

CHÁVEZ HUIERTA

K-12 PREPARATORY ACADEMY

CHPA BOARD MEETING MINUTES

Tuesday, August 15, 2023 – 5:45 P.M.

Community Room and Live Streamed

Present: Angela Giron, Nick Angiocchi, Joseph Garcia, Charity Maes, Matt Garcia

Absent: Steven Trujillo

Ex-Officio Members Present: Rusty McBee, DHPH Teacher Representative; George Cruz, ECMS Teacher Representative; Felectia Johnson, CCA Teacher Representative

Ex-Officio Member Absent: Cheryl Gomez

Others Present: Mr. Christian De La Oliva, President/CEO; Lorrie Marquez, Executive Assistant; Shannon Behling, Chief Human Resource Officer; Marissa Davis, Director of Fiscal Services; Robin Archuleta, Director of Marketing/Enrollment; Kelly Cox, Chief Academic & Student Services Officer; Kim Sanchez, DHPH Principal; Loretta Cruz, IT Director; Jessica Gonzales, Human Resource Specialist; Tom Weston, Charter School Liaison (arrived 6:29p.m.)

Guest: Alicia Duran, Orona Garcia & Duran P.C.; Richard Orona, CHPA Attorney (arrived at 6:21p.m.); Don Ortega, Loaned Executive

Meeting Date: Tuesday, August 15, 2023

Recorded by: Lorrie Marquez

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

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. The Modification/Approval of the Agenda was moved to Agenda Item 3
 - I Mr. De La Oliva recommended moving the Modification/Approval of the Agenda to Item 3 and Executive Session to a new Item 14 to accommodate the arrival of Mr. Orona.
 - AT Nick Angiocchi motioned to approve the modification to the agenda as presented, seconded by Joseph Garcia no discussion and a unanimous vote by all members present. Motion carried.
4. Open Session
 - I Open session began when the meeting was called to order.
5. Pledge of Allegiance was led by Board Member Angiocchi
6. Introduction of Teacher Representatives and Oath of Office
 - I Elected Teacher Representative introduced themselves to the Board of Director. Board Secretary Charity Maes administered the oath of office to the Ex-Officio members.
Rusty McBee, DHPH
George Cruz, ECMS
Felectia Johnson, CCA
7. Roll Call CHPA Ex-Officio Members
 - I The roll call of Ex-Officio members was conducted with Felicia Johnson, George Cruz, Rusty McBee present, Cheryl Gomez was absent.

8. Modifications/Approval of Agenda (Moved to agenda item 3)

9. Study Session

a. Finance Presentation I

Marissa Davis, CFO presented an overview of CHPA's budget assumptions, budget forecast for fiscal years 2024 through 2027, and steps forward. She shared that the budget assumptions include the district 60 funded enrollment of 972 students for CHPA as they are projecting a decline in population through 2030. Grants except for Title I will be used to supplement grant-specific initiatives and are not included in the general fund budget. Expenses related to the assumptions include an annual salary increase of 4% per year through FY 2026/2027, cost of living adjustments of 2% per year starting in FY 2024/2025 through FY 2026/2027; an increase in Per Pupil Revenue (PPR) of 2.5% in FY 2024/2025 through FY 2026/2027; and absorbing approximately \$500,000 of ESSER expenses into the general fund. Ms. Davis reviewed the budget forecast for FY 2023/24, FY 2024/25, FY 2025/26, and FY 2026/27. She shared that the bond payment for FY 2023/24 is \$2,380,850 and the balloon payment and bond refinancing will be mandatory by 6/30/2027. The balloon payment is estimated at \$3,000,000 and the cash on hand requirement is estimated at \$1,000,000. Roughly 25% of CHPA's revenue funds are used for bond payments; this FY the bond payment is going to be \$2,380,000 which is 25% of the revenue. CHPA is using 75% of its revenue for instructional, instructional support, administration, facilities, IT, HR, finance, and security costs, which is 10% less than recommended. The bond funds were used to build the transitional building (current ECMS), there is a \$5,000,000 match for the BEST Grant new middle school building. The estimated balloon payment of \$3,000,000 is due to the bonding agency per the agreement. She explained that with the debt, requirement of cash on hand or assets on hand to reach the goal for the balloon payment by 6/30/2027. She shared that the Board of Directors needs to collaborate with the CHPA leadership to determine priorities and create an itemized list of campus initiatives and programs.

I Robin Archuleta, Director of Enrollment/Marketing, was requested to present information about our current enrollment. She shared that the board was provided August warm body counts for years 2019 through August 7, 2023. The final enrollment data is typically presented to the Board in November. She explained that enrollment fluctuates constantly throughout August, students do not always show up for school until September. The count can look detrimental, but it is teachers getting the hang of taking attendance on the very first day of school. Once she has an opportunity to evaluate teachers taking attendance, she will know how many students are actually in classrooms; as of 8/14/23, the second week of school CHPA's enrollment was 960 and today's enrollment was 966. We lose and gain students every year. The count of 960 does not include students who have not been in a seat. Parents are called to confirm their return to CHPA. Other schools do not start as early as CHPA, we do not receive student record requests until other schools' office staff are back to work. The trend has not changed much between now and count week. She agreed that CHPA's count will be close to the 972 district 60 projected. The Enrollment Department is working on retention and recruiting opportunities. CHPA participates at annual parades, the Chile Festival and appreciates board members recruiting students. Word of mouth is the most powerful tool for recruitment of students. There is a need for specific strategies for recruitment of students in the neighborhood. Shannon Behling, Chief Human Resources Officer, share that a community group called the P.L.A.C.E. will host a Block Party in front of ECMS on September 26th; the event is free to the public. They are partnering with

community groups and anticipate 1,000 people to attend the event. CHPA will focus efforts on student recruitment and will offer on the spot enrollment. Ms. Archuleta shared that CHPA will participate in the YMCA's Corporate Cup. A focus on our unique programs and consider visual experiences will help with recruitment. Yard signs were available for Board members to take to their homes or place of business. Matt Garcia shared that the commercial created by his university students should be complete soon.

10. Public Forum I There were no requests to speak during the public forum.

11. CEO's Report I Mr. De La Oliva shared a student incident that took place on 8/8/23 which required the school go on secure perimeter, the Pueblo Police Department did an investigation to determine the threat was not credible. We are having issues with air conditioning on campus, we are working to schedule the repairs and apply for a grant to replace the unit. High school and middle school students are adjusting well to being in the same building. He also shared that the BEST Grant application for the black box space was denied due to exceeding the grant qualifications. Jack Bay was informed in June 2023 that the application was not going to be approved. The BEST Grant application for funds to replace the HVAC system at CCA was also denied, more documentation will be sent to CDE for possible approval for the funds.

12. Higher Education Representative Reports
Cheryl Gomez – Pueblo Community College – Absent

13. Board Committee Reports
a. Finance Committee I Joseph Garcia shared that Glenn Gustafson, CDE School Finance Manager attended the committee meeting and provided a financial comparison of CHPA to a charter school in Monument, Colorado. It was also mentioned that Mr. Gustafson serves as a CDE advisor. It was explained to the committee that CHPA will need to increase reoccurring revenue and get expenses in line. The finance team is strategizing for the upcoming bond payments. He also shared that committee meetings may be attended by the public. Don Ortega, Loaned Executive shared that administration is evaluating filling vacancies and are on an unofficial hiring freeze except for instructional positions.

b. Ad Hoc Foundation Committee
I Joseph Garcia shared that the committee is working to create a budget to see how much seed money will be required and to avoid any burden on CHPA finances. He his hoping that the President/CEO will be available to attend the next meeting to address his concerns about the foundation and learn the foundation's goals.

c. Bylaws Committee I Angela Giron shared that the committee met on 8/8/23 to review edits to the bylaws. The committee will meet in September to continue their review and will bring recommended bylaws changes to the board at a future meeting.

14. Executive Session 6:58p.m.
I Mr. Orona share with the Board that Mr. Jack Bay presented some thoughts to the board at the last board meeting. Since that meeting Mr. Bay has distributed 2 items of correspondence to board members regarding his desire to initiate a contract for DHPH for his services. He asked if any board member wanted to present a motion regarding Mr. Bay, then would be the time to do so, he was not encouraging a motion to be presented but gave the board an opportunity for a motion, no motion was presented.

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 Charity Maes, with a unanimous vote by all members present and no discussion. Motion carried.

Mr. De La Oliva, Shannon Behling, Jessica Gonzales, and Lorrie Marques were invited to stay for the session. Ms. Behling and Ms. Gonzales were excused at 7:07p.m.

Exit Executive Session 8:07p.m.

AT Nick Angiocchi moved to exit executive session, seconded by Charity Maes with a unanimous vote by all members present and no discussion. Motion carried.

15. Consent Agenda Items:

- a. Approve Board Meeting Minutes of the July 24, 2023
- b. Personnel Report

AT Nick Angiocchi motioned to approve the Consent Agenda as presented, seconded by Charity Maes with a unanimous vote by all members present and no discussion. Motion carried.

16. Board Member Comments Relating to CHPA

Matt Garcia thanked Mr. De La Oliva for the progress with the financial situation.

Joseph Garcia shared that he is glad that students are back, he is hopeful we will exceed the 972 projected enrollment.

Nick Angiocchi commended the leadership team for their work and welcomed the new families and staff to CHPA.

Chairty Maes shared that the first day of school was off to a good start and that we can begin to address the financial issues as well as keep our enrollment sustainable. She also thanked the faculty and staff.

Angela Giron asked that Board members encourage student enrollment whenever possible and to sign up for volunteer opportunities.

17. Adjournment 8:12p.m.

AT Nick Angiocchi motioned to adjourn, seconded by Joseph Garcia with a unanimous vote by all members present and no discussion. Motion carried.

Prepared by: 
Lorrie J. Marquez, Executive Assistant

Date: 9/19/23

Verified by: 
Charity Maes, CHPA Board Secretary
(Signed by Angela Giron, CHPA Board President, in the absence of the Board Secretary)

Date: 9/19/2023