

CHPA BOARD MEETING MINUTES

DHPH Cafeteria and Live Stream

Tuesday, November 9, 2021 - 5:45 P.M.

Meeting Date: Tuesday, November 9, 2021

Recorded by: Lorrie Marquez

AN=Action Needed; AT=Action Taken; D=Discussion; I=Information Only; CR=Committee Referral

Present: John Lopez, James Salazar and Angela Giron

Absent: Stephen Varela and Stephen Varela

Ex-Officio Members Present: Domonique Chavez, Shelby McGraw, Lisa Kogovsek, Daysha Otero, Dr. Derek Lopez and Maria de la Cruz

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; Lynette Hudiburgh, Research & Student Assessment Analyst; Loretta Cruz, IT Director; Scott Anderson, IT Staff; Kate Sipla, ABM Building Value; Jim Chapman, Acting School District 60 Charter School Liaison

Guests: Tim Ahopelto, Hinkle & Company, PC; Brad Miller, MillerFarmer Law

This CHPA Regularly Schedule Board of Directors' Meeting was called to order at 5:46 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 5:49p.m.	AT	James Salazar moved to enter into Executive Session for discussion of personnel matters pursuant to CRS 24-6-402-4(f) and seconded by Angela Giron, with a unanimous vote by all members present. No discussion. Motion carried. Brad Miller was asked to stay for the executive session.
Exit Executive Session 6:35p.m.	AT	James Salazar moved to exit Executive Session, seconded by Angela Giron with a unanimous vote by all members present. No discussion. Motion carried.
Open Session began at 6:40 p.m.	I	Welcome was given by President, John Lopez, the Pledge of Allegiance was led by Dr. Lopez.
Roll Call for Faculty, Student and High Education Representatives (Ex-Officio Members)	I	All were in attendance with the exception of Maria de la Cruz.

Modifications/Approval of Agenda* I Dr. Durán requested that the Auditor (Item 15 A) have the opportunity to present first.
 AT **Angela Giron motioned to approve the agenda, seconded by James Salazar; with a unanimous vote by all members present, no further discussion. Motion carried.**

I Auditor Timothy Hinkle and CO reviewed the 2020-21 Audit report, gave an overview of the process and reviewed financial statements, there were no disagreements with management and the report is unmodified audit report. Building Corp. is an accrual basis. Jack Bay, CBO added that the completed was sent to D60 to meet the required deadline; D60 is having some issues with reconciliation.

Public Forum I There were no requests for public comment.

Study Sessions:

- a. Enrollment Report I Robin Archuleta, Director of Enrollment & Marketing presented the enrollment information from 2016 to current day, including retention, where students come from and where they go when they leave, the reason student enrolled and exited, current student that we are providing ESS services, ethnicity and marketing strategies.
- b. New Website/Social Media I Jami Lopez, Digital Communication Specialist reported that CHPA is visible on social media accounts on Facebook, Instagram, Twitter, LinkedIn and YouTube. She also reported that we have had 66,000 visits to our website. She reviewed the new website, an employee portal will be added to the new site, the goal is to go live with the new website in January 2022. Jami will be teaching a class on social media as a career and would like to engage students in our website.
- c. Parent Communication Survey Report I Lynette Hudiburgh, Research & Student Assessment Analyst, reviewed the survey report; including key take-aways, suggested action items, overview and results. The response rate to the survey of 34%; 83% have visited the CHPA website; 55% have a PowerSchool account; 98% report receiving weekly information and 19% never received information from child’s teacher. Institute a planner for parents to know what students are doing in class. Workshops that parents interested in are ways to check their child’s progress, PowerSchool, Microsoft Teams and help with homework. There is a need to develop a plan to streamline communication.

CEO’s Report I Dr. Durán reported that the Pueblo Police Dept. participated in the October 26, 2021 lock down drill, there will be a debrief at the November BERT meeting.

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 invited to attend the November 18th Washington DC trip fundraiser at Pizza Ranch. Dr. Durán reported that administration is working to have the Mariachi group attend a festival in April 2022.

Student Representative Report

- a. Daysha Otero I Student gave a summary of her submitted report; chocolate sales continue for the Washington DC trip; student government is fundraising for care packages for the homeless shelter.

