



K-12 PREPARATORY ACADEMY

**CHPA BOARD MEETING MINUTES**  
**ECMS Cafeteria and Live Streamed**  
**Tuesday, March 14, 2023 – 5:45P.M.**

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**Meeting Date: Tuesday, March 14, 2023** **Recorded by: Lorrie Marquez**

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**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, Charity Maes**

**Ex-Officio Members Present: Felecia Johnson, Arjun Sahdev, Rusty McBee, Cheryl Gomez, Fred Galves**

**Ex-Officio Members Absent: Jesus Torres-Valdovinos, Student Representative**

**Guests: Richard Orona, CHPA Attorney; Sarah Siegrist, Abacus, LLC (Accounting Firm participated via Zoom)**  
**John Cutler, John Cutler & Associates, LLC (Auditing Firm, Mr. Cutler participated via Zoom)**

**Others Present:** Dr. Durán, Interim President/CEO; Lorrie Marquez, Executive Assistant; Shannon Behling, Chief Human Resource Officer; Kelly Cox, Chief Academic & Student Services Officer; Marissa Davis, Director of Fiscal Services; Kim Sanchez, Principal DHPH; Loretta Cruz, IT Director; Scott Anderson, IT; Fred Segura, Principal ECMS; Tom Weston, Charter School Liaison

**This regular CHPA Board of Directors' meeting was called to order at 5:47p.m. in the ECMS Cafeteria by CHPA Board President, Angela Giron.**

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

**Executive Session 5:48p.m. AT Don Ortega 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 Charity Maes, with a unanimous vote and no discussion. Motion carried.**  
Executive Session was held in the ECMS Administration Conference Room. Richard Orona, Dr. Durán, Shannon Behling and Lorrie Marquez were invited to attend.

**Exit Executive Session 6:39p.m. AT Nick Angiocchi moved to exit Executive Session, seconded by Joseph Garcia with a unanimous vote and no discussion. Motion carried.**

**Open Session 6:42p.m. I Open session was held in the ECMS Cafeteria, President Angela Giron welcomed everyone in attendance, Nick Angiocchi led the Pledge of Allegiance.**

**Oath of Office: New DHPH Teacher Representative**

**I Angela Giron, Board President administered the Oath of Office to Ex-Officio DHPH Teacher Representative Rusty McBee.**

**Modifications/Approval of Agenda**

**I A correction to consent agenda to approve the February 18, 2023 Board meeting minutes was noted.**

**AT Steven Trujillo motioned to approve the modified agenda as presented, seconded by Charity Maes, with no further discussion and a unanimous vote. Motion carried.**

**Study Session: 2021-22 Audit Review John Cutler & Associates, LLC**

I Dr. Durán introduced John Cutler, due to connectivity issues Mr. Cutler logged out of the meeting. Dr. Durán thanked Sarah Siegrist, owner of Abacus, LLC for her work with the auditing firm to make sure that CHPA’s audit was a true match with District 60 (D60). D60 must submit the combined audit to CDE for acceptance. Don Ortega shared that John Cutler and Abacus did an exceptional job to complete the audit and that he did not see anything in the report that should alarm the Board; there was a significant loss for the fiscal year which was noted in the audit report. Mr. Trujillo thanked the contractors, staff, and the Finance Committee for their work to complete the audit report. Mr. Cutler signed back into the meeting at 7:27p.m. He reported to the board that the difficulties with the audit were due to staff turnover and that the report will be much easier in the future. He added that there were a lot of adjustments to the CCA Building Corporation, no disagreements with management, and the report includes a signed representation letter. The Finance Committee discussed the audit at their March meeting. Dr. Durán shared that there have been internal changes to align with the audit. The 2022-23 audit is due in September. There were no further comments, Board members were asked to contact Mr. Cutler directly with any questions.

**Public Forum**

I There were no requests for public comment.

**President/CEO’s Report**

I Marketing materials were handed out the Board. There was a request that marketing materials be available in Spanish. Dr. Durán shared that the 5<sup>th</sup> Grade and 8<sup>th</sup> Grade Nights here held recently to inform parents and students of what the middle and high schools have to offer. KRDO and Tinseltown ads will begin soon. Dr. Durán shared that he would follow up with D60 Superintendent Charlotte Macaluso regarding any action the D60 Board of Education will take following the annual evaluation report. This Thursday 445 CHPA students from all three academies will receive \$100 each from the Reading Pays program. The Board is invited to attend the check presentation and the event will be livestreamed. Dr. Durán shared that the current enrollment is ahead of last year at this same time which is a good indicator for the next academic year and will help with enrollment projections and budget.

**Faculty Representative Reports:**

**a. Felectia Johnson – CCA**

I Ms. Johnson shared that CCA is wrapping up the Endangered Species Project. A panel of Senior students will judge the projects. April is Family Heritage Month each student will complete a project highlighting one of their family members from their genealogy tree. The 5<sup>th</sup> grade will have a covered dish dinner featuring food from their heritage on Thursday, April 27th in the CCA cafeteria and displaying their projects.

**b. Arjun Sahdev – ECMS**

I Mr. Sahdev shared that faculty administered the Quarter 3 tests. Parent Teacher conferences will be held this Wednesday and Thursday. The NWEA Reading Comprehension exam was held on March 13<sup>th</sup>, which can help us assess our efforts in teaching reading comprehension in advisory classes. The March 3<sup>rd</sup> Professional Development (PD) focused on the Science of Reading and CMAS

preparation. The student art show opened on March 3<sup>rd</sup> and will be on display through March 11<sup>th</sup>. The mariachi and folklorico groups performed at the 5<sup>th</sup> Grade Night. Mr. Sahdev met with Dr. Durán to discuss staff concerns covering classes during their plan time.

- c. **Rusty McBee – DHPH** I Mr. McBee shared that during the last two PD sessions faculty received copies of the most recent MAP results showing 10 points of growth. The data provided for target instruction to work on problem areas in small group settings. DHPH students received \$100 checks for the Reading Pays Program. The science department is experimenting with different hands on and project-based learning units. The Math department is making use of online Kahn Academy resources in advisor classes for extra math practice. Virtual classroom and groups will be used to take the place of SAT prep manuals and CMAS or MAP practice interfaces. Go guardian reports are still useful in ensuring students are limiting distractions and staying on task. The recent winter dance went well. Prom is scheduled for April 21<sup>st</sup> at the PCC Ballroom. DHPH is planning the Senior Scholarship Golf Tournament in April.

### **Student Representative Report**

- a. **Jesus Torres Valdovinos** No report.

### **Higher Education Representative Reports**

#### **a. Cheryl Gomez – Pueblo Community College (PCC)**

- I Ms. Gomez shared that PCC's enrollment has increased 10% from last year; including concurrent education students. As a Hispanic Serving Institution (HSI) PCC is working with CSU-P and Trinidad State College to take greater efforts to provide support to Latino students.

#### **b. Fred Galves – CSU-P**

- I Mr. Galves shared the that he is in the planning stages with the university's Aztlán Research Center to host a two day statewide Latino Summit in August. CSU-Pueblo received a \$2.98 million grant from the National Telecommunications and Information Administration to increase broadband access to underserved communities in Pueblo. He also shared that CSU-P is following the progress of HB-1350 which if passed will for a grant opportunity to assist with workforce development needs.

### **Board Committee Reports**

#### **a. Finance Committee**

- I Treasurer Don Ortega share that the Finance Committee met on March 8<sup>th</sup>. The finance team gave an update on the annual audit. The audit was submitted to D60. Other financial reports were not complete in time for the March meeting but will be reviewed in April. As of the committee meeting date CHPA reflected approximately \$778K of accounts payable and of the amount \$537K is considered past due. Mr. Ortega also shared that the Employee Retention Tax Credit (ERTC) for \$1,765,969 has been submitted, with a hopeful receipt of funds in 4 to 6 weeks. CBIZ will charge CHPA a fee of \$120,000 for the ERTC project. Dr. Durán continues to meet with the BEST Grant construction team, the project is progressing nicely, and Marissa informed the committee that grant payment draws are going well. IN Bank has placed the application for the revenue anticipated cash advance on hold, IN Bank leadership sited the recent D60 negative press as the reason for the hold. The finance team and Cabinet have started to develop the Fiscal Year 2023-24 budget with the goal of having an initial draft reviewed by the committee in April.

**b. Achievement and Student Success Committee**

I Committee Chair Matt Garcia reported that the Achievement and Student Success Committee met on March 7<sup>th</sup>. They discussed the possibility of implementing an enhanced reading program for the next academic year, specifically for kindergarten through 3<sup>rd</sup> grade to have kindergarteners reading by the end of the academic year. Mr. Garcia provided Administration information about a reading program being piloted in Douglas County where student scores increased by 12% and they are now implementing district wide. Administration will research the cost of the program. A large list of screen-based programs was provided to the committee. Administration is evaluating the list for overlap or possible elimination. Teachers are using CMAS practice tests provided by CDE to prepare students for the test. Keyboarding is being considered as an addition to the current curriculum due to testing being on computers. A report on faculty ethnicity was reviewed by the committee. CHPA has a diverse faculty which impacts student success. Matt Garcia shared the committee would like to see co-curricular activities such as field trips another activities be made available for students. The committee discussed engaging parents to form a Parent Teacher Organization to possibly host fund raising events, skate nights, and other types of events. Joseph Garcia share that the committee would like to have a unified curriculum across all grade levels. A link to the CMAS practice tests will be emailed to the Board. Kelly Cox shared with the Board that students are working on the practice and the Board does not need an account to view the practice tests.

**c. Policy Committee**

I Committee Chair Nick Angiocchi shared that he was unable to attend the March 8<sup>th</sup> meeting but did review the policies and gave feedback. Co-Chair Charity Maes lead the committee meeting. Board Policy (BP) 5310 Paid Sick Leave was tabled for further review. Ms. Maes shared that Board Policy 5040 Contract/Compensation recommended changes to address the compensation for reassigning substitutes when class coverage is required. The Administrative Procedure (AP) 5310 includes the recordkeeping process and expectations. Discussion of the requirement for Board approval of APs followed. Board Member Trujillo shared that historically the Board never approved APs due to their operational component which should be left to the administrative leadership team. The Bylaws and Policies will be reviewed for the inclusion of the Board approving APs and will be directed to the appropriate committee.

**Approval Items:**

**a. Acceptance of the 2021-22 Audit**

**AT Don Ortega motioned to accept the 2021-2022 Audit Report, seconded by Steven Trujillo, with a unanimous vote and no discussion. Motion carried.**

**b. BP and AP 5040 Contract/Compensation**

**AT Nick Angiocchi motioned to approve BP and AP 5040 Contract/Compensation with the date change to March 8, 2023, seconded by Steven Trujillo, with a unanimous vote and no discussion. Motion carried.**

**c. Ad Hoc Committee – Establish CHPA Foundation**

I Dr. Durán gave a staff report for the recommendation to establish an Ad Hoc Committee for the creation of a 501c3 CHPA Foundation with purpose to fundraise from alumni, community, and other entities to support CHPA activities that benefit students, programs, and activities that further promote the development of CHPA’s mission. In addition, provide recommendations not covered by other established committees when needed. Board Member Joseph

Garcia will serve as the committee chair. Mr. Joseph Garcia shared that he would like the foundation to help with fundraising and other efforts.

**AT Steven Trujillo motioned to approve the establishment of a CHPA Foundation and accept the chairmanship of Mr. Joseph Garcia, seconded by Matt Garcia; Mr. Ortega asked for clarification regarding taking the actual steps to move forward with the create a foundation which will involve legal advisement, a board of directors. Board member Trujillo commented that the committee would take the next steps to form the foundation, to do the research and work with an attorney and bring a report to the Board for appropriate approval. At the appropriate time the foundation would be its own 501c3 with its own bylaws and board of directors. Matt Garcia added that the discussions of a Parent Teacher Organization (PTO) could be forwarded to the foundation. With no further discussion President Giron called for the vote, the vote was unanimous. Motion carried.**

**Consent Agenda Items:**

- a. Approve Board Meeting Minutes of the February 18, 2023
- b. Personnel Report

**AT Nick Angiocchi motioned to accept the February 18, 2023 meeting minutes with the correction of Don Ortega note as Treasurer and to approve the Personnel Report with the minor revision of recommendations discussed barring no negative feedback from Mr. Orona, seconded by Don Ortega, with a unanimous vote and no discussion. Motion carried.**

**Board Member Comments:**

- Joseph Garcia shared that he enjoyed attending the CLCS Conference. He enjoyed learning from the staff who attended how committed they are to CHPA. He would like to see staff that would benefit from attending the National Charter Schools Conference. He would like the Board to have the opportunity to tour the academies while school is in session to see.
- Nick Angiocchi shared that he attended the CLCS board governance sessions. The sessions included information about the open meeting law, the roles and responsibility of the board, public transparency, and the common pitfalls of boards. The conference notes emailed to the Executive Office will be emailed to the Board. Mr. Angiocchi brought a few copies of the books he obtained at the conference for any Board Member who was interested in having a printed copy. President Giron asked if there was any discussion at the Conference if there was any information of an attorney's presence and advice given to a board. Board Member Angiocchi will check his notes to see if the topic was discussed. He did attend was partnership in action, cultivating a strong school leader and governing board relationship session which was helpful with having a new school leader soon. Knowing the strengths and weakness of the Board and conducting a Board self-evaluation and knowing the what the role of the Board.
- Angela Giron thanked Mr. Garcia and Mr. Angiocchi for taking the time to attend the CLCS conference.
- Don Ortega shared his thanks and appreciation to Dr. Durán for returning to CHPA and for getting the organization through a very difficult time financially, he had to make some tough decisions, but with is leadership we can focus on the future.
- Matt Garcia shared that the ECMS soccer program has almost 45 students that came out for the soccer team which is the most in Pueblo County. It sends a message that students want to be involved and their parents want them to be involved in the program.

- President Giron encouraged Board members to attend the May 20<sup>th</sup> DHPH graduation ceremony. It is an inspiring event and only two Board members attended last year. Dr. Durán added that CHPA has submitted a request for Colorado Community College System Chancellor, Joe Garcia to serve as this year's graduation keynote speaker.

**8:32p.m. Adjournment**      **AT**      **Nick Angiocchi moved to adjourn the meeting, seconded by Steven Trujillo, with a unanimous vote and no discussion. Motion carried.**

Prepared by:  \_\_\_\_\_  
Lorrie J. Marquez, Executive Assistant

Date: 4/11/23

Verified by:  \_\_\_\_\_  
Nick Angiocchi, CHPA Board Secretary

Date: 4/11/2023