



# Contra Costa School of Performing Arts

## Minutes

### Board Meeting

---

#### Date and Time

Monday May 9, 2016 at 3:30 PM

#### Location

1661 Botelho Drive, Suite 100, Walnut Creek, CA; Dial-in: 8001 Kelok Way, Clayton, CA 94517; 1360 Detroit Avenue, Concord, CA 94520; 27120 SW 95th Avenue, Suite 3230, Wilsonville, OR 97070

---

*Because this is a special meeting, the public may address the Board regarding any item on this meeting's agenda. 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 (comments will not be taken 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.charthousepublicschools.org](http://www.charthousepublicschools.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 ([charthousepublicschools@gmail.com](mailto:charthousepublicschools@gmail.com)).*

---

### **Directors Present**

A. Bacigalupo (remote), G. Rowland (remote), M. Lynch (remote)

### **Directors Absent**

M. Rigau, S. Sarna

### **Ex Officio Members Present**

N. McChesney

### **Non Voting Members Present**

N. McChesney

### **Guests Present**

V. Townsend-Crosby

---

## **I. Opening Items**

### **A. Record Attendance and Guests**

### **B. Call the Meeting to Order**

N. McChesney called a meeting of the board of directors of Contra Costa School of Performing Arts to order on Monday May 9, 2016 at 3:31 PM.

### **C. Pledge of Allegiance**

### **D. Agenda review and adoption**

M. Lynch made a motion to move Approve Minutes to the end of the agenda so as to be able to approve both the May 2nd, 2016 and May 9th, 2016 minutes in one action.

G. Rowland seconded the motion.

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

#### **Roll Call**

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

## **II. Action Items**

### **A. Chief Financial Officer**

A. Bacigalupo made a motion to appoint trustee Rowland to serve as the Chief Financial Officer per the Board Bylaws and cause the books to be maintained by the Executive Director and back office provider.

M. Lynch seconded the motion.

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

**Roll Call**

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

**B. Line of Credit Authorization**

M. Lynch made a motion to authorize the Board Chair and Board President as signers of the Loan Documentation and to authorize the Board President to advance on the Line of Credit in compliance with the SPA Fiscal Policies and to authorize the Board Chair and the Board President to be signers on the account.

G. Rowland seconded the motion.

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

**Roll Call**

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

**C. Line of Credit Advance Approval**

A. Bacigalupo made a motion to authorize the Board President to advance up to \$90,000 on the Pacific Western Line of Credit.

G. Rowland seconded the motion.

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

**Roll Call**

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

**D. Approve Minutes**

M. Lynch made a motion to to approve the minutes from both May 2nd and May 9th, 2016.

G. Rowland seconded the motion.

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

**Roll Call**

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

**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 3:54 PM.

Respectfully Submitted,  
V. Townsend-Crosby