Higher Education Representative Reports

- a. Dr. Derek Lopez – CSU-P
 - I Dr. Lopez reported that the American Association of State Colleges and Universities recently selected CSU Pueblo to receive its 2021 Excellence and Innovation Award for Campus Pandemic Response study.

Board Committee Reports:

a. Finance Committee

- I James Salazar, Chair reported that the audit went well, the transition building is still one week ahead of schedule. Jack Bay, CBO reported that city has sent out the RFP for the 18th Street Project.

b. Achievement & Student Success Committee

- I John Lopez reported as committee co-chair; an Ad Hoc Committee will be formed to include the President/CEO, CASSO, Principals, Faculty and community member to review the GSN report to prioritize improvements and propose next steps. Committee members reviewed the parent survey. Dr. Durán is working on two EASI grants to help improve academic achievement. Dr. Durán reported that the MOY assessments will begin the second week of December, results will be shared in January.

c. Policy Committee

- I John Loped reported on Natasha Leslie behalf, BP 4100 and BP 4110 were tabled and will review with the law firm.

d. Recruitment & Nominating Committee

- I Angela Giron reported that the committee worked on edits to the Board Application and reviewed the process and timeline for recruiting a new member. John Lopez volunteered to the Vice Chair of the Committee.

Approval Items

a. 2020-2021 Audit

- AT **James Salazar motion to accept the 2020-2021 Audit, second by Angela Giron, with a unanimous vote, no discussion. Motion carried.**

b. Additional Legal Fee

- AT **James Salazar motioned to approve the all-inclusive option of the legal proposal, seconded by Angela Giron, with a unanimous vote, discussion that the contract can be cancelled at any time. Motion carried.**

b. BEST Grant Resolutions

AT Angela Giron motioned to approve the BEST Grant Award and Authorize the Project, seconded by James Salazar, with a unanimous vote, discussion Jack Bay, CBO gave a staff reported that this time we have not received confirmation of the grant award, written notification is expected in the very near future with no further discussion. Motion carried.

Consent Agenda Items:

- a. Approve Board Meeting Minutes for October 12, 2021 – Lorrie Marquez
- b. Approve of Bills and Payroll for September, 2021 – Jack Bay
- c. Personnel Report—Shannon Behling

AT Angela Giron motioned to approve the consent agenda items, seconded by James Salazar with a unanimous vote, Shannon Behling, Chief HR Officer gave a staff report regarding the separation of the Assistant Principal/Athletic Director into two positions will not require a new FTE, with no further discussion. Motion carried.

Informational Items:

a. COVID-19 Update/Emergency Temporary Standard (ETS)

I Shannon reviewed the OSHA COVID-19 Vaccination and Testing Temporary Standards, CHPA already provides weekly COVID testing by Beechtree Laboratories. She reported that 76% of our staff is vaccinated; a vaccination clinic will be held on campus November 11th. Brad Miller will discuss the OSHA requirements pertaining to schools with Shannon. Any updates to our Communicable Diseases policy will reviewed with the attorney.

Board Involvement Opportunities:

- I Board members were reminded of the upcoming Veterans Day Assembly, Parade of Lights and Zoo Night.
- I Jack Bay announce the Topping Out Ceremony on the Transition Building scheduled for November 17, 2021.

Future Agenda Items:

- I An update of the Strategic Plan will be moved to the January 2022.
- I Brad will give a 10-minute presentation at the December 2021 meeting.
- I John Lopez inquired about a midyear evaluation of Dr. Durán's performance; Brad will review Dr. Durán's contract and annual evaluation process.
- I The Policy Committee will be asked to review the policy for payment for Board Members; Brad cautioned that Colorado Nonprofit Code will need to be followed and will not affect the current Board Members, it may cause a conflict for board service, have tax consequences and the Board should consider the perception by stakeholders.
- I Discuss 2022-23 Board Officers.

CHÁVEZ HUERTA

K-12 PREPARATORY ACADEMY

8:54p.m. Adjournment

AT

Angela Giron moved to adjourn the meeting, seconded by James Salazar with a unanimous vote, no discussion. Motioned carried.

Prepared by:


Lorrie Marquez, Executive Assistant

Date:



Verified by:


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

Date:



