

K-12 PREPARATORY ACADEMY

CHPA BOARD MEETING MINUTES DHPH Cafeteria and Via Teams Tuesday, September 15, 2020 - 5:45 P.M.

Meeting Date: Tuesday, September 15, 2020

Recorded by: Lorrie Marquez

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

Present: Cindy Ayala-Cooper, Angela Giron, John Lopez, Natasha Leslie and James Salazar

Absent: Steven Trujillo, Stephen Varela

Faculty and Student Representatives (Ex-Officio Members): Gerri Salazar, Maeve Garvey, Lisa Kogovsek - Via Teams and Dante Budd

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; 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 Vice President, Cindy Ayala-Cooper, in the DHPH Cafeteria.

Action Item: Approval of Higher Education (*Ex-Officio Members*)

AT Angela Giron moved to approve the acceptance of the new Higher Educational Representatives to the Board and seconded by John Lopes with a unanimous vote by all members present. No discussion. Motion carried.

Oath of Office: Higher Education Representatives and Student Representative

I Cindy administered the oath office to the Higher Education and Student Representatives.

Roll Call of CHPA Board Members constituted a quorum.

Executive Session 5:56p.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 James Salazar 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 John Lopez moved to exit Executive Session and seconded by James Salazar with a unanimous vote by all members present. No discussion. Motion carried.

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Open Session began at 6:10p.m.

- I Welcome and Pledge of Allegiance was conducted by Vice President, Cindy Ayala-Cooper.

Modifications/Approval of Agenda

a. President/CEO may suggest corrections or modifications to the agenda

- I Dr. Durán recommended at 6:30p.m we move to Item 17A for a report via the internet from DA Davidson regarding the refinancing.

AT John Lopez motioned to approve the agenda with the recommended report, seconded by Angela Giron 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 report that the current enrollment to date is 1,007; He reviewed the accreditation information and that was attached to his report and the process of the diagnostic processed conducted at the Sept. 11th PD; a summation of the information will be shared with his Cabinet and Accreditation Committee the report will be sent to *cognia* to move forward with the accreditation. Dr. Durán explained the benefit of the national accreditation for our institution, hoping to have the process completed by fall of 2021.

Student Representative Report

a. Dante Budd

- I It was reported that; students are doing well emotionally and with social distancing; students are looking forward to the Mask Contest. There are some issues with students attending school. Student Government is planning homecoming activities, Mariachi Aguila are scheduled to perform on at all three academies in October in honor of Hispanic Heritage Month.

Faculty Representatives' Report

a. Gerri Salazar K- 5

- I It was reported that BOY testing is taking place, PLC's are going well; faculty members are concerned to host in person meetings due to the virus; happy to report that all the all FOBs are working properly; CCA students will be learning about ethnic food during Hispanic Heritage Month, students are looking forward to the Mask Contest and worked on arts and crafts to remember 9/11.

b. Maeve Garvey 6-8

- I It was reported that BOY assessments have been completed; faculty are working on grade level intervention plans and are working on digital literacy for students. Smaller class sizes have given the opportunity to help students with individual needs. Teaching remotely, connecting with students and taking

attendance have presented challenges. There are activities planned to honor 9/11 and Hispanic Heritage month. The trip to Washington DC, rescheduled from last year, 24 students interested in the trip, fundraising activities will start next month.

- b. Lisa Kogovsek 9-12
 - I It was reported that students are happy to be back on campus; faculty is struggling with attendance for students who are on full remote learning; standardize testing has been completed. Teachers are working many hours preparing to teach both in person and remotely. They are working to connect with parents and student regarding expectations.
 - I Dr. Durán reported the CHPA will create remote Learning Centers in cooperation with the Pueblo City-County Library District and the Boys & Girls Club; an MOU will be sent to both organizations with the hope to open the centers the beginning of October. Derek Lopez mentioned that there are grant funds that could possibly help with the expenses for the centers.

Higher Education Representative Reports

- a. Dr. Derek Lopez – CSU-Pueblo
 - I It was reported that enrollment at CSU-P is down 3% down, they have 8 students who tested positive for the COVID-19 virus. Their faculty prefers in person instruction; they have had to address issues with internets connection for both faculty and students.
- b. Maria de la Cruz – PCC
 - I It was reported that a flex model is taking place at PCC, most students attend virtually.

