

K-12 PREPARATORY ACADEMY

CHPA BOARD MEETING MINUTES

Via Teams

Tuesday, October 13, 2020 - 5:45 P.M.

Meeting Date: Tuesday, October 13, 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 and Stephen Varela

Absent: James Salazar, Maria de la Cruz

Higher Education, Faculty and Student Representatives (Ex-Officio Members): Dr. Derek Lopez, Gerri Salazar, Maeve Garvey, Lisa Kogovsek 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, DPHH Principal (remote); Brian Dale, ECMS Principal; Kelly Cox (Stupnik), Executive Director of Student Services; and Loretta Cruz, IT Director

Guests: Jim Hinkle and Chris Parker, Hinkle and Company, PC

This CHPA Regularly Schedule Board of Directors' Meeting was called to order at 5:46p.m. by the CHPA Board President, Steven Trujillo via MS Teams.

Roll Call of CHPA Board Members constituted a quorum.

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| Executive Session 5:48p.m. | AT | John Lopez moved to enter into Executive Session for discussion of personnel matters pursuant to CRS 24-6-402-4(f) and seconded by Angela Giron with a unanimous vote by all members present. No discussion. Motion carried. |
| Exit Executive Session 6:08p.m. | AT | John Lopez moved to exit Executive Session and seconded by Cindy Ayala-Cooper with a unanimous vote by all members present. No discussion. Motion carried. |
| Open Session began at 6:41p.m. | I | Welcome and Pledge of Allegiance was conducted by Vice President, Cindy Ayala-Cooper. Delay was incurred due to technical difficulties. |
| Modifications/Approval of Agenda* | I | Dr. Durán requested that we move to the Auditors report as soon as possible. |
| | AT | Cindy Ayala-Cooper motioned to approve the agenda with the proposed suggestion, seconded by Natasha Leslie with a unanimous vote by all members present. No discussion. Motion carried. |
| Public Forum | | There were no requests for public comment. |

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| President/CEO's Report | I | Dr. Durán reported that the current enrollment is 1,013; research in of the instruction model will be done and be presented at a future Board meeting. |
| Student Representative Report
a. Dante Budd | I | Dante Budd reported that due to COVID-19 quarantines he had difficulty reaching principals at ECMS and CCA; SAT test will held tomorrow October 14 th . |
| Faculty Representatives' Report
a. Gerri Salazar K- 5 | I | Gerri Salazar reported that CCA and ESS students and are having some difficulty with remote learning; contributing factors are parental support and absenteeism. Faculty is grouping students into skill and grade levels using i-Ready and other reading materials. Keeping the students in cohorts has been difficult for the students to receive help from tutors. Having remote grade level teachers have helped students; small class sizes are allowing teachers the opportunity to give student individual attention. Google Meets does not work on the tablets. Faculty members do enjoy learning to be 21st Century teachers. The IT staff and read teams have been wonderful to work with. Students really enjoyed the pumpkin patch; Kindergarten students learned about delicious