

## K-12 PREPARATORY ACADEMY

### CHPA BOARD MEETING MINUTES

DHPH Cafeteria and Via Teams

Tuesday, August 11, 2020 - 5:45 P.M.

**Meeting Date: Tuesday, August 11, 2020**

**Recorded by: Lorrie Marquez**

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

**Present:** Steven Trujillo, Cindy Ayala-Cooper, Angela Giron, John Lopez, Natasha Leslie, James Salazar and Stephen Varela

**Absent:** None

**Faculty Representatives (Ex-Officio Members):** Gerri Salazar, Maeve Garvey and Lisa Kogovsek

**Others Present:** Dr. Richard Durán, President/CEO; Lorrie Marquez, Executive Assistant; Shannon Behling, HR Director; Jack Bay, Chief Business Officer (remote); Fred Segura, DHPH Principal (remote); Brian Dale, ECMS Principal; LeAnndra Beeman, ECMS Assistant Principal; Kelly Cox (Stupnik), Executive Director of Student Services; Loretta Cruz, IT Director and Michael Burgess, IT Coordinator

**Guests:** None

This CHPA Regularly Schedule Board of Directors' Meeting was called to order at 5:45p.m. by the CHPA Board President, Steven Trujillo, in the DHPH Cafeteria.

Roll Call of CHPA Board Members constituted a quorum.

I New faculty representatives were introduced and sworn in as Ex-Officio members to the Board.

**Executive Session 5:53p.m.**

AT Angela Giron moved to enter into Executive Session for discussion of personnel matters pursuant to CRS 24-6-402-4(f) and seconded by Stephen Varela with a unanimous vote by all members present. No discussion. Motion carried.

An executive session will be conducted to discuss personnel matters in pursuant to C.R.S. 24-6-402-4(f).

**Exit Executive Session 6:08p.m.**

AT Cindy Ayala-Cooper moved to exit Executive Session and seconded by Angela Giron with a unanimous vote by all members present. No discussion. Motion carried.

**Open Session began at 6:12p.m.**

I Welcome and Pledge of Allegiance was conducted by President, Steven Trujillo

**Modifications/Approval of Agenda**

I Dr. Durán requested to remove item #15 and reschedule to the September 15<sup>th</sup> meeting.

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**AT Stephen Varela motioned to approve the agenda with the removal of item #15, seconded by James Salazar with a unanimous vote by all members present. No discussion. Motion carried.**

### Public Forum

There were no requests for public comment.

### President/CEO's Report

I Dr. Durán reported on the logoed water bottles for each academy that were order to give to students to use at the hydration station. He thanked Steven Trujillo and James Salazar for helping with the first day school of school. LeAnndra Beeman gave an overview of the assessments that will take place at the beginning of the school year; *i-Ready* testing will begin soon, NWEA Map testing will also take place online at the high school; SAT testing will take place in September and PSAT testing will happen in October; results will be instant. Yolanda Ortega reported that testing window for CCA students is August 10<sup>th</sup> thru September 30<sup>th</sup>, High school data will be ready to report at the October Board meeting.

I Dr. Durán also reported about the Wellness Center will not be opened at any district schools until further notice.

I Dr. Durán reported about the passing of one of our high school students, Fred Segura reported the a *gofundme* page, was setup for the student's family, the memorial was held last Saturday.

### Study Session

#### a. School Opening Fall 2020 – Update

I Dr. Durán review the PowerPoint presentation including enrollment from the first two days of school; the devices have been distributed; administration is consulting with the local health dept. when necessary regarding COVID-19; substitutes are being trained to be ready to fill in for faculty who test positive.

I Gerri Salazar reported that CCA students are happy to be back at school, the faculty is also in good spirits. At the recent PD faculty were trained on how to prepare for the opening of school regarding health screening, student have begun testing.

I Ms. Garvey reported that most of the ECMS class include between 10 to 12 students; cohorts are staying together; some students pushed back about staying in their groups; students ae happy to be back to school, faculty are doing safety and mental checks, some students are experiencing anxiety, overall want to be here. The biggest concern is the 6ft. distancing between classes; the first two days were positive.

