



K-12 PREPARATORY ACADEMY

**CHPA BOARD MEETING MINUTES**  
**ECMS Cafeteria and Live Streamed**  
**Tuesday, April 11, 2023 – 5:45P.M.**

**Meeting Date: Tuesday, April 11, 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, Charity Maes**

**Ex-Officio Members Present: Felecia Johnson, Arjun Sahdev, Rusty McBee, Jesus Torres-Valdovinos, Fred Galves**

**Ex-Officio Members Absent: Cheryl Gomez**

**Guests: Richard Orona, CHPA Attorney**

**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; Sarah Siegrist and Kim Griego, Abacus, LLC; Chrystina Martinez, Equitable

**1. This regular CHPA Board of Directors' meeting was called to order at 5:45p.m. in the ECMS Cafeteria by CHPA Board President, Angela Giron.**

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

**3. Executive Session 5:46p.m. AT** Nick Angiocchi 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 Don Ortega, 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. Ms. Behling was asked to step out of the session at 6:06p.m. and was requested to return to the session at 6:10p.m.

**Exit Executive Session 6:37p.m.**

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

**4. Open Session 6:45p.m. I** Open session was held in the ECMS Cafeteria, President Angela Giron welcomed everyone in attendance and led the Pledge of Allegiance.

**5. Pledge of Allegiance I** The Pledge of Allegiance was recited.

**6. Oath of Office: CCA Teacher Representative**

**I** Board President Angela Giron administered the Oath of Office to Ex-Officio CCA Teacher Representative Felectia Johnson.

**7. Roll Call of CHPA Ex-Officio Members**

**8. Modifications/Approval of Agenda**

- I Dr. Durán recommended adding Action Item 15 – C for approval of the Resolution for Revenue Anticipation with UMB Bank and Discussion Item 17 – B for an Update of the President/CEO Search.
- AT Steven Trujillo motioned to approve the agenda with the two noted changes, seconded by Charity Maes with no further discussion and a unanimous vote. Motion carried.**

## 9. Public Forum

- I Yesenia Gonzalez, DHPH 9<sup>th</sup> grade addressed the Board about the resent school shootings happing in the U.S.

## 10. CEO's Report

- I Dr. Durán shared highlights from his report regarding CHPA's marketing efforts with KRDO. He gave an update of CMAS, PSAT and SAT assessments. Dr. Durán shared that he has not received a response from his email to District 60 (D60) regarding their annual review of CHPA. Today's meeting scheduled with Superintendent Macaluso will need to be rescheduled. He is looking forward to working with the Charter School Liaison, Tom Weston, to find out what D60 would like to follow up with the annual review of CHPA.

## 11. Faculty Representative Reports:

- a. Felectia Johnson – CCA
- b. Arjun Sahdev – ECMS
- c. Rusty McBee – DHPH

- I Faculty representatives gave an overview of their written report provided to the Board as part of the meeting packet.

## 12. Student Representative Report

- a. Jesus Torres Valdovinos

- I Mr. Torres Valdovinos shared that 11 DHPH Seniors will receive their associate degree from PCC at the May 11<sup>th</sup> PCC Graduation Ceremony. He added that seniors are preparing for the May 20<sup>th</sup> DHPH Graduation Ceremony.
- I President Giron requested a moment of silence in remembrance of victims from recent mass shoots in the United States. Dr. Durán added that CHPA has 4-armed security staff on campus during the day and at after school sporting events.

## 13. Higher Education Representative Report

- b. Fred Galves – CSU-Pueblo

- I Mr. Galvez reminded the Board that CSU-P will host a Latino summit August 2<sup>nd</sup> and 3<sup>rd</sup> chaired by former Denver Mayor Federico Peña. The summit will look at Latino and indigenous history and the geographical connection to Colorado southern Colorado and the southwest region.

## 14. Board Committee Reports

- a. Finance Committee – Don Ortega, Chair

- I Mr. Ortega shared that the finance committee met on 4/6/2023. The Finance Team shared the balance sheet and income statement as of February 2023. Of particular significance, the reports reflect an operating surplus of approximately \$961K for the eight months ended. Mr. Ortega added that the budget variance report is being developed and will be available at the July 2023 finance committee meeting. The committee received an update of the accounts payable, Ms. Davis shared that as of 4/5/2023 CHPA reflects approximately \$1.33 million in accounts payable. Of this amount approximately \$910K is considered past due. Ms. Davis shared with the committee a projection of anticipated cash inflows and cash outflows through May 31, 2022. Cash flow continues to be a concern and management is monitoring it frequently. Ms. Davis also shared that payroll costs

are increasing. This increases the cash outflows and places more of a strain on CHPA's cash position. Ms. Davis and Dr. Durán also discussed the status of the different options management is considering as a means of generating additional cash flow inflows. The committee discussed the need to re-visit the finance committee meeting dates. Under the current meeting schedule, it is not possible for management to consistently prepare all reports by the current meeting dates. The Finance Committee supports moving our meeting to the second Tuesday or Wednesday of each month. The committee was advised by Dr. Durán and Ms. Davis that they are working with the Abacus Team to finalize the March 2023 trial balance report to submit to D60 by 4/17/2023. A special meeting of the finance committee was held on 4/13/23 to review the March 2023 trial balance that will be submitted to D60. The committee reviewed the initial budget that was developed through consultation with the CHPA leadership. Ms. Davis discussed the major considerations factored into next year's budget. The recommended FY 23-24 budget will be presented to the finance committee at the May meeting. Treasurer Ortega encouraged board members to attend this meeting to gain a better understanding of the proposed budget prior to the full board approving it at the May meeting. The committee was given an update of Bond 2020 that it is in the close-out phase and any funds left will be set aside for future needs associated with the transition of all schools to the new campus. The committee received an update of the BEST Grant. Dr. Durán attends the weekly project team meetings and shared that the project is progressing nicely. Ms. Davis shared that the payment draws, and payment processing are working well. The Finance Committee is recommending to the Board to consider moving the Board meeting to the third week of the month starting in May. The adjustment of the meeting date will provide the Finance Team with the opportunity to close the month and provide the financial required documents.

- I Dr. Durán shared that the 18<sup>th</sup> Street completion project was started and is scheduled to be complete by end of May 2023.

**b. Achievement and Student Success Committee – Matt Garcia, Chair**

- I Mr. Garcia share that the committee discussed establishing parent community groups to help plan events and volunteering opportunities on and off campus. Mr. Garcia shared that the committee discussed an enhanced reading program with new curriculum for kindergarten through 5<sup>th</sup> grade. CCA administration gave the committee an overview of the curriculum and a packet of materials. If approved the curriculum will be implemented in the fall. Mr. Garcia shared that the committee discussed the importance of expanding Co-curricular opportunities for students in all three academies. The committee will put together a list of local, low-cost field trip experiences and is open to suggestions from the Board. President Giron asked about training of the new curriculum. Ms. Kelly Cox shared that the training is virtual and can work for our availability. Mr. Joseph Garcia shared that the folklorico group will perform at Ascension Preschool on 4/24/23 for possible recruitment of kindergarteners. The mariachi and folklorico groups will perform at the 5/5/23 Latino Chamber Foundation event.

**15. Approval Items:**

**a. 2023-2024 Academic Calendar**

- I Dr. Durán shared that the 2023-24 academic calendar was created with input from Cabinet and a parent survey. Shannon Behling shared that the feedback from parents was 77% in favor of the 8:00a.m. start of the school day. The proposed calendar included the end of the school day at 3:30p.m. giving opportunity for PLCs to meet. The proposed calendar complies with the CDE mandatory requirements for hours of instruction. The winter break will be

adjusted to match D60 starting December 25<sup>th</sup>, staff will have professional development on January 8<sup>th</sup> and students will return January 9<sup>th</sup>. Matt Garcia shared that the Achievement and Student Success Committee recommends approval of the 2023-24 academic year for the Board's approval.

**AT Steven Trujillo motioned to approve the 2023-24 academic year as presented, seconded by Joseph Garcia with a unanimous vote and no discussion. Motion carried.**

**b. New Board Meeting Date Schedule**

I Dr. Durán shared the request to move the board meeting to the third Tuesday of each month. Board members were surveyed prior to the meeting, all members noted that they were available to move the future meeting dates starting May 2023. There was discussion about holding the June meeting on the 27<sup>th</sup> of June due to three Board members attending the National Charter School Conference during the third week of June.

**AT Steven Trujillo motioned to accept the recommendation from the Finance Committee to amend the board meeting dates with the exception of June being pushed to June 27<sup>th</sup> and thereafter all board meetings be held the third Tuesday of each month for 2023-2024, seconded by Don Ortega, with a unanimous vote and no discussion. Motion carried.**

**c. Resolution for Revenue Anticipation Cash Advance**

I Dr. Durán gave a staff report of the resolution for revenue anticipation cash advance with UMB Bank. Dr. Durán apologized for the late notice of the request as the information was rapidly progressing. The finance team received the suggestion to work with UMB Bank from CBIZ. The request is for \$700,000 based upon the anticipated Employee Retention Tax Credit (ERTC) and solar farm rebates directly from the IRS and Black Hills Energy. The repayment of the funds will be due September 30, 2023. Dr. Durán is recommending the approval of the resolution. Attorney Orona shared that information for the cash advance as indicated by Dr. Durán is a rapidly progressing process that came to fruition that afternoon and due to the approval of a very similar cash advance approved by the Board in the past it is appropriate for the Board to take action on an emergency basis. Attorney Orona pointed out some typographical errors, suggested edits, and the confirmed amount of repayment. Attorney Orona shared that Dr. Durán included the correspondence from Mr. Thomas Smith, CPA with CBIZ which is a critical document and demonstrates that a third party with no interest in the transaction reviewed they do not have any vesting with the resolution. Dr. Durán shared that both the previous cash advance resolution and if approved the new resolution will both be in play. If approved, whichever bank responds to the business will be chosen. Mr. Ortega commended the staff for pursuing the option to help with cash flow and will not place any financial strain on the institution.

**AT Steven Trujillo motioned that the Board accept the resolution presented with the noted changes to pursue the discussion with UMB Bank after review by President Giron and Mr. Orona, seconded by Don Ortega with a unanimous vote and no discussion. Motion carried.**

**16. Consent Agenda Items:**

**a. Approve Board Meeting Minutes:**

- March 14, 2023
- March 29, 2023

**b. Personnel Report**

I Mr. Angiocchi shared his recommendation to revise his motion for approval of candidates to interview for the President/CEO position as noted in the March 29, 2023 meeting minutes. He recommended modifying only the words used in the motion for clarification due to the use of the dictation software used and not to amend the motion at all. He agreed that there were no content changes. Essentially the motion thanking Dr. Roman and his firm for bringing forth the nine fantastic candidates, with great backgrounds and it was a diverse pool making for a hard decision. I motion to bring forth the three finalists naming them as Dr. LeAnne Salazar Montoya, Mr. Christian De La Oliva and Mr. Christopher James as the three finalists.

**AT Mr. Angiocchi motioned to approve the March 14, 2023 meeting minutes as presented and the March 29, 2023 meeting minutes with the recommended changes as well as approval of the personnel report, seconded by Joseph Garcia with a unanimous vote and no discussion. Motion carried.**

#### **17. Board Member Comments:**

I Joseph Garcia shared that he is very excited to have the quality of candidates for the President/CEO position. He thanked CCA for the fruit box in honor of Cesar Chavez Day. He shared that the Ad Hoc Foundation Committee will meeting at 4:00p.m. on April 20<sup>th</sup> and invited any interested board members to attend the meeting.

I Steven Trujillo thanked the faculty and staff for all they do for the students of CHPA.

I Matt Garcia thanked the faculty and staff and expressed his excitement with the progress at the academies.

I Don Ortega commented that it was a touching surprise and very appreciated to receive the fruit basket in honor of Cesar Chavez Day.

I Nick Angiocchi reminded the Board of the upcoming scholarship fundraising events. The online silent auction includes a jewelry set from Carleo Creations valued at \$2,000. The 3<sup>rd</sup> Annual DPHH Scholarship Golf Tournament is scheduled for Sunday, April 30<sup>th</sup> at Hollydot Golf Course.

I Charity Maes commented that she appreciated the fruit box in honor of Cesar Chavez Day which she shared with her staff members.

I Angela Giron encouraged everyone to support the online silent auction. She also encouraged the members to attend the May 20<sup>th</sup> DPHH Graduation Ceremony at Memorial Hall and thanked CCA for the fruit box in honor of Cesar Chavez Day.

#### **b. President/CEO Search I**

Chief Human Resource Officer Shannon Behling shared that since the finalists for the President/CEO search have been identified that everything the Board does moving forward is public information. She and President Giron met to solidify the mix of the two subcommittee members including faculty, staff, parents, and community members. There was a discussion of having at least one parent from each academy be part of a subcommittee. Ms. Behling and Dr. Roman will meet with the two committees to review the selection of interview questions. The reception to meet the candidates is planned for 4:00 p.m. on Friday, April 21<sup>st</sup>, interviews will be held Saturday, April 22<sup>nd</sup> from 7:45 a.m. until 3:00 p.m. at ECMS. Shannon handed out the interview scheduled. Finalists will rotate for

interviews with the board and the two subcommittees. Shannon encouraged anyone who attends the interviews as a spectator to stay for all three candidate interviews. The subcommittees will give the Board a summary of the finalists immediately following the interviews. The Board will reconvene on Tuesday, April 25<sup>th</sup> for a public discussion of the candidates and a potential motion for the selection of the finalists to begin contract negotiations.

I Mr. Orona reminded the Board that he is serving as general counsel until June 30, 2023. He recommended the preparation of an RFP for legal services for board approval.

18. Adjournment 8:30 p.m. AT Nick Angiocchi motioned to adjourn, seconded by Steven Trujillo with a unanimous vote and no discussion. Motion carried.

Prepared by:   
Lorrie J. Marquez, Executive Assistant

Date: 5/16/23

Verified by:   
Nick Angiocchi, CHPA Board Secretary

Date: 5/16/2023