Study Session

- a. School Opening Fall 2020 – Update
 - I Each Principal and Kelly Cox reported on the fall opening in each of their areas. They addressed the number of students on IEP plans, BOY assessments, information regarding the number of students who are on the Hybrid Model and those who are on Full Remote Learning as well as the challenges of teaching both in person and remotely and of taking attendance of all students. They addressed how they plan to continue to reach out to students and parents so students attend school.

Board Committee Reports:

- a. Finance Committee – Chair: John Lopez, Treasurer
 - I John Lopez reported that the committee is recommending that we move forward with the refinance of the loan and the sale of the bonds for the transition building.
 - I Staff report was provided by Jack Bay, the 4th Quarter Financials reviewed and will be recommended to the Board for approval;

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the onsite audit has been completed and the business office is working to reconcile with D60.

- I Jack gave an overview of the items in the Bond Refinance binders that all members received. He also explained how the new bond payment will be made.
- I The 18th Street expansion is moving forward, an update will be given at next month's board meeting.
- b. Board Recruitment and Nominating Committee – Chair: Cindy Ayala-Cooper, Vice President
 - I Cindy Ayala-Cooper reported that the committee will be recruit two new board members, discussion of possibly decreasing the number of board members will be referred to the Bylaws Committee for a recommendation.
- c. Policy Committee – Chair: Angela Giron, Secretary
 - I Angela explained the edits to AP4100, notable change was to the approval of expenditures by administration. Dr. Durán reassured the committee that there are checks and balances for approval, also included was the creation of a preferred vendor list.
- d. Bylaw Committee – Chair: Steven Trujillo, President
No report
- e. Facilities Committee – Chair: John Lopez, Community Board Member
(Covered in Finance report)

Approval Items

- a. Resolutions – Plan of Refinance, CHPA/CCA Building Corp.
 - AT **John Lopez motioned to approve the Plan of Refinance, seconded by Natasha Leslie with a unanimous vote by all members present and no discussion. Motion Carried.**
[Note – the contacts from DA Davidson were unable to present at the meeting due to the ability to connect to the meeting virtually.]
- b. 4th Quarter Financials
 - I A staff report was given by Jack Bay, 97% of the budget was spent; he is refining the financial reports regarding account codes; the auditors will present the Final Audit report at the October 13th Board meeting, the audit will be submitted to D60 Oct 15, 2020.
 - AT **John Lopez motioned to accept the 4th Quarter Financials, seconded by James Salazar with a unanimous vote by all members present and no discussion. Motion Carried.**
- c. Surplus Property
 - I Staff report was given by Dr. Durán explain the surplus property,

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we will also be selling a small bus. A suggestion was made to use the income from the sale of the bus be used for the student's trip to Washington DC; Dr. Durán will take under advisement.

AT John Lopez motioned to accept the list of surplus property for disposal, seconded by James Salazar with a unanimous vote by all members present and no discussion. Motion Carried.

Consent Agenda Items:

- a. Approve Board Meeting Minutes for August 11, 2020 – Lorrie Marquez
- b. Approve of Bills and Payroll for July, 2020 – Jack Bay
- c. Personnel Report—Shannon Behling

AT Angela Giron motioned to approve the consent agenda items and seconded by Natasha Leslie with an individual unanimous vote by all members present. No discussion. Motion Carried.

Informational Items:

- a. AP 4100 Purchasing/Finance Procedures
 - I AP was reviewed with no additional discussion.

Discussion Items:

- a. Board Member Comments and Activities
 - I Angela Giron commented how proud she is to be a Board Member and how impressed she is by all the work being done for our students.
 - I Dr. Durán handed out the Faculty Directory to each member.
 - I Dr. Durán explained the Mask Contest planned in honor of Hispanic Heritage Month; Board Members were asked if they would consider being a judge for the contest.

Future Agenda Items:

- I It was suggested to research the possibility of free or reduced water rates from the Pueblo Board of Waterworks, Jack will add to his research list.

8:21p.m. Adjournment

AT Angela Giron moved to adjourn the meeting, seconded by James Salazar with a unanimous vote by all members present. Motioned carried.

Prepared by: 
Lorrie Marquez, Executive Assistant

Date: 12/10/2020

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

Date: 12/10/2020

