



K-12 PREPARATORY ACADEMY

**CHPA SPECIAL BOARD MEETING MINUTES**

**Community Room and Live Streamed**

**Tuesday, January 24, 2023 – 4:30P.M.**

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

**Others Present:** Dr. Durán, Interim President/CEO; Lorrie Marquez, Executive Assistant; Shannon Behling, Chief Human Resource Officer; Loretta Cruz, IT Director; Jessica Gonzales, Human Resources Assistant

**Guests:** Dr. Henry Roman, McPherson and Jacobson, LLC

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**Meeting Date: Tuesday, January 24, 2023**

**Recorded by: Lorrie Marquez**

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

**This special CHPA Board of Directors' meeting was called to order at 4:34p.m. by CHPA Interim Board President, Angela Giron.**

**Roll Call of CHPA Board Members constituted a quorum.**

**Discussion – Executive Search Timeline**

I Dr. Roman was introduced; he reviewed the search process and steps that will be taken to complete the search for the new President/CEO. Board members were asked to give their input of the good things about our community, good things about CHPA, what issues should the incoming President/CEO should be aware of, and what characteristics should the new President/CEO have to be successful? Stakeholder meetings will be held with parents, students, staff and community members to compile information for potential applicants. Stakeholder input will be compiled and included with the job posting on the search firm's website. Shannon commented that CDE and higher education do not require any licenses at this level. Licensure can be noted as preferred, a degree and license does not always mean they are a good leader. Angela commented that she is looking forward to casting a wider search. The search firm will complete background checks and view public records of viable applicants.

**AN Shannon will provide the Board with licensure information to determine if they want to note on the job description.**

I Dr. Durán reviewed the search timeline format with the Board. There was a consensus of the Board that stakeholder meetings begin February 1<sup>st</sup> with CHPA's administration, faculty, and staff. Parent and community member stakeholder meetings will be held the week of February 6<sup>th</sup> to be completed by February 10<sup>th</sup>. An online survey will be posted on CHPA's website for stakeholders to have the opportunity for input if they are unable to attend a meeting in person. The application deadline is 11:30p.m. CST March 14, 2023. A brochure about CHPA will be created by the search firm to be provided to the candidates. Dr. Roman will review all applicants' qualifications. The position is generally posted 30 to 40 days.

**AN Shannon will email the Board to request their input for the brochure that will be provided to candidates.**

I A Special Board Meeting will be scheduled for Tuesday, March 28<sup>th</sup> at 4:30p.m. to select finalists, review interview questions and finalize the candidate interview schedule. CHPA's attorney will be invited to attend. Two Interview Committees of 10 people each including teachers, staff, parents, and community members will be formed. The Interview Committee members will be required to sign a confidentiality agreement. Candidates will be interviewed by rotating between the Board and the two Interview Committees. Our consultant suggested that the Board reimburse candidates for travel and lodging expenses for the interviews. A meet and greet dinner, including a tour of the campus with the candidates and their spouse/significant other will be held Friday, April 21<sup>st</sup>. Interviews will take place Saturday, April 22, 2023 in open session. After the interviews are concluded the Board will review the candidates' strengths and weaknesses in open session.

I There was a census of the Board to hold a Special Board meeting on Tuesday, April 25, 2023 to discuss the candidates and to call for a vote for a finalist. Contract discussion will be held in executive session. It was determined to post the annual salary range on the job description of \$125,000 to \$150,000. The goal is to have the new President/CEO on duty starting July 1, 2023. If necessary, it may be possible to contract with Dr. Durán for a limited time to consult with the new President/CEO.

**6:38p.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:   
Lorrie J. Marquez, Executive Assistant

Date: 2/18/23

Verified by:   
Nick Angiocchi, CHPA Board Secretary

Date: 2/18/2023