

CHAVEZ HUERTA

K-12 PREPARATORY ACADEMY

CHPA BOARD MEETING MINUTES DHPH Conference Room, Cafeteria and Live Streamed Tuesday, June 14, 2022 – 1P.M.

Meeting Date: Tuesday, June 14, 2022

Recorded by: Lorrie Marquez

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

Present: John Lopez, Stephen Varela, James Salazar, Angela Giron

Absent: Natasha Leslie

Ex-Officio Members Absent: Cheryl Gomez

Others Present: Dr. Durán, President/CEO; Hal Stevens, Incoming President/CEO; Lorrie Marquez, Executive Assistant; Karen Ortiz, Chief Academic Officer; Shannon Behling, Chief HR Officer; Jack Bay, CBO; Loretta Cruz, IT Director; Lynette Hudiburgh, Research & Student Assessment Analyst; Kim Sanchez, DHPH Principal; Yolanda Ortega, CCA Principal; Theresa Martinez, DHPH Counselor; Tim Farmer, Miller Farmer Law; LeAnndra Beeman, AP ECMS; Scott Anderson and Juanita Jacquez, IT Dept.; Carlos Lopez, DHPH Faculty; Tom Weston, D60 Liaison; Kimberly Rivas, ESS Teacher; Linette Montoya, ELA Teacher; Jessica Gonzales, HR Assistant

This regular CHPA Board of Directors' meeting was called to order at 1:00p.m. in the DHPH Conference Room by the CHPA Board President, John Lopez.

Roll Call of CHPA Board Members constituted a quorum.

- I Hal Stevens was introduced as the incoming President/CEO, effective July 1, 2022.
- I John Lopez asked Angela Giron to resign as a Board member, he reported that process for removal has been completed, due to not having adequate votes, majority plus one, the initiative will be moved to the August Board meeting. It was explained that the process does not have to start over, the removal is not on today's agenda; Brad let the Board know that if they continue with the initiative it will need to be on an agenda.

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

Executive Session 1:04p.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 roll call vote by all members. No discussion. Motion carried.
Tim Farmer, Dr. Durán and Lorrie Marquez were asked to stay for the executive session. Dr. Durán excused himself from the session at 8:50a.m.
Hal Stevens was invited to stay for a portion of Executive Session
Dr. Durán and Hal Stevens were excused for a portion of the Executive Session.

Exit Executive Session 1:56p.m.

AT Stephen Varela moved to exit Executive Session, seconded by Angela Giron with a unanimous roll call vote, no discussion. Motion carried.

Open Session began at 2:30pm

I Open session was held in the DPHH Cafeteria, President John Lopez welcomed everyone in attendance and led the Pledge of Allegiance.

Recognition of Out Going Board Members

I Stephen Varela presented an award and thanked John Lopez and Dr. Durán for their years of service to CHPA.

Modifications/Approval of Agenda*

AT Stephen Varela motioned to approve the agenda as provided, seconded by James Salazar, with a unanimous vote and no discussion. Motion carried.

Public Forum

I The following people signed up for public forum:

NAME	AFFILIATION	ITEM ADDRESSSED
Ret. Judge Dennis Maes	Community Leader	Board Officer Election in July
Juan Espinosa	Former Board Member	Current Events

I Brad Miller pointed out to Board the conflict with the Board’s action regarding Board Policy 1160 Board Officer Selection and Board Policy 1050 Regular, Annual and Special Meetings of the Board. The Board should consider amending the two policies.

Brad Miller

I Mr. Miller reported on the Charter School Contract negotiations with School District 60 (D60). D60 would like CHPA to separate the academies to have their own CDE codes regarding the rating system and assessment scores; a 4-year contract is anticipated. An update will be reported at the July 12, 2022 Board meeting.

Study Session – 2022 TLCC Survey Report

I Lynette Hudiburgh presented a PowerPoint with the 2022 TLCC survey report findings; the report is given every 2 years; the survey is used to assess teaching and learning conditions and for improvement planning. CHPA’s response rate was 97.7%; she reviewed the opportunities for growth in professional development (PD), shared leadership, student behavior and academic support. The Karen Ortiz, CAO will put together a committee to address the top 3 areas for improvement. John Lopez requested that the new President/CEO receive a full report.

NWEA Update

I Ms. Hudiburgh reviewed the NWEA End of Year (EOY) Testing Report provided to the Board. The report included summaries from each academy as well as data of student growth from fall to spring in the areas of reading, grammar, writing and mathematics. Suggested action items were reviewed. Absenteeism is a factor; each academy is working to curb habitual absenteeism and truancy. The request was made that the NWEA EOY reports be emailed to the Mr. Stevens and to the Board President. [Note – information was sent as requested to Hal Stevens and John Lopez at 8:57a.m. 6/15/22]

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CEO's Report

- I Dr. Durán reviewed Item J from his report, referred to BP 4040 Disposal of Property, the CEO's role is to declare surplus property, the list of items was included in his report, there will be a process for the removal of the items. The COO will work to remove all listed items by June 2024. Reports will be given to the Board to inform them of what items will be removed.

- I Dr. Durán was asked to give an update on the move of the high school students/staff during renovations to the school. Dr. Durán explained that due to the conditions of the BEST Grant the new building will need to be connected to the high school and the 10 plex will be removed. For the safety of the high school students/staff it was decided to temporarily move them to the ECMS modular buildings. The DPHH gymnasium will be available for use at night. He reminded the Board of the tight timeline to complete the project, the plan was discussed with the DPHH Principal. The construction is planned to begin in September or October 2022. Dr. Durán explained that the final drawings of the building will include input from the CCA and DPHH Principals.

Board Committee Reports:

a. Finance Committee

- I James Salazar, Committee Chair yielded the floor to Jack Bay who reported that the 2022-23 budget is effective July 1, 2022, it was submitted to D60 and is noted on the CHPA website on the Financial Transparency link.

b. Policy Committee

- I In the absence of Committee Chair Natasha Leslie, Stephen Varela, Committee Co-chair reported that two policies will be referred to the next Policy Committee meeting, if approved Miller Farmer Law will review current policies.

Approval Items:

a. President/CEO Contract Ratification

- AT **Stephen Varela motioned to ratify the contract for the new President/CEO, seconded by James Salazar, with a unanimous vote, no discussion. Motion carried.**

b. John Cutler & Associates, LLC - Auditor

- AT **James Salazar motioned to approve the engagement of John Cutler & Associates, LLC to provide audit services, seconded by Stephen Varela, with a unanimous vote, no discussion. Motion carried.**

c. CBIZ Benefits & Insurance Services, Inc. - Payroll Outsource

- AT **Stephen Varela motioned to approve CBIZ Benefits & Insurance Services, Inc. to outsource payroll services and to research human resource services, seconded by James Salazar, with a unanimous vote, no discussion. Motion carried.**

d. DC Private Investigations and Security Consultants, LLC

- AT **Stephen Varela motioned to approve the extension of the DC Private Investigations and Security Consultants, LLC contract on a temporary basis until future review, seconded by James Salazar, Jack Bay reported that a new RFP will be sent out in the fall, with a unanimous vote. Motion carried.**

e. Bills and Payroll April 2022

AT James Salazar move to accept the April 2022 Bills and Payroll, seconded by Stephen Varela, with a unanimous vote, no discussion. Motion carried.

f. Board Policy Review by Counsel

AT Stephen Varela motioned to approve legal counsel to review the Board Policies, seconded by James Salazar; Brad Miller was asked for a schedule with the new President/CEO, Brad was requested to keep the costs within the retainer. The Policy Committee will continue to review the policies, with a unanimous vote. Motion carried.

Consent Agenda Items:

- a. Approve Board Meeting Minutes May 14, 2022 & May 16, 2022
- b. Personnel Report—Shannon Behling

AT Stephen Varela motioned to approve the consent agenda, seconded by Angela Giron, Stephen commented that he would like to consider outsourcing the open HR position, the new President/CEO will be asked to meet with the Chief HR Officer to discuss the options, with a unanimous vote, no further discussion. Motion carried.

Discussion Items:

- a. Students Washington DC/New York City Trip

I Karen Ortiz and LeAnndra Beeman gave a delightful presentation of photos from the students trip to Washington DC/New York City; 60 students participated, Karen received many good comments about how well the students behaved; a writing assignment was required, “can one person make a change”; three of our students’ books are in the Library of Congress. John Lopez thanked Mr. Hansen for all his work on the project and thanked the staff who traveled with the students.

- b. Board Member Activities

I Angela Giron commented on how inspiring the DPH graduation ceremony was to attend. She also attended the staff Awards of Excellence, where retirees and award recipients were recognized; she thanked Premier Members Credit Union for the great partnership sponsoring the awards. Stephen Varela attended the Sangre de Cristo Arts Center’s 50th Anniversary Gala and received praise for CHPA. John Lopez both the DPH and CCA Kindergarten graduation ceremonies, thanked everyone involved in putting together such memorable events.

Future Agenda Items

I There were no future agenda items reported.

4:32p.m. Adjournment

AT Stephen Varela moved to adjourn the meeting, seconded by James Salazar; with a unanimous vote and no discussion. Motion carried.

Prepared by:


Lorrie J. Marquez

Date:



Verified by:


Angela Giron, CHPA Board Secretary
(Signed by Board President in absence of Secretary)

Date:

