staffing needs and overview of current arts staff hires
- Grade level priority
- Arts major sequencing for high school and middle school
- Arts policy and procedure creation
- Arts event planning and structure
- Community partners
- Overview of 2016-2017 performances

Mr. Berry then addressed his efforts regarding fundraising, outlining his "Givers Tree" plan, a gala event, and playbill template titled "Applause" for ad revenue generation.

### III. Action Items

#### A. Board Secretary

S. Sarna made a motion to accept resignation of Barbara Goldsmith and appoint Vanessa Townsend-Crosby to the position of Board Secretary.

M. Lynch seconded the motion.

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

#### B. Open Board Seat

S. Sarna made a motion to accept the letter of resignation from Trustee Yetner.

M. Lynch seconded the motion.

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

##### Roll Call

A. Bacigalupo Aye

S. Sarna Aye

G. Rowland Absent

M. Lynch Aye

S. Sarna made a motion to appoint Mark Rigau to the vacant position resulting from Trustee Yetner's resignation.

A. Bacigalupo seconded the motion.

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

##### Roll Call

A. Bacigalupo Aye

S. Sarna Aye

G. Rowland Absent

M. Lynch Aye

#### C. Audit Firm

S. Sarna made a motion to accept the proposal for audit services from Wilkonson-Hadley-King.

M. Rigau seconded the motion.

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

**Roll Call**

M. Lynch Aye  
G. Rowland Absent  
M. Rigau Aye  
S. Sarna Aye  
A. Bacigalupo Aye

**D. EDCOE SELPA Resolution**

M. Lynch made a motion to adopt the resolution that formally accepts an offer of admission into the El Dorado County Charter SELPA.

S. Sarna seconded the motion.

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

**Roll Call**

A. Bacigalupo Aye  
S. Sarna Aye  
M. Rigau Aye  
M. Lynch Aye  
G. Rowland Absent

**E. Accounting Method**

S. Sarna made a motion to adopt the accrual method of accounting, unless otherwise required by law, effective July 1st 2016.

M. Lynch seconded the motion.

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

**Roll Call**

G. Rowland Absent  
M. Lynch Aye  
S. Sarna Aye  
A. Bacigalupo Aye  
M. Rigau Abstain

**F. Board Bylaws Amendments**

M. Rigau made a motion to accept the proposed changes to the bylaws.

S. Sarna seconded the motion.

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

**Roll Call**

M. Rigau Aye  
S. Sarna Aye  
A. Bacigalupo Aye  
M. Lynch Aye

**Roll Call**

G. Rowland Absent

**G. Fiscal Policies**

M. Lynch made a motion to adopt the Fiscal Policies as presented.

M. Rigau seconded the motion.

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

**Roll Call**

M. Rigau Aye

M. Lynch Aye

A. Bacigalupo Aye

S. Sarna Aye

G. Rowland Absent

**IV. Staff Reports**

**A. Executive Director**

The Executive Director presented updates on the SPA planning year progress. Items address included:

- Staffing
- Facilities
- Relationships with future vendors for items including:
  - Furniture
  - Food services
  - IT support and implementation
- Educational program

**V. 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 7:47 PM.

Respectfully Submitted,

A. Bacigalupo