



K-12 PREPARATORY ACADEMY

CHPA BOARD MEETING MINUTES
ECMS Cafeteria and Live Streamed
Tuesday, January 17, 2023 – 5:45P.M.

Meeting Date: January 17, 2023

Recorded by: Lorrie Marquez

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

Present: Angela Giron, Matt Garcia, Don Ortega, Joseph Garcia, Steven Trujillo, Nick Angiocchi

Absent: Charity Maes

Ex-Officio Members Present: Arjun Sahdev, Alicia Cappis (Interim CCA Representative), Jesus Torres-Valdovinos, Fred Galves

Ex-Officio Members Absent: Dr. Aragon-Blanton, Cheryl Gomez

Guests: Richard Orona, CHPA Attorney

Others Present: Dr. Durán, Interim President/CEO; Lorrie Marquez, Executive Assistant; Shannon Behling, Chief Human Resource Officer; Robin Archuleta, Director of Enrollment/Marketing; Marissa Davis, Director of Fiscal Services; Kim Sanchez, Principal DPHH; Kelly Cox, Chief Academic & Student Services Officer; Alicia Cappis, Principal CCA; Loretta Cruz, IT Director; Scott Anderson, IT; Kim Rivas, Faculty; Amber Carleo, Faculty; Janette Powell, Faculty; Christina Maldonado, Security; Tom Weston, Charter School Liaison

This regular CHPA Board of Directors' meeting was called to order at 5:46p.m. in the ECMS Cafeteria by CHPA Interim Board President, Angela Giron.

Roll Call of CHPA Board Members constituted a quorum.

Approval New Board Member AT **Angela Giron motioned to approve Nick Angiocchi as a voting member of the Chávez/Huerta K-12 Preparatory Academy Board of Directors, seconded by Don Ortega, with a unanimous vote and no discussion. Motion carried.**

I Angela Giron, Interim Board President administered the Oath of Office to new voting Board Member, Nick Angiocchi.

Executive Session 5:52p.m. AT **Matt Garcia moved to enter into Executive Session for discussion of personnel matters pursuant to C.R.S. 24-6-402-4 (B) (E) (F); seconded by Steven Trujillo, with a unanimous roll call vote and no discussion. Motion carried.**

Executive Session was held in the ECMS Administration Conference Room. Richard Orona, Dr. Durán, and Lorrie Marquez were invited to attend. Shannon Behling was invited to attend to present the personnel report and then was excused.

Exit Executive Session 7:00p.m. AT **Steven Trujillo moved to exit Executive Session, seconded by Don Ortega with a unanimous roll call vote and no discussion. Motion carried.**

- Open Session 7:01p.m.** I Open session was held in the ECMS Cafeteria, Interim President Angela Giron welcomed everyone in attendance and lead the Pledge of Allegiance.
- Modifications/Approval of Agenda**
AT **Steven Trujillo motioned to approve the agenda as presented, seconded by Joseph Garcia, with no and a unanimous vote. Motion carried.**
- Public Forum** I There were no requests for public comment.
- Study Session: Enrollment Report**
I Dr. Durán introduced Robin Archuleta, Director of Enrollment/Marketing to present the enrollment report that is usually presented to the Board in the fall. Robin let the Board know that all enrollment data is reported to District 60 they work collaboratively and to meet state standards. Dr. Durán commented that data presented is an indicator for projecting the 2023-24 enrollment. Robin reviewed the total enrollment with a breakdown of each academy for each academic year from 2017-18 to 2022-23. Data noting the persistence of students that stay enrolled from the beginning of the school year to the end of the school year for each academic year from October through May 2017 to October 2022. Retention data from the end of the school year to the beginning of the school year May to October 2017 through 2022 was reviewed. The information included the number of students who exited and enrolled, and which grades had the most student drop. Robin also reviewed where students came from and where did they go, comparing the 2022-23 academic year to the 2021-2022 academic year. Also reviewed were the top reasons students enrolled in 2022-23 and the top reason students exiting in 2021-22; for the first time the top reason students exited was negative press. She also reviewed the data of ethnicity of our students for academic years 2022-23 and 2021-22 noting that the largest ethnic group served is Hispanic with 89% in 2022-23 and 87% in 2021-22. Enrollment data was also broken down by zip codes with the larges area our students came is the West (81003) at 35% for academic year 2022-23 and 37% for academic year 2021-22. Dr. Durán pointed out there was a challenge with students moving to online schools, Robin added that some online students return to DHPH at semester being deficient in credits. Each student is on a graduation plan and must catch up. The Enrollment Office tracks the number of students who leave to attend an online school and how many return from online schools. Robin will provide the online data at a future Board meeting along with what is required to get the student back to grade level. Fred Galvez suggested CHPA consider offering hybrid or online classes. Dr. Durán shared that DHPH has a summer online program. Kim Sanchez was asked to comment about the BYU program used at DHPH. They contract with BYU for an online based curriculum for students with a credit deficit, tutors and teachers assist students with the program. Dr. Durán added that when parents were surveyed the majority wanted students to go back to in person learning. Fred added that the community has issues with not having high speed internet access. CSU-P is working on a grant to provide better internet access. Kim commented that students have had social emotional issues post COVID. Students who have moved to a full online school return to DHPH being short credits to graduate. She added that they offer hybrid courses in the classroom with Schoology and prereading assignments to see how a student handles learning on an individual basis. Fred suggested that we offer online courses that we work to make it better for students so we can compete with other online schools. Matt Garcia commented that studies have shown that for young children being on devices is not good for their development. We are beholding to ethics and what is best for our students. Angela Giron added that it has been a challenging year to know that 21 students left due to bad press. The discussion and strategies of learning should be discussed is committee work. Ms. Giron