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- I Lisa Kogovsek reported that the DPHH students happy are happy to be back at school, all has been very smooth, masks have been an issue by the end of the day; faculty and staff are excited to be back in class.
- I Yolanda Ortega thanked Steven Trujillo for his help on the first day of school. CCA faculty have been met with 370 parents for orientation, to fill out paperwork and to go over the COVID-19 Handbook. Parents have been asked to have their child come into the school for the first two weeks to learning about devices and to work with students who are online, they can decide to move to in person learning. Currently CCA has 121 students that are online only, they are following up with 58 students to complete their paperwork. Every teacher has a combination of in school and online students. Class sessions are being recorded so students can re-watch the session. CCA may consider devoting a teacher for each grade level for online teaching.
- I Brian Dale reported that the faculty did a great planning for safety; masks have been a concern, students understand the masks are required; social distancing was the most struggle. Student have been trained to move to and from lunch. His staff has been focused on getting computers to students. ECMS has 105 students will be on remote only learning. They are also considering a teacher devoted to online only teaching.
- I Fred Segura reported that DPHH teachers planned for both remote and in person teaching; and working engage remote only students. They have been handing out laptops and training students on the devices. Teachers are being very creative. A grant is being written which allows training for social and emotional support for the high school students.
- I Kelly Cox reported that currently SSS has 67 students on plans and will have more requests. Case Managers are working with students from 3:30p.m. to 4:30p.m. for in person tutoring 1 to 2 days per week; currently we have 134 ELL students and 66 at MS that need support plans.
- I Dr. Durán reported that administration is looking for a vendor to provide a baseline COVID-19 test with fast results; at this time we do not have a travel policy, staff members are asked if they have traveled; teachers have been informed of our COVID-19 policies. He also reported that we have sought out legal advice to address questions. Steven Trujillo commented that ee have to be flexible and make changes at a moment's notice if necessary, he commended the staff and faculty on how we planned to address the situation.

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### Board Committee Reports:

- a. Finance Committee – Chair: John Lopez, Treasurer
  - I John Lopez reported expenditures are at 69% due to preparing the campus for the start of the school year; he commended staff; we have received over a million dollars in a PPP loan; the committee has a recommendation for the Building Contractor and Owners Representative for Board approval later in the agenda. Jack Bay reported that we have received \$735,000 in GEARS funding; ESSER funds for COVID-19 expenses of \$307,000 will be coming; both must be spent by December 2020. He also reported that we have been approved for a \$1.84M PPE Loan for payroll which may be a forgivable which will be put in the Colorado Trust. The IT and Maintenance Staff were commended for all the preparation the start of school under the COVID-19 conditions.
- b. Board Recruitment and Nominating Committee – Chair: Cindy Ayala-Cooper, Vice President
  - I No report
- c. Policy Committee – Chair: Angela Giron, Secretary
  - I BP's 4000 and 4100 will be recommended to the Board for approval. Dr. Durán reported that the change to the approval amount will help with the process during construction; checks and balances have been established to assure the Board.
- d. Bylaw Committee – Chair: Steven Trujillo, President
  - I No report – Dr. Durán reported that he met with President Erjavec and a representative from CSU-P to let them know if the Ex-Officio position for each institution on the Board, the Recruitment and Nominating Committee will meet the nominees to recommend them for the Board's approval in September.
- e. Facilities Committee – Chair: John Lopez, Community Board Member
  - I Please refer to the Finance report

### Approval Items

- a. Contractor AT **John Lopez motioned to approve Nunn Construction as the Contractor for the new building and seconded by James Salazar; there was discussion regarding the contractor's qualifications and the security their employees will have to go through for approval to be on campus; with a unanimous vote by all members present and no further discussion. Motion Carried.**
- b. Owner Representative AT **Cindy Ayala-Cooper motioned to approve Wembler, Inc. as the Owner's Representative for construction of the new building and seconded by Stephen Varela with a unanimous vote by all members present and no discussion. Motion Carried.**

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- c. BP 4000 Fiscal Management AT **Stephen Varela motioned to approve BP 4000 and seconded by Angela Giron with a unanimous vote by all members present and no discussion. Motion Carried.**
  
- d. BP 4100 Purchasing/Finance Procedures AT **Stephen Varela motioned to approve BP 4100 and seconded by Natasha Leslie with a unanimous vote by all members present and no discussion. Motion Carried.**

### Consent Agenda Items:

- a. Approve Board Meeting Minutes for July 14, 2020 – Lorrie Marquez
- b. Approve of Bills and Payroll for June, 2020 – Jack Bay
- c. Personnel Report—Shannon Behling AT **Angela Giron motioned to approve the consent agenda items and seconded by John Lopez with an individual unanimous vote by all members present. No discussion. Motion Carried.**

### Informational Items:

- a. AP 4100 Purchasing/Finance Procedures Tabled to the September meeting.

### Discussion Items:

- a. Board Committees and Chairs – Update I The committee list was reviewed; Steven Trujillo thanked members to signing up to serve on the committees.
  
- b. Board Member Comments and Activities I Angela Giron thanked the faculty for doing a good job working thru this challenging time.

### Future Agenda Items:


- I No items were suggested.

### 8:23p.m. Adjournment

- AT **Cindy Ayala-Cooper moved to adjourn the meeting and Seconded by James Salazar with a unanimous vote by all members present. No discussion. Motioned carried.**

Prepared by:   
Lorrie Marquez, Executive Assistant

Date: 9/15/20

Verified by:   
Angela Giron, CHPA Board Secretary  
(signed by Steven Trujillo, CHPA Board President, in the absence of the Board Secretary)

Date: 9/15/2020

