



K-12 PREPARATORY ACADEMY

CHPA BOARD MEETING MINUTES
DHPH Cafeteria and Live Stream
Tuesday, December 14, 2021 - 5:45 P.M.

Meeting Date: Tuesday, December 14, 2021 **Recorded by: Lorrie Marquez**
AN=Action Needed; AT=Action Taken; D=Discussion; I=Information Only; CR=Committee Referral

Present: John Lopez, James Salazar, Stephen Varela, Natasha Leslie and Angela Giron

Absent: None

Ex-Officio Members Present: Shelby McGraw, Lisa Kogovsek and Daysha Otero; **Domonique Chavez – Absent**

Higher Education Representatives (Ex-Officio Members): Dr. Derek Lopez; Maria de la Cruz - Absent

Others Present: Dr. Richard Durán, President/CEO; Lorrie Marquez, Executive Assistant, Karen Ortiz, Chief Academic & Student Services Officer (CASSO); Jack Bay, Chief Business Officer (CBO); Shannon Behling, Chief HR Officer; Loretta Cruz, IT Director; Charles Roldan and Scott Anderson, IT Staff and Tom Weston, District 60 Charter School Liaison

Guests: Tim Farmer, MillerFarmer Law

This CHPA Regularly Schedule Board of Directors' Meeting was called to order at 5:47 p.m. by the CHPA Board President, John Lopez. He reminded those attending to silent or turn off their cellphones.

Roll Call of CHPA Board Members constituted a quorum.

An executive session will be conducted to discuss personnel matters in pursuant to C.R.S. 24-6-402-4(f).

Executive Session 5:48p.m.	AT	Stephen Varela moved to enter into Executive Session for discussion of personnel matters pursuant to CRS 24-6-402-4(f) and seconded by James Salazar, with a unanimous vote by all members present. No discussion. Motion carried. [Tim Farmer was asked to stay for the executive session.]
Exit Executive Session 6:01p.m.	AT	Stephen Varela moved to exit Executive Session, seconded by Angela Giron with a unanimous vote by all members and no discussion. Motion carried.
Open Session began at 6:04 p.m.	I	Welcome and Pledge of Allegiance was led by President, John Lopez.
Modifications/Approval of Agenda*	AT	Stephen Varela motioned to amend the agenda in agenda to include a report by the Bylaws Committee during Item 14 Board Committee Reports, Bylaws revision during Item 15 Approval Items and Consent Agenda Personnel report remove position change, seconded by James Salazar; with a unanimous vote by all members, no discussion. Motion carried.

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- Public Forum** I There were no requests for public comment.
- Tim Farmer** I Mr. Farmer presented a session on Board Basics covering the Opens Record Law, Open Meetings Law and the Sunshine Law. Board meeting recordings must archive for at least 90 days. A representative from the law firm will provide monthly board training.
- CEO's Report** I Dr. Durán announced that CHPA has been awarded the BEST Grant for \$35M; matching funds of \$4.9M are required. The Finance Committee will have a recommendation for the matching funds for Board approval at the January 2022 Board meeting.
- I Dr. Durán handed out Cognia's official letter to CHPA for the 5-year accreditation designation. Certificates were received for each academy and CHPA which will be framed and hung in the designated areas. Dr. Durán thanked the staff and Board for their joint efforts to achieve the accreditation; John Lopez thanked Dr. Durán.
- Faculty Representative Reports:**
- a. Domonique Chavez – CCA
 - b. Shelby McGraw – ECMS
 - c. Lisa Kogovsek – DHPH
- I Representatives gave a summary of their submitted written report. Board members were given the opportunity to ask questions of the faculty.
- Student Representative Report I** Daysha Otero gave a summary of her written report, students are sad for the loss of ECMS Math Teacher, Joseph Hammond, counselors are available to students if they need assistance coping with the loss.
- Higher Education Representative Reports**
- a. Dr. Derek Lopez – CSU-P
 - I Dr. Lopez reported that the university was awarded two COSI grants and a Daniels Fund grant; grades will be posted tomorrow; enrollment is down 20% which is an improvement.
 - b. Maria de la Cruz – PCC Absent – No Report
- Board Committee Reports:**
- a. Finance Committee – James Salazar, Chair
 - I Mr. Salazar yielded the floor to Jack Bay, CBO for reporting on the \$4.9M BEST Grant matching funds; the committee is requesting the Board's approval for acquiring the required funds. Also reported, there will be modifications to the 2021-22 budget that will be presented to the Board in January 2022.
 - b. Achievement & Student Success Committee – Stephen Varela, Chair
 - I Mr. Varela yielded the floor to Karen Ortiz, CASSO to report on the work of the Ad Hoc Committee who was charged with reviewing the GNS report. The committee has created a prioritized list and strategizes to implement improvements beginning January 2022. Effective Learning Environments Observation Tool (eleot®2.0) training will be scheduled to provide an improvement in classroom management.

c. Policy Committee – Chair: Natasha Leslie, Chair

I Ms. Leslie reported that the AP's were reviewed by the committee, AP 5200 Communicable Diseases-Staff was developed and reviewed and are part of this meeting's agenda.

d. Recruitment & Nominating Committee – Angela Giron, Chair

I Ms. Giron reported that the Committee revised the board application packet, the document was shared with the Board in the meeting packet; deadline for applications is February 28, 2022. Board member Natasha Leslie has committed to her second term on the board. John Lopez's is term limited leaving one position to fill; the committee will discuss skill sets that are needed on the Board.

Bylaws Committee (added to agenda in prior motion)

I It was reported that a special Bylaws Committee was held this week to propose changes for section 3.10 regarding board autonomy; members were sent copies prior to the meeting and given a hard copy at the meeting. Dr. Durán will work on the AP regarding Board compensation. John read the edits to the bylaws. Angela Giron commented that she was not comfortable with the changes to the Bylaws. Dr. Durán clarified that there is not BP to waive a policy; under certain or emergency circumstances it may be necessary to waive a policy; the Policy Committee will review all new policies.

AT Stephen Varela motioned to accept the Bylaws revision to Section 3.10 Board Duties and Obligations, addition of Item XVI, seconded by James Salazar, with no further discussion, the vote was 4 Board Members in favor of the motion with Angela Giron opposed. Motion carried.

AT Stephen Varela motioned to accept the Bylaws revision to Article III, Section 3.20 Compensation, seconded by Natasha Leslie, with no further discussion, the vote was 4 Board Members in favor of the motion with Angela Giron opposed. Motion carried.

Approval Items

a. Ratification of the EASI Grants:

1. School Turnaround Leadership Development

I Dr. Durán gave a staff report, if CHPA is awarded the grant it will start July 1, 2022.

2. Connect for Success

I Dr. Durán reported that this is a three-year grant, CHPA will be informed of the award by the end of January 2022.

AT Stephen Varela motioned to ratify the submission of the School Turnaround Leadership Development and Connect for Success grants, second by Natasha Leslie, with no further discussion and a unanimous vote. Motion carried.

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b. BEST Grant Matching Funds

I Jack Bay gave a staff report regarding the required \$4.9M matching funds for the grant. CHPA is working with UMB Bank on a short-term loan or considering bonds for the funds.

AT James Salazar motioned to approve CHPA Administration to move forward to obtain the matching funds, seconded by Stephen Varela, with no further discussion and a unanimous vote. Motion carried.

Consent Agenda Items:

- a. Approve Board Meeting Minutes for November 9, 2021 – Lorrie Marquez
- b. Approve of Bills and Payroll for October 2021 – Jack Bay
- c. Personnel Report—Shannon Behling

AT Stephen Varela motioned to approve the consent agenda items with the change noted discussed in executive session, seconded by Angela Giron, with a unanimous vote, with no further discussion. Motion carried.

Informational Items:

a. Board Application Packet

I Application packets will be emailed to Board members so they may forward to potential candidates.

b. AP 5000 (B) Recruitment and Hiring

c. AP 5200 Communicable Diseases – Staff

d. AP 5040 Contracts/Compensation

I No questions were brought forward regarding the AP's.

Discussion Items:

a. Board Officer Nominations 2022-2023

I Nominations for 2022-23 Board Officers were requested; the following nominations were brought forward;

Stephen Varela, President, nominated by John Lopez; Steven accepted the nomination.

Natasha Leslie, Vice President; nominated by Stephen Varela; Natasha accepted the nomination.

James Salazar, Treasurer; nominated by Stephen Varela; James accepted the nomination.

Angela Giron, Secretary; nominated by Stephen Varela; Angela accepted the nomination.

AT Stephen Varela motioned to accept the slate of 2022-23 Officers as no other nominations warrant a vote by ballot, seconded by James Salazar with a unanimous vote and no further discussion. Motion carried.

b. Board Member Activities

I There were no reports by Board Members.

I Dr. Durán reported that Administration will develop a Gantt Chart for the planning of the move into the new middle school, infrastructure for technology, curriculum, etc. Modifications to the Charter Contract with D60 are in progress, a request for a 10-year contract will be submitted by December 31st which will be in effect July 1, 2022.

Future Agenda Items

CEO evaluation

Attorney working on a climate survey develop a survey with the staff, Jashua is working on

CHÁVEZ HUERTA

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Establishing a personnel committee

Review succession plan

Dr. Durán reported that will let him know if will continue in January; Board will have to search mode the plan is already laid out in a BP working with HR; he will not be part of the search. The question came up for an interim; Dr. Durán will finish his contract. Board will work with HR to help with the search

Mariachi will perform at Boards Appreciation Party

7:44p.m. Adjournment **AT** **Stephen Varela moved to adjourn the meeting, second by Natasha Leslie with a unanimous vote, no discussion. Motion carried.**

Prepared by:  _____
Lorrie Marquez, Executive Assistant

Date: 1/11/22

Verified by:  _____
Natasha Leslie, CHPA Board Secretary
(Signed by Board President in absence of Secretary)

Date: 1/11/22