asked what we are doing all year long to retain students, especially as 5th and 8th grades move to the next level and to attract kindergarteners and to capitalize the unique things CHPA offers like the mariachi and folklorico programs. She asked Matt Garcia, with his marketing background and Robin to possibly head up the review of hybrid teaching. Steven Trujillo suggested that this topic be discussed at the Board retreat. Dr. Durán mentioned that he would like to involve students in the marketing efforts. Robin added that we should consider engaging alumni in the marketing efforts. Angela added that marketing will be an agenda item at the retreat. Angela thanked Robin for providing the data.

President/CEO's Report

I

Dr. Durán informed the Board about the opportunity to attend the Colorado League of Charter Schools (CLCS) Annual Conference scheduled for February 28 and March 1, 2023, in Westminster, Colorado. The conference provides training for charter school board members and staff. Board Members have the opportunity to meet colleagues from across the state. He strongly suggested Board Members attend. Governor Polis is planning to provide to help charter school this year. CLCS is an advocacy group that will oppose laws that hinder charter schools. Angela Giron shared that she attended the national conference last year.

Faculty Representative Reports

Alicia Cappis, CCA Principal *(Interim Representative)*

I

Ms. Cappis reported that CCA will have a new representative on the Board in February. She reviewed the report submitted to the Board. CCA is looking at data in their PLC's to address students' needs and issues. Teachers are participating in a Write Now, Right Now writing program. CCA has started project-based learning system K-5. Angela Giron asked if she had a sense our students social emotional health is like which will impact their learning. What is the percentage of students struggling with social/emotional issues and the effect on their school performance. Ms. Cappis commented that it is hard to give a percentage of students struggling but they can see their behavior that there are things happening at home that are coming into the classroom. CCA has rotating counselors to help. Counselors conduct one-minute meetings with a set of questions to ask the students, they will touch base with every student. Today they met all 2nd graders, the meetings can be very powerful, they reach out to parents or add them to a support group. Matt Garcia asked if they would continue project-based learning projects? Ms. Cappis informed that Board that they will have a showcase so students can display their final projects. After quarter three they will review what went wrong and what went well. They hope to expand the projects. Mr. Orona asked that during the minute meetings if there is trigger that comes up do they have a process in place to know when they should contact the Police and so forth? Ms. Cappis responded that we have licensed counselors that are trained to know when they should contact the police as opposed to contacting the Department of Human Services or call the parents. We are fortunate to have well-trained counselors.

Arjun Sahdev – ECMS

I

Mr. Sahdev reported that ECMS has rolled out the new Positive Behavioral Incentive System (PBIS). It centers on the school's new acronym: SURGE. SURGE which stands for self-respect, understanding, responsibility, goal oriented, engagement. Tickets are awarded to students who embody the characteristics as a form of positive reinforcement. The goal is to encourage and normalize positive behavior by offering rewards. Earning a certain number of tickets will give students the opportunity to win prizes. The PBIS system is being trailblazed by ECMS's school psychologist Daniel Flores and counselors Janel Judiscak and Jennifer Masson. Mr. Sadjev thanked Mr. Flores, Ms.

Judiscak and Ms. Masson for setting up the system and for getting the teachers on board. He went on to review topics from his report provided to the Board.

Dr. Elizabeth Aragon-Blanton – DHPH Absent

Student Representative Report – Jesus Torres Valdovinos

I Jesus reported that students are excited to back at school after the holiday break and college classes are back in session. The Student Council is planning spirit week activities and school dances for the remainder of the school year.

Higher Education Representative Reports

Fred Galves – CSU-Pueblo

I Fred Galves reported that CSU-Pueblo employees and student joined the Dr. Martin Luther King, Jr Day march. Students handed out handed out 520 – 20lb. food bag and are planning to plant a large community garden. CSU-P is researching a \$3M grant for broadband and other grant programs for high school students to start their education degree at PCC and transfer to CSU-Pueblo for their master’s degree. Angela mentioned to share all the grant opportunities available at CSU-Pueblo. Mr. Galves would like to meet with Dr. Durán about the Tracks Program at CSU-P, the CSU-P staff give a formal presentation to assist students with the process of attending a university.

Board Committee Reports

a. Finance Committee I

Don Ortega reported that the CHPA Finance Team shared several financial updates with the committee. The June 30, 2022, Trial Balance was finalized and submitted to D60 and our audit firm. CHPA’s Fiscal Year End Operating Deficit was significant at \$1.96 million. The ending fund balance was \$339,000. The Annual Audit is currently being conducted. The Committee reviewed the December 31, 2022, balance sheet & income statement. The current deficit is \$222,000. Dr. Durán shared with the Committee that management is taking several steps to ensure that does not end the current fiscal year with a deficit. CHPA’s outstanding accounts payable as of January 11, 2023, was \$787,000. Management shared a cash flow projection that indicates CHPA is continuing to struggle with having enough cash to meet non-payroll obligations. The Finance Team gave an update of CBiz HR/Payroll system. Management is working with a third party to determine eligibility and submit amended federal payroll tax reports to claim the Employee Retention Tax Credits which is estimated in the range of \$900,000 to \$1,500,000. The Committee was given updates on the Best Grant, the ground breaking ceremony will be held February 3rd at 9:00a.m. and that payment draws and payment processing are working well. Dr. Durán also shared with the Committee that CHPA is planning to pursue a revenue anticipated cash advance. The management team has started the process of projecting enrollment for the 2023-2024 academic year. CHPA is required to submit our projections to District 60 in March. Don Ortega and Steven Trujillo thanked Marissa Davis, Shannon Behling and Dr. Durán for working over the winter break. Dr. Durán reported that the Finance Team met with District 60 regarding cash flow and to provide financial information. He added that we are grateful to District 60 who offered some of the key finance staff to help finish the trial balance. District 60 is waiting for our audit to be completed. Dr. Durán shared that internal systems are being upgraded to be more efficient, and that Abacus has been a great help. Finances continue to be a top priority.

b. Recruitment & Nominating Committee

I Angela Giron reported that the Recruitment & Nominating Committee met to interview a potential candidate for the Board and was happy to recommend Nick Angiocchi to be part of the Board.

Approval Item:

a. Resolution Revenue Anticipation Cash Advance

I Dr. Durán reviewed the history of the creation of CHPA’s Facilities Masterplan. In 2020 the high school was refinanced to build the transition building for the ECMS. Additional funds were borrowed at that time to meet the required BEST Grant match. The BEST Gant is providing renovations to DPHH and to building the permanent middle school. The plan included moving toward green buildings which includes the solar farm. The solar farm is at 50% and once it is at full power the Transition building’s energy costs will almost be at zero cost. The solar farm allows CHPA to be eligible for rebates. CHPA has been preliminary approved to acquire the energy rebates over 10 years which can be sold on futures market. CHPA is also applying for tax credits. Including the energy rebates and the tax credits could bring CHPA \$895,000 of cash income to help with the budget shortage. Dr. Durán is working with InBank on the cash advance of \$650,000 against the afore-mentioned rebates and tax credits. Dr. Durán reviewed the Revenue Anticipation Cash Advance Resolution. Angela Giron asked what happens if CHPA does not pay off the cash advance in time, what happens? Steven commented that usually renegotiate the terms a supplemental document with strong assurances that all the funds will be paid. Mr. Orona offered to review the final contract if the Board desires. Don Ortega commented that the Finance Committee agreed that the advance is a good decision and an effective way to get cash flow. It was mentioned that the resolution will require correction to the notion of the 501c3. Dr. Durán is pursuing the Employee Retention Tax Credit for 2019 and 2020. The potential credit from the IRS could be between \$950,000 and \$1,500,000 which may be received by this summer.

AT Don Ortega motioned to authorize Dr. Durán to move forward the cash advance with a friendly amendment to correct the grammatical errors on the resolution, second by Nick Angiocchi, with a unanimous vote and no discussion. Motion carried.

b. Approval of Search Firm

I Shannon Behling reported that CHPA received one proposal from the RFP for a search firm to fill the President/CEO position. She handed out packets to the Board from McPherson and Jacobson, LLC explaining the services they provide. The search firm’s representative, Dr. Henry Roman, was interviewed by a committee including Board Members Steven Trujillo and Don Ortega. Don Ortega and Steven Trujillo were pleased with the services that the firm can provide and recommend to the Board to move forward to approve contracting with the firm. Shannon Behling added that McPherson and Jacobson have offices in 48 states, they help set goals for the chosen candidate, the fee will not exceed \$10,000 with a two-year guarantee. The representative will work with the Board to make sure goals are set for the new President/CEO; he helps with contract negotiations. Shannon added that as long as we go through the entire process it is guaranteed for two years. If the candidate does not last past the first year the firm will redo the process with no recruitment fee. The Board will control the timeline, the job description, and the posting of the position. Steven Trujillo added that Dr. Roman was part of the search when Dr. Durán was hired and he is very familiar with CHPA’s needs. Steven Trujillo stated that they bring the decision of the search firm before the Board for approval. Angela expressed her concern about finding good candidates due to the last search. Shannon explained that the prior search was conducted by our HR Department. The firm will have a better contact with potential candidates they have a far reach for the posting, have offices in 48 states and have a pool of candidates if an interim President/CEO is required. Don Ortega commented that he was really at ease with Dr. Roman, and they can identify a great candidate for CHPA. Shannon

added that the firm has a suggested process for the search but can tailor it to what the Board wants. If approved this evening a special meeting will need to be scheduled with Dr. Roman within two weeks.

AT Steven Trujillo motioned for the Board to consider and approve McPherson and Jacobson, LLC to conduct the executive recruitment and search between now and June 30th and execute on the contract as presented, seconded by Angiocchi with a unanimous vote and no discussion. Motion carried.

Consent Agenda Items:

- a. Approve Board Meeting Minutes of the December 13, 2022
- b. Personnel Report

AT Steven Trujillo offered a motion to approve the Consent Agenda items to include the Board Meeting Minutes and Personnel Report, seconded by Nick Angiocchi, with a unanimous vote and no discussion. Motion carried.

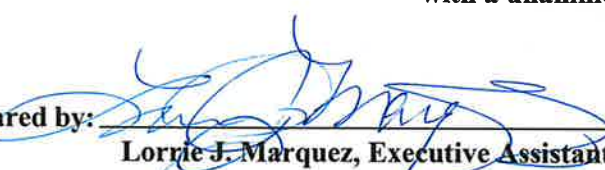
Board Comments:

- Nick Angiocchi commented that he appreciates being selected to serve on the Board and is excited to work with the search firm.
- Joseph Garcia is happy to start a new year with a new direction to work for the school success for our kids.
- Steven Trujillo is happy to be back on the Board. He hopes the faculty and staff know how much they are appreciated and welcome them back to a positive spring semester.
- Matt Garcia is proud of our school's accomplishment with our solar energy for not only the school but the community and our students. When we talk about marketing and the things, we do that is pretty special.
- Don Ortega is happy to get back to discussions that move CHPA forward, having great facilities for students to be educated in, and he is looking forward to working with the Board.
- Angela Giron thanked the faculty for keeping the school going, finances are a priority and strategize with students and staff to promote the school inform the community about CHPA's unique programs.
- Fred Galves congratulated the CHPA Board for what they have done to turn things around after the last few months and is excited to be part of what is happening with CHPA.

9:05p.m. Adjournment

AT Steven Trujillo moved to adjourn the meeting, seconded by Nick Angiocchi, with a unanimous vote and no discussion. Motion carried.

Prepared by:


Lornie J. Marquez, Executive Assistant

Date:

2/8/23

Verified by:


Nick Angiocchi, CHPA Board Secretary

Date:

2/18/2023