

# CHAVEZ HUERTA

## K-12 PREPARATORY ACADEMY

### CHPA BOARD MEETING MINUTES

DPHH Cafeteria and Live Stream

Tuesday, October 12, 2021 - 5:45 P.M.

**Meeting Date:** Tuesday, October 12, 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

**Ex-Officio Members Present:** Domonique Chavez, Shelby McGraw, Lisa Kogovsek, Daysha Otero, Dr. Derek Lopez and Maria de la Cruz

**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); Jack Bay, Chief Business Officer (CBO); Shannon Behling, Chief HR Officer; Lynette Hudiburgh, Research & Student Assessment Analyst; Loretta Cruz, IT Director; Charles Roldan, IT Staff, Tom Weston (remote, joined meeting at 8:06PM), School District 60 Charter School Liaison

**Guests:** Brad Miller, MillerFarmer Law (joined the meeting remotely 8:24PM)

This CHPA Regularly Schedule Board of Directors' Meeting was called to order at 5:45 p.m. by the CHPA Board President, John Lopez.

Roll Call of CHPA Board Members constituted a quorum.

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

**Executive Session 5:46p.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 Natasha Leslie, with a unanimous vote by all members present. No discussion. Motion carried.

**Exit Executive Session 6:25p.m.** AT Stephen Varela moved to exit Executive Session, seconded by James Salazar with a unanimous vote by all members. No discussion. Motion carried.

**Open Session began at 6:27 p.m.** I Welcome was given by President, John Lopez, the Pledge of Allegiance was led by Vice President, Stephen Varela.

**Roll Call for Faculty, Student and High Education Representatives (Ex-Officio Members)**

I All were in attendance.

**Modifications/Approval of Agenda\***

I Dr. Durán had not suggested modifications to the agenda.

AT Stephen Varela motioned to approve the agenda, seconded by Angela Giron; with a unanimous vote by all members, no further discussion. Motion carried.

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### Public Forum

- I There were no requests for public comment.

### Study Session:

#### a. BOY Assessment Data

- I Lynette Hudiburgh reviewed the PowerPoint of students' NWEA assessment data and overall performance from the beginning of the academic year. Data covered testing in mathematics, language arts, reading and science. Lynette handed out a student profile (name redacted) for Board members to view the information that teachers and parents will review to address their child's learning growth. Karen Ortiz reported that the PLC's will meet to create specific plans for students and to review the curriculum to meet the needs for students. Instructional coaches are supporting teachers; classroom observations are being conducted to note strengths and to aid with where help is needed. A suggestion was made to group middle and high school students by skill level and not by grade especially in math. MOY assessments will take place in December, data will be presented to the Board.

#### b. Accreditation Exit Site Visit Review

- I Dr. Durán reviewed the Cognia site visit exit review summary PowerPoint; the information provided by the engagement group gave their general findings, they recognized the "when" and "not if" students attend college philosophy. Student attending an accredited institution have a better opportunity for financial aid at college. Dr. Durán gave a summary of the evaluation ratings, CHPA scored 348.23; an average score is between 278.34 to 283.33 and a perfect score is 400. Dr. Durán suggested that Board members review the report in detail. CHPA should receive an official letter in February 2022 which can be used as a guide to provide incite of how CHPA. Dr. Durán thanked everyone for the collaborative effort, the report will be posted on CHPA's website.

### CEO's Report

- I Dr. Durán explained to the Board that the waiver of Policy 4100 and 4110 will set a precedence, Dr. Durán would like the Board to consider directing him to create a board policy under what condition would the Board be able to do this in the future.
- I Hoping to hear about the BEST Grant will after the November 3<sup>rd</sup> election.
- D Dr. Durán recommended [Approval Item b.] that the Board create an Ad Hoc committee include faculty and other experts to take a look at the EASI recommendations and to work with GSN for possible grant funded assistance with academic improvement. Cognia may also be considered for improvement recommendations. John Lopez commented that he would like to consider the waiver of the board policies; Dr. Durán's final comment was that there are no funds in the budget for the expense of hiring the consulting firm, if they proceed it should be referred to the Finance Committee for a recommendation to the Board for approval of an adjustment to the budget.

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- I Dr. Durán reported that printed copies of the Parent Communication Survey are being given out at P/T Conferences, the data will be analyzed for improved communication practices. A review of the results will be part of the November Study Session.

