



K-12 PREPARATORY ACADEMY

CHPA BOARD MEETING MINUTES

DHPH Cafeteria and Live Stream

Tuesday, July 13, 2021 - 5:45 P.M.

Meeting Date: Tuesday, July 13, 2021

Recorded by: Lorrie Marquez

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

Present: John Lopez, Stephen Varela, James Salazar, Angela Giron, Natasha Leslie and Stephen Varela

Absent: None

Higher Education Representatives (*Ex-Officio Members*): Dr. Derek Lopez and Maria de la Cruz

Others Present: Dr. Richard Durán, President/CEO; Lorrie Marquez, Executive Assistant, Karen Ortiz, Chief Academic & Student Services Officer (CASSO); Shannon Behling, Chief HR Officer; Lynette Hudiburgh, Research & Student Assessment Analyst; Loretta Cruz, IT Director; Michael Burgess, IT Coordinator; IT Staff – Juanita Jacquez, Charles Roldan and Scott Anderson, Tom Weston (remote), School District 60 Charter School Liaison and Kate Sipla, ABM Building Services.

Guests: Brad Miller, Miller Farmer Law

This CHPA Regularly Schedule Board of Directors' Meeting was called to order at 5:47 p.m. by the CHPA Board President, John Lopez.

Roll-Call of CHPA Board Members constituted a quorum.

Executive Session 5:51p.m.	AT	Stephen Varela moved to enter into Executive Session for discussion of personnel matters pursuant to CRS 24-6-402-4(f) and seconded by James Salazar with a unanimous vote by all members present. No discussion. Motion carried.
Exit Executive Session 6:08p.m.	AT	Angela Giron moved to exit Executive Session, seconded by Stephen Varela with a unanimous vote by all members. No discussion. Motion carried.
Open Session began at 6:14 p.m.	I	Welcome and Pledge of Allegiance was conducted by President, John Lopez.
Roll Call for High Education Representatives (<i>Ex-Officio Members</i>)	I	Maria de la Cruz and Dr. Derek Lopez were present.
Modifications/Approval of Agenda	I	No modifications to the agenda were required.
	AT	Stephen Varela motioned to approve the agenda as provided, seconded by Natasha Leslie with a unanimous vote by all members present. No discussion. Motion carried.
Public Forum	I	There were no requests for public comment.

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Study Sessions:

- a. **Legislative Update** I Brad Miller, Miller Farmer Law reviewed the proper subjects which should be discussed in Executive Sessions such as buying and selling property, conferences with the organization's attorney, confidential matters by state or federal law, security arrangements or investigations, contract negotiation strategies, personnel matters, consideration of documents protected from disclosure under the Opens Records Act and discussion of individual students where public discussion would adversely affect the student involved. He provided a list of new Colorado and Federal Legislative Bills that affect Governance/Policy for Boards of Education, Human Resources, the American Rescue Plan: ESSER II and III, Finance, Student Handbook/Code of Conduct, Academics and Student Support Services. He also addressed communication with the organization's attorney by the President/CEO. The Board President may reach out to the attorney with the courtesy of informing the President/CEO; board members should contact both the Board President and President/CEO to address any legal questions on behalf of the Board.
- b. **Cyber Security** I Loretta Cruz, IT Director and Michael Burgess, IT Coordinator reviewed the PowerPoint presentation outlining cyber security precautions implemented by the IT Department. CHPA does have ransomware insurance, we can improve security by training faculty/staff about password complexity and to watch for possible security threats. The IT Dept. is suggesting to conduct a session to educate parents on the importance of cyber security. An additional server will aid with security, cost of server is between \$7K and \$15K; Dr. Durán commented that CHPA will invest in a digital backup system.
- c. **Strategic Plan** I Dr. Durán and Karen Ortiz, CASSO reviewed the plan that included input from a SWOC analysis and surveys by stockholders. The three-year plan features one major goal of student academic achievement including actions, responsibility assignments, performance indicators, required resources and status updates with annual objectives for each academy and ESS. Regular updates will be presented to the Board. Students will be assessed at the beginning of the school year; the new Research Analyst will the review of data. Karen reviewed the work plan including actions for each objective based upon CMAS testing, 2019 and 2021 testing will be used as the baseline data, students' assessments will be tracked during their entire time enrolled at CHPA. To support the plan all Faculty/Staff will participate in training of Capturing Kid Hearts (CKH), which addresses social, emotional and learning capacity and focuses a different philosophy of how to interact with students.

CEO's Report

- I Dr. Durán introduced Lynette Hudiburgh, Research & Student Assessment Analyst and Kate Sipla ABM Building Services who works with CLCS.

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I Dr. Durán reported on the partnership with the Boys & Girls Club of Pueblo County on the 5 year, 21st Century Grant. The program will offer afterschool programs, Angela also added that the grant offers priorities of academic enrichment, youth development and family engagement which supports the Strategic Plan. Grant updates will be given throughout the year; other partners in the grant are Minnequa Elementary and Central High Schools. Angela Giron will provide an outline of the grant to share with the Board. [Note – Study Session is planned for the August Board Meeting]

I Dr. Durán also reported that marketing efforts continue, current enrollment is 999 students; he also congratulated Kim Sanchez, DPHH Principal for the recent feature article in the Pueblo Chieftain.

Higher Education Representative Reports

I Maria de la Cruz reported that PCC will host a *PantherFest* on July 31st showcasing PCC programs, student resources and the opportunity to tour the campus. Classes start August 16th, enrollment is down by 5%. Many of PCC's health programs will be moved to St. Mary Corwin, PCC now has three academic deans on staff.

I Dr. Lopez reported that CSU-P enrollment, retention and graduation rates are down; they are working to improve in person instruction and have expanded online courses. CSU-P received the 2021 Excellence and Innovation Award for their campus pandemic response from the American Association of State Colleges and Universities (AASCU).

Board Committee Reports:

a. Finance Committee

I Committee Chair, James Salazar reported that CHPA has made an offer to the Diocese of Pueblo to purchase the softball/baseball field site; construction of the transition building is three weeks ahead of schedule; an earth camera is available to view the construction of the building on the internet. Administration is working to provide information to the BEST Grant Board for possible award of the grant and the audit will start in August.

b. Bylaws Committee

I Committee Chair, John Lopez, reported that suggested revisions to the Bylaws to address quorum, addition of a new committee, committee chairs and other suggested changes will be made and presented to the Board for approval at a future Board meeting.

Approval Items:

a. President/CEO Contract

AT James Salazar motioned to approve the President/CEO's contract, seconded by Natasha Leslie with a unanimous vote by all members and no discussion. Motion carried.

b. Acceptance of 2021-24 Strategic Plan

AT James Salazar motioned to accept the 2021-24 Strategic Plan, seconded by Natasha Leslie with a unanimous vote by all members and no discussion. Motion carried.

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Consent Agenda Items:

- a. Approve Board Meeting Minutes for June 8, 2021 – Lorrie Marquez
- b. Approve of Bills and Payroll for May, 2021 – Jack Bay
- c. Personnel Report—Shannon Behling

AT **Angela Giron motioned to approve the consent agenda items, seconded by James Salazar with a unanimous vote by all members and no discussion. Motion carried.**

Informational Items:

- a. Conflict of Interest Disclosure Form
 - I Board Members were asked to sign the document and return to the Executive Assistant.
- b. CHPA Employee Handbook
 - I The Employee Handbook was included in the meeting packet for Board Members to review. HR will reevaluate the new laws presented by Brad Miller, any required edits will be presented to the Board at the August Board meeting. [Note – no edits were required]
- c. Board Involvement Opportunities:
 - I. New Teacher Orientation Lunch: Noon, Thursday, July 29th
 - II. All Staff Orientation: Monday-Friday, August 2-5, 2021
 - III. Students First Day on Campus – 8:00a.m., August 9th
 - IV. Hand Prints in Concrete in new Transitional Building – Date/Time To Be Determined
 - I Schedules for the mandatory new hire orientation and all staff professional development weeks were distributed. All staff will attend the Caring for Kids Hearts training scheduled for Monday, August 2nd and Tuesday, August 3rd, Board members were invited to attend.
 - I Jack is working with the construction company to plan an event for Board members, students and local elected officials to have the opportunity to have their handprints as part of the new transition building; once a date and time is confirmed an invitation will be sent to the Board.
 - I Board members were encouraged to participate in school event and to consider scheduling a classroom observation.

Discussion Items:

- a. Laptop Computers for Board Members
 - I Dr. Durán offered Board Members to check out a laptop computer from CHPH to avoid printing meeting documents.
- b. Committee Chairs
 - I The Bylaws Committee will review chairmanships of the committees and the makeup of the committees to present to the Board.
- c. Board Members Activities
 - I Board Members have the opportunity to request a CHSSA card which includes a guest to attend sporting events.

CHÁVEZ HUIERTA

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Future Agenda Items

I Review of the 2020-21 Final Amended Budget

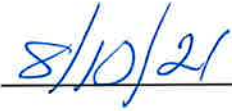
8:20p.m. Adjournment

AT **Angela Giron moved to adjourn the meeting, seconded by Natasha Leslie with a unanimous vote by all members and no discussion. Motioned carried.**

Prepared by:


Lorrie J. Marquez, Executive Assistant

Date:



Verified by:


Natasha Leslie, CHPA Board Secretary

Date:



