

# CHÁVEZ HUERTA

K-12 PREPARATORY ACADEMY

## CHPA BOARD MEETING MINUTES Community Room and Live Streamed Tuesday, June 27, 2023 – 5:45P.M.

**Meeting Date: Tuesday, June 27, 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: 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; Marissa Davis, Director of Fiscal Services; Kelly Cox, Chief Academic & Student Services Officer; Scott Anderson, IT; Christian De La Oliva, President/CEO Elect; Tom Weston, Charter School Liaison, Jack Bay, Contractor

1. **This regular CHPA Board of Directors' meeting was called to order at 5:46 p.m. in the Community Meeting Room by Board President, Angela Giron.**
2. **Roll Call of CHPA Board Members constituted a quorum.**
3. **Executive Session 5:47p.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.**  
Richard Orona, Dr. Durán, Mr. De La Oliva, Shannon Behling and Lorrie Marquez were invited to stay for the session. Mr. De La Oliva was asked to step out of the session and was requested to return to the session at 6:41p.m.
- Exit Executive Session 6:46p.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 6:48p.m. I** Open session was held in the Community Conference Room.
5. **Pledge of Allegiance I** The Pledge of Allegiance was led by President Giron.
6. **Roll Call CHPA Ex-Officio Members**
7. **Modifications/Approval of Agenda**  
**I** Dr. Durán recommended the following additions to the agenda approval items:  
Approval Item 12. E. Contract Update for the new CEO  
Approval Item 12. F. Implement a job fair for July 13, 2023 using the required hiring processes noted in Board Policy 5000

Approval Item 12. G. Extension of the professional service contract with Jack Bay  
Approval Item 12 H. Budget Resolution 627231 formal approval of the amended 2023-2024 budget  
Also recommended to add to Discussion Item 14 b. comments from Mr. De La Oliva.

*AN Nick Angiocchi motioned to approve the agenda with the stated modifications, seconded by Steven Trujillo with no further discussion and a unanimous vote. Motion carried.*

**8. Public Forum**

I There were no requests for public comment.

**9. CEO's Report**

I Dr. Durán shared that CHPA is partnering with the Boys & Girls Club for a summer tutoring program. The enrolled 15 students will receive individual support with math and reading skills. He also reported that CHPA has applied for a supplemental BEST Grant for a black box space. CDE will review the application, CHPA will be informed of the award in September 2023.

**10. Higher Education Representative Reports**

**a. Cheryl Gomez – Pueblo Community College**

I President Giron shared a review of 2022-2023 PCC accomplishments provided by Ms. Gomez prior to the meeting.

**b. Fred Galves – CSU-Pueblo**

I Mr. Galves shared that this would be his last meeting, he is leaving CSU-Pueblo. President Giron will work with Mr. De La Oliva to follow up with CSU-Pueblo to find a replacement. Mr. Galves shared that their grant with Avanti is going well, the university will be looking for additional state funded grants for programs such as cyber security.

**11. Board Committee Reports**

**a. Finance Committee – Don Ortega**

I Mr. Ortega shared that the committee met on 6/22/23. The balance sheet as of May 2023 was reviewed. Ms. Davis shared with the committee that the accounts payable as of that date were \$610K with \$262K considered past due which is a significant improvement. The approximated loss at the end of FY 2022-23 will be \$500K, the final number will not be known until August or September. She was confident that the May 2023 financial reports are inclusive of all transactions. The balance sheet and income statement included the CCA Building Corporation. The accounts payable and cash flow projections reflected progress we are making in each of those areas for the FY 2023-24 budget. The committee was presented with a list of various strategies that could help manage CHPA's financial challenges. Shannon Behling shared with the committee a summary of cost savings achieved during the current fiscal year and a list of vacancies for FY 2023-24 which may be considered as budget savings. Dr. Durán shared a list of ongoing and potential grants as part of the CHPA Facilities Master Plan. The list was discussed with management and the group agreed that each item should be considered before CHPA moves forward with some of the grants. We should also consider the required matching funds and additional expenses CHPA will incur to maintain the additional facilities. Mr. Ortega thanked Dr. Durán for his hard work supporting the finance committee and CHPA.

**b. Ad Hoc Foundation Committee – Joseph Garcia**

I Mr. Garcia shared that the ad hoc foundation committee met on 6/7/23 and reviewed the proposed bylaws. Steven Trujillo created a timeline with the plan to have the foundation formed by the start of 2024. The committee also discussed an MOU with CHPA and the CHPA Foundation to understand how the organizations will work together. Requests will include accounting services, meeting and office space and other needs. He invited board members to join the upcoming committee meeting scheduled for 6/29/23.

**12. Approval Items:**

**a. Legal Firm 2023-2024**

I Dr. Durán shared that the interim legal counsel agreement will end 6/30/23, he reviewed the Request for Proposal (RFP) and the selection criteria information noting that the RFP deadline was extended due to only receiving one proposal. The 2 firms that submitted proposals by the new deadline were qualified. The evaluation committee including 3 board members, Angela Giron, Nick Angiocchi and Charity Maes and 1 staff member, Marissa Davis, met 6/13/23 to review the firms and are recommended entering into negotiations with Orona, Garcia and Durán, PC for a 3-year contract effective July 1, 2023.

**AT Nick Angiocchi motioned to approve the selection committee’s recommendation and to move forward with a contract the next 3 years with Orona, Garcia and Durán PC, seconded by Charity Maes, with a unanimous vote and no discussion. Motion carried.**

**b. Benchmark Advance 2022**

I Matt Garcia shared that the Benchmark curriculum was discussed at the 2023 board retreat. The administration reviewed 2 programs, Benchmark is approved by the state and meets the READ Act requirements. The program provides reading standards in other areas such as science and civics and includes lesson plans. New teachers will benefit from the lesson plans. We currently do not have a comprehensive reading plan at CCA and the Chief Academic & Student Services Officer and CCA Principal endorsed the program. The Board was asked to approve the quote of \$108,170.90 over 5 years. The quote was provided within the last 45 days. Mr. Orona asked that the contract be sent to him for review and to make sure we comply with state law entering into for multiyear contract. The expenses was included in the 2023-24 FY budget.

**AT Joseph Garcia motioned to approve Benchmark Advance, seconded by Charity Maes Mr. Orona clarified that the approval is for the amount of \$108,170.90, with no further discussion and a unanimous vote. Motion carried.**

**c. Election of Board Officers**

I Dr. Durán shared that board members emailed officer nominations to the Executive Office, nominated board members were contacted to confirm their acceptance of the nomination. The term of officer will be July 1, 2023 through June 30, 2024. Don Ortega requested to withdraw his name as treasure. Board members voted by written ballot with the outcome as follows:

**President Angela Giron  
Vice President Nick Angiocchi  
Treasurer Joseph Garcia  
Secretary Charity Maes**

**d. 2023-24 Board Meeting Dates**

I The 2023-24 Board meeting dates were reviewed, there was a no issues with holding the annual retreat on February 2024. The suggestion was made to hold the November board meeting on November 14, 2023 due to the Thanksgiving Holiday.

**AT Steven Trujillo motioned to approve the schedule as presented noting the move to November 14, 2023 and February 24, 2024, seconded by Nick Angiocchi, with a unanimous vote and no discussion. Motion carried.**

**e. Contract Update – New President/CEO**

I Mr. Orona shared that he and Dr. Durán worked out the final aspects of his contract, he will draft a new contract for the required signatures, it can be signed and approved at the next meeting. It was clarified that the update was discussed in executive session to amend Mr. De La Olivas contract for June 2023.

**AT Nick Angiocchi motioned to approve the amended contract for Mr. De La Olivas for the month of June 2023, seconded by Steven Trujillo, with a unanimous vote and no discussion. Motion carried.**

**f. Implement Job Fair for July 13, 2023 Using the Required Hiring Processes noted in Board Policy 5000**

**AT Nick Angiocchi motioned to approve what was discussed in executive session regarding a slight amendment abbreviation process to the hiring process outlined in BP and AP 5000 in order to allow us to partake in a much needed CHPA career fair to hopefully find individuals on that day and make offers with an abbreviated interview process and credential check by HR the offer letters are still contingent on successful background checks we will hopefully get some people in seats on July 13, 2023, seconded by Charity Maes with a unanimous vote and no discussion. Motion carried.**

**g. Extension of the Professional Service Contract with Jack Bay**

I Dr. Durán shared that the approval items is to extend the professional service contract for 2 months or 60 days related to any grant writing.

**AT Steven Trujillo motioned the approval to extend the professional services contract for 60 days for grant writing services, seconded by Matt Garcia, Mr. Orona shared that he would begin the negotiations as soon as possible with no further discussion and a unanimous vote. Motion carried.**

**h. Budget Resolution 6-27-23 1 Formal Approval of the Amended 2023-2024 Budget**

I Dr. Durán shared that the Board approved the 2023-24 budget, it was submitted to District 60 on May 31, 2023. He received feedback from District 60 today requesting a new resolution to comply with the Colorado Statutes. Don Ortega shared that the finance committee has not reviewed the information and would like more clarification. Mr. Orona recommended that the information be reviewed by the finance committee before board approval. The due date for the resolution was due 6/30/23. It was decided to hold a finance committee meeting 6/28/23 and a special board meeting 6/30/23 to address the required resolution.

**AT Nick Angiocchi motioned to postpone approving the resolution in front of us until the Finance Committee can meet to dive into some deeper details and we will come to an agreement as a Board on Friday June 30<sup>th</sup>, seconded by Joseph Garcia, with a unanimous vote, no discussion. Motion carried.**

I Board members were asked to review the document and send any suggested comments to Don Ortega or Steven Trujillo to take into consideration the Board meeting.

### 13. Consent Agenda Items:

#### a. Approve Board Meeting Minutes:

- May 16, 2023
- Special Board Meeting June 7, 2023

#### b. Personnel Report

AT Steven Trujillo motioned to approve the consent agenda including the meeting minutes mentioned and the personnel report, seconded by Nick Angiocchi, with a unanimous vote, no discussion. Motion carried.

### 14. Discussion Items:

#### a. National Charter School Conference 2023 (NCSC23) Take Aways

Nick Angiocchi shared that he appreciated time with colleagues, but the sessions were more generalized, he took away more from the CLCS Conference except for the presentation by the opening day speaker on the 4 Cs of culture and character.

Steven Trujillo shared it was great to see the energy of education from across the country, the sessions were more focused on education. Other institutions are also facing similar staffing shortages and financial challenges. It was great to see our institution represented.

Don Ortega shared that there were a one number of sessions with life after ESSER Funding and how to operate after the funds are gone, overall, it was a good conference.

Angela Giron recommended that at the Board retreat to have a discussion of both the state and national conference attendance with regards to the budget.

#### b. Comments from Mr. De La Oliva

I Mr. De La Oliva shared that CHPA has been given the opportunity to sign a loaned executive agreement with Premier Members Credit Union for Don Ortega to serve as a financial advisor for a period of six months. He would continue to be employed by PMCU and can work 30 hours per week with CHPA. Mr. De La Oliva recommended that Mr. Ortega serve as a loaned executive, he will have to step down from his position as a board member. Orona was asked by President Giron that due to Mr. Ortega extreme value as a member of the Board if it is possible for him to return to the Board. He will look for a mechanism for Mr. Ortega to return to the Board to serve in some capacity. This is a unique, temporary situation as he will not be an employee and if there is an option to continue with no gap to his service on the Board. Don Ortega shared that this provides a good opportunity for him to assist Marissa Davis and Mr. De La Oliva for 6 months to give advice on finance issues. He would be fine stepping away from the Board for 6 months. Mr. Orona shared that since there is no effect to the budget the Board can act right away. The start date is flexible, but the suggestion was for him to start soon. Mr. Orona can have information regarding gaps serving on the Board and recommended to add the item to the June 30, 2023 Special Board meeting agenda. It was mentioned that there are no stipulations in the CHPA bylaws to prohibit Mr. Ortega from returning to the Board, it may be a temporary suspension of the board seat.

### 15. Board Member Comments:

Joseph Garcia shared his appreciation for the vote of confidence to be elected treasurer.

**Charity Maes** offered to help with the upcoming career fair and is looking forward to moving to the future.

**Steven Trujillo** thanked Dr. Durán for his dedication to CHPA and our students. He welcomed Mr. De La Oliva to his new position as President/CEO.

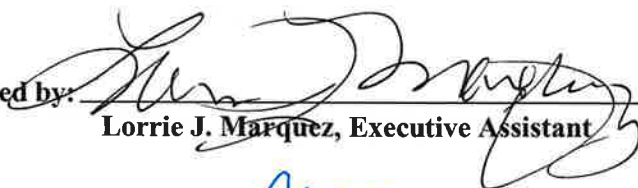
**Matt Garcia** shared that when he joined the board had to be an officer due to the situation. He appreciated his experience working with President Giron. He commented that CHPA has a strong Board now and he would like to serve as the Co-Chair of the Academic and Student Success Committee.

**Nick Angiocchi** thanked the Board for being elected as Vice President, looks forward to a prosperous year and welcomed Mr. De La Oliva.

**Don Ortega** thanked Dr. Durán, his knowledge has been great for CHPA; he looks forward to his working with the CHPA Foundation.

**Angela Giron** thanked Fred Galves for representing CSU-Pueblo on the board. She welcomed Mr. De La Oliva and is looking forward to his leadership. She shared her happiness to have a permanent attorney for CHPA for the next 3 years and appreciates Mr. Orona's commitment to the community, she also shared her gratefulness for the CHPA staff.

17. Adjournment 8:17 p.m. AT **Nick Angiocchi** motioned to adjourn, seconded by **Don Ortega** with a unanimous vote and no discussion. Motion carried.

Prepared by:   
Lorrie J. Marquez, Executive Assistant

Date: 7/18/23

Verified by:   
Charity Maes, CHPA Board Secretary

Date: 07/18/2023