### Faculty Representative Reports:

- a. Domonique Chavez – CCA
- b. Shelby McGraw – ECMS
- c. Lisa Kogovsek – DHPH

- I Faculty members summarized their submitted reports with Board. The question of hot spots for students was asked; Charles Roldan reported that all students have a hot spot, requests for hot spots have slowed due to students having internet connection.

### Student Representative Report

- a. Daysha Otero

- I Ms. Otero gave a summary of her submitted report. ECMS student had a protest about the dress code and cellphone policies; Dr. Durán report enforcement of the policies are included in the student handbook. John Lopez asked if we should consider a uniform requirement at the middle school.

### Higher Education Representative Reports

- a. Dr. Derek Lopez – CSU-P

- I Dr. Lopez reported that their designation of a HSI provides major to assistance to both the faculty and students. The university is experiencing lower enrollment, hope to hold enrollment for the spring semester. Campus celebrations for the 50<sup>th</sup> Anniversary of Chicano Studies continues; Dr. Durán served as a panelist at a recent event.

- b. Maria de la Cruz – PCC I

Ms. de la Cruz reported PCC and CSU-P are working together on a new transfer center to facilitate advising and financial aid for students to continue their education. They are also collaborating on a HSI Grant help students. PCC's is also experiencing lower enrollment. She will meet with Karen Ortiz and Kim Sanchez, DHPH Principal to discuss students' opportunity for certification courses.

### Board Committee Reports:

- a. Finance Committee – Chair: James Salazar, Treasurer

- I Mr. Salazar yielded the floor to Jack Bay who reported that the Audit will be delivered to District 60 in person and electronically by October 15, 2021. Jack is meeting with local banks to discuss a line of credit for the BEST Grant matching funds so as not to affect CHPA's liquidity; if awarded a plan for matching funds will need to be in place by November 8, 2021. We will need to provide CDE with the proof of matching funds by December 9, 2021. Jack is working on a Legacy Grant due December 5, 2021 and a grant for the football field which is due December 15, 2021, we will be informed of the award by January 2022; he continues to work with the City of Pueblo on the 18<sup>th</sup> Street Completion project.

- b. Achievement & Student Success Committee – Chair: Stephen Varela, Vice President

- c. Policy Committee – Chair: Stephen Varela, Committee Co-Chair

- I Stephen Varela, chaired both the Achievement and Policy Committee meetings; the Policy Committee is recommending several policies with



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changes to agree with the CHPA Bylaws. Stephen explained at the waiver of Board Policies 4100 and 4110 is to provide the Board a way to purchase services from Charter School Solutions. Discussion continued regarding the 2019 study conducted by EASI, Angela Giron asked if the committee reviewed the report, there was not time to review the report prior to the committee meeting. The report was sent to the entire Board but was not reviewed prior to the Board meeting. There was further discussion regarding creating an Ad Hoc committee to review the report. Stephen reported that he discussed the waiving of the policies with attorney Brad Miller.

### Approval Items (3 Minutes Per Item)

- a. Approval to waive BP 4100 and BP 4110 to purchase services on behalf of CHPA.

*[Rollcall Vote Requested]*

**AT Stephen Varela to motioned to waive BP 4100 and BP 4110 on behalf of CHPA, seconded by Natasha Leslie; Natasha asked the costs and what services would be contracted once it is referred to the Finance Committee; John Lopez commented that the Board has the attorney's guidance, Stephen Varela asked Brad Miller to comment; (Brad was have an issue hearing the entire conversation) Brad Miller report that Board Policies gives direction to the President/CEO and the general authority within the law. Dr. Durán read a portion of the policy and recommended to go through the formal process without waiving the policies. Budget changes will be referred to the Finance Committee. James Salazar requested to table the item for more discussion; Stephen Varela gave the option of withdrawing the motions by he and Natasha Leslie and tabling for further review. Natasha Leslie withdrew her second to the original motion; Brad Miller proposed that he meet with a subcommittee to discuss the information; Stephen Varela withdrew his original motion.**

**AT James Salazar motioned to table the waiver of BP 4100 and BP 4110, seconded by Stephen Varela, with a unanimous rollcall vote, no further discussion. Motion Carried.**

- b. Approval to hire Charter School Solutions, LLC to evaluate CHPA processes and standards.

*[Rollcall Vote Requested]*

**AT Stephan Varela motioned to table the approval of hiring Charter School Solutions, LLC to advise Dr. Durán to form an Ad Hoc Committee to review the EASI information, seconded by James Salazar, with a unanimous rollcall vote, no discussion. Motion Carried.**

- c. Approval to have an appraisal of the properties owned by the CCA Building Corporation.

**AT Angela Giron motioned to approve the appraisal of the properties owned by the CCA Building Corporation, seconded by James Salazar, with a unanimous vote, no discussion. Motion carried.**

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- d. Approval to pursue a line of credit for BEST Grant matching funds.  
**AT Stephen Varela motioned to approve pursuit of a line of credit for the BEST Grant matching funds, seconded by James Salazar with a unanimous vote, no discussion. Motion carried.**
- e. Approval for the use of ESSER Funds for BEST Grant matching funds.  
**AT Stephen Varela motioned to approve the use of ESSER Funds for the BEST Grant matching funds, seconded by James Salazar with a unanimous vote; Jack Bay gave a staff report that the approval will allow CHPA to use the funds if necessary, with no further discussion. Motion carried.**
- f. Approval to provide COVID-19 Hardship Bonuses to the employees of CHPA  
**AT Angela Giron motioned to approve the COVID-19 Hardship Bonuses to CHPA employees, seconded by Stephen Varela with clarification of \$500 to fulltime, \$250 to part time and \$125 to seasonal staff and a \$25 gift card; Jack Bay clarified that this approval documents the submission for ESSER Funds, with a unanimous vote, no further discussion. Motion carried.**
- g. Approval of Board Policies (BP):
1. BP 1000 Delegation of Authority of the President/CEO
  2. BP 1040 Evaluation of the President/CEO
  3. BP 1140 Vacancies of the Board
  4. BP 1190 Executive Sessions
  5. BP 1250 Participation in Decision Making
  6. BP 1290 Endorsement of Political Candidates and/or Measures
  7. BP 1320 Board Member Travel and Meeting Expenses
  8. BP 2150 Claims Against CHPA/Board
  9. BP 2230 Campus Safety
  10. BP 3060 Student Communicable Disease and Immunizations
  11. BP 4060 Designation of Authorized Signatures
- I John Lopez proposed approval of all policies with one motion.**
- AT Stephen Varela motioned to approve all the above noted policies with the exception of BP 4060 Designation of Authorization, seconded by Natasha Leslie with a unanimous vote, no discussion. Motion carried.**
- AT Stephen Varela motioned to approve BP 4060 Designation of Authorization with amended wording to move the phrase" in accordance with CHPA Bylaw and Policies to end of the sentence, seconded by James Salazar with a unanimous vote and no discussion. Motion carried.**

### Consent Agenda Items:

- a. Approve Board Meeting Minutes for September 14, 2021 – Lorrie Marquez
- b. Approve of Bills and Payroll for August, 2021 – Jack Bay
- c. Personnel Report—Shannon Behling

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**AT Stephen Varela motioned to approve the consent agenda items, seconded by James Salazar with a unanimous vote, no discussion. Motion carried.**

### Informational Items: (3 Minutes)

- a. AP 1130 Committees of the Board – Advisory Committee Members
  - I Dr. Durán gave a staff report of the process, we have one person that would like to serve as an Advisory Committee Member; staff, faculty and community members are open to apply and will be voted on by the Board.
  
- b. Board Involvement Opportunities:
  - 1. NAACP Dinner – 6PM, Friday, October 29, 2021 Pueblo Country Club
  - 2. Health Solutions, Sugar Skulls & Marigolds – 5PM, Friday, October 29, 2021 Convention Center
  - 3. Veterans Day Assembly – DPH (time TBD)
  - 4. Parade of Lights – 5:30PM, Saturday, November 27, 2021 Theme “Toyland”
    - I Dr. Durán mention that there will be vehicles for board members to ride in the parade.
  - 5. Zoo Night – 5:30PM to 7:30PM, Thursday, December 2, 2021 Pueblo Zoo
    - I Dr. Durán added that Board is invited to participate in the October 22<sup>nd</sup> Boowl-a-thon held at Bowlero Lanes to help raise scholarship funds.

### Discussion Items:

- a. Board Member Activities
  - I Angela Giron mentioned the endorsement of ballot issue 2A to de Bruce city funding for road repairs.
  - I Dr. Durán thanked board for his approval of the COVID-19 Bonuses.

### Future Agenda Items

I None were reported.

### 9:06p.m. Adjournment

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

Prepared by:

  
Lorrie Marquez, Executive Assistant

Date:

11/9/21

Verified by:

  
Natasha Leslie, CHPA Board Secretary  
(Signed by Board President in absence of Secretary)

Date:

11/9/21