



K-12 PREPARATORY ACADEMY

Special Board Meeting Minutes
Community and Live Stream
Thursday, April 7, 2022 – 5:00PM

Meeting Date: Thursday, April 7, 2022

Recorded by: Lorrie Marquez

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

Present: Stephen Varela, James Salazar, Angela Giron and Natasha Leslie (Natasha remote)

Others Present: Shannon Behling, Chief Human Resources Office; Nick Angiocchi, Director of Human Resources & Benefits; Lorrie Marquez, Executive Assistant

This Special CHPA Board of Directors’ meeting was called to order at 4:57p.m. in the Community Room by the Board Vice President, Stephen Varela.

Roll Call of CHPA Board Members constituted a quorum.

The Executive Session is pursuant to CRS 24-6-402(4)(b & f) to discuss the President/CEO search process and to receive legal advice on specific legal matters.

Executive Session 4:48p.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 roll call vote by all members. No discussion. Motion carried.**

Exit Executive Session 5:30p.m. **AT** **Angela Giron moved to exit Executive Session, seconded by James Salazar with a unanimous roll call vote. No discussion. Motion carried.**

Open Session began at 5:42p.m.

Public Forum **I** **There were no requests for public forum.**

Review of the Updated Initial Interview Process and Committee Members

I Shannon Behling explained the interview process; changes from the initial decisions made at the March 23rd Special Board meeting requested by Stephen Varela on 4/7/22 were reported by HR which include consider interviewing candidates who did not make it through the initial credential screening and the Board approved to selection of the members of the initial interview committee; the changes caused a revision to the search timeline. Initial interviews will be schedule for April 29th and 30th; finalists will be selected at the conclusion of the interviews on April 30th; as of this meeting, the following list if committee members were read as confirmed:

Ex-Officio Board Members

Domonique Chavez, CCA 4th Grade Teacher / **Confirmed**

Executive Cabinet

Robin Archuleta, Director of Enrollment & Marketing / **Confirmed**

K-12 PREPARATORY ACADEMY

Extended Cabinet

Yolanda Ortega, CCA Principal / **Confirmed**

Tiffany Larkins, Fiscal Services Manager / **Confirmed**

Additional Members

Michael Gallegos, Operations Manager (facilities rep at CHPA) / **Confirmed**

Justin Gay, Parent Representative / **Confirmed** (*EJ Cabral was not available with new interview dates*)

Community Members

PCC Rep – Cheryl Gomez, Academic Excellence Administrator / **Confirmed** (*Dr. Erjavec was not available*)

Regina Maestri, City Council Member / **Confirmed by Mr. Varela**

CSU-P Rep – Donna Souder, VP of Operations & Advancement – **Confirmed** (*Dr. Mottet was not available*)

I The following members were requested to be added to the list:
Lynette Hudiburgh, Student Assessment & Research Analyst
James Cottrell, DHPH Athletic Director
John Kristan, ECMS ESS Teacher
Shannon will follow up with D60 to see if someone from their leadership team will participate.

I HR reported that Public Forum sessions with finalist will be held the week of May 9-13, 2022; final interviews will be conducted the week of May 16-20, 2022 with a final candidate selected by the end of that week. The legally required “14-day wait clause” can occur *May 22 through June 4, 2022*; Background & Reference checks as well as negotiations can happen during this time – Offer Letter/Contract to follow. June 6th could be a potential signing day, ideally the chosen candidate will train in June as much as possible with an official contract begin date of July 1, 2022.

Establish Number of Finalists for Final Interview Round

I It was decided the no less than 3 candidates will be part of the final interviews.

Review Updated Search Timeline

I The timeline was reviewed; interviews will be held in the Community Room; HR will facilitate a 20 minute Board interview training at the May 14th Board meeting. Initial interviews of any out of town candidates will be held virtually; finalist will be required to attend in person.

Approval Items:

a. Approval of Interview Committee Member Selection

AT James Salazar motioned that John Kristan, James Cottrell, Lynette Hudiburgh and a D60 leadership representative be added to the committee if possible, seconded by Angela Giron, there was discussion that if a committee member could not attend all interviews they should be removed from the committee, with a unanimous vote and no further discuss. Motion carried.

b. Approval of Candidates for Initial Interviews (if applicable)

AT James Salazar motion to approve candidates A, B and C discussed during Executive Session to participate in the initial interview process, seconded by Natasha Leslie; with a unanimous roll call vote and abstention by Stephen Varela. Motion carried.

c. Approval of Number of Candidates for Final Interviews

AT Angela Giron motioned to approve initial interview committee make recommendation for the number of candidates, with a minimum of 3 for the final interview, seconded by James Salazar, a unanimous vote and no discussion. Motion carried.

I Shannon reported that updates will be emailed to the Board is necessary, the Board will be given a bank of questions to review at the May 14, 2022 Board meeting. Angela Giron thanked HR and the committee.

6:18p.m. Adjournment

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

Prepared by:


Lorrrie J. Marquez

Date:

5/14/22

Verified by:


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

Date:

5/14/22

