



K-12 PREPARATORY ACADEMY

CHPA SPECIAL BOARD MEETING MINUTES
CHPA Community Room and Live Streamed
Tuesday, February 13, 2024 – 5:45P.M.

Meeting Date: February 13, 2024

Recorded by: Shannon Behling

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

Present (in-person): Angela Giron, Nick Angiocchi, Matt Garcia, Joseph Garcia, and Steven Trujillo

Present (on-line): Cecilia Trujillo

Absent: Charity Maes

Ex-Officio Members Present: N/A

Guest: Richard Orona – Orona, Garcia & Duran P.C., Sarah Siegrist & Kim Griego (Abacus), Dr. Henry Roman (Jacobson & McPherson LLC)

Others Present: Shannon Behling, HR Director; Jessica Gonzales, HR Specialist; Loretta Cruz, IT Director; Robin Archuleta, Enrollment Director; Connie Parker, CCA Principal; Vicki Potter, ECMS/DHPH Interim Principal; and Tom Weston, D60 Liaison (online).

1. This Special CHPA Board of Directors' meeting was called to order at 5:45 p.m. in the CHPA Community Room by CHPA Board President, Angela Giron.

2. Roll Call of CHPA Board Members – Attendance constituted a quorum with 6 members present.

3. Modifications/Approval of Agenda

I Mr. Trujillo requested that the Board modify agenda to add item 4 (e) Letters from Board to distribute to CHPA staff and families.

AT **Nick Angiocchi moved to approve the addition of the item requested, seconded by Joseph Garcia with a unanimous vote, no discussion. Motion carried.**

4. Work Session 5:47 p.m.

a. Proposed Dates for Additional Meetings

I Steven presented the rationale for the meeting schedule he is proposing and the addition of an Ad Hoc Marketing Committee. Angela stated that planning ahead and adding the dates to your calendars now could help ensure participation and attending virtually can be an option for each meeting.

I Cecilia did indicate that she cannot commit to all these meetings due to her work schedule. Joseph did state that Thursday will be hard for Finance Committee Meetings due to his work schedule so can they be changed to Wednesdays (Steven agreed and will change the schedule). Steven stated that maybe the focus could be the Work Sessions and the actual Board Meetings and committee

meetings can be optional. Matt suggested that the Work Sessions be themed in order to ensure efficiency and to be respectful of other's time (all agreed).

I Angela mentioned that she created a list of crucial departments that have daily needs to be addressed and she is asking each Board member to sign up for a department to be the contact for leadership to utilize when needed.

I Joseph requested that all communications and invites for CHPA should be shared with all Board Members for accountability in the absence of a President/CEO. He also mentioned the Ad Hoc Foundation Committee is coming to an end and that the EIN# is set up and they are raising money. Also, he noted that the Ad Hoc Marketing Committee will need approval to create.

b. Financial Update – Abacus

1. Cash Flow
2. Accounts Payable
3. BEST Grant

I Sarah (Abacus) gave an overview of the items listed – all actual Financial Reports will go to the Board's Finance Committee on Thursday 2/15/24. Sarah mentioned the budgeting tool that was created and how it helps predict the end of year actuals and what funds are being spent.

I Steven gave an update on the BEST Grant extension request that Wember is recommending. The deadline is in March and CHPA may not need the extension but it is good to request it just in case. Steven will draft the letter with Wember and bring it back to Board for approval.

I Steven said he has some change order items that need approval by the Board president, Angela Giron, to include the moving the playground, an additional lighting request, adjustment of toilets, and the new gymnasium floor.

c. Academy Updates – Principals

I Vicki Potter and Connie Parker gave updates per each academy to include CMAS materials, family engagement nights through Title I, pep assemblies, 5th grade and 8th grade recruitment nights, kindergarten roundup efforts, planning a spring festival, and many other updates.

I Angela asked for an overview of the expulsion process and Vicki explained the process used earlier in the school year and the PBIS efforts happening at each academy.

d. Jacobson & McPherson – Dr. Henry Roman

I Dr. Roman explained that per the original contract, there was a two-year guarantee for the process. Since it did not work out with the previous selected candidate, there will be no charge for repeating the process. The only costs that could be factored in are for materials and/or posing fees (very minimal). The stakeholder feedback process was just completed last Spring so that will not be repeated, all Dr. Roman needs is the timeline for posting and interviewing. Angela asked Dr. Roman to stay for Executive Session.

e. Review Letters drafts by the Board for distribution to the CHPA Community

I Steven asked Board Members to review the drafts provided and get him feedback asap so they can be distributed soon.

5. Executive Session 7:08 p.m.

AT Nick Angiocchi moved to enter Executive Session, seconded by Steven Trujillo with a unanimous vote, no discussion. Motion carried.

I Board President, Angela Giron, invited Mr. Orona, Shannon Behling and Dr. Henry Roman into Executive Session.

AT Nick Angiocchi moved to exit Executive Session and enter Open Session, seconded by Steven Trujillo with a unanimous vote, no discussion. Motion carried.

I Mr. Orona requested that any objections to the Executive Session discussion be disclosed at this time. No objections stated.

6. Open Session 8:35 p.m.

7. Approval Items:

- a. CHPA Leadership
- b. Personnel Report
- c. Marketing Ad Hoc Committee

AT Nick Angiocchi moved to partner with Jacobson & McPherson to conduct an Executive Search for July 1st placement and in the meantime the CHPA Board is working with the CHPA Leadership Team and will not be naming an Interim, seconded by Joseph Garcia with a unanimous vote, no discussion. Motion carried.

AT Nick Angiocchi moved to approve the Personnel Report presented with the additional information discussed in Executive Session, seconded by Stephen Trujillo with a unanimous vote, no discussion. Motion carried.

AT Nick Angiocchi moved to add the Marketing Ad Hoc Committee as the Foundation Ad Hoc Committee is coming to an end and functioning independently, seconded by Steven Trujillo with a unanimous vote, no discussion. Motion carried.

I Mr. Orona did clarify that actions items can be added due to emergency circumstances.

8. Adjournment – 8: 38 PM

AT Motion to adjourn by Nick Angiocchi, Seconded by Steven Trujillo with a unanimous vote, no discussion. Motion carried.

Prepared by: Shannon Behling
 Shannon Behling, HR Director
 (in the absence of Lorrie Marquez, Executive Assistant)

Date: 2/24/24

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

Date: 2/24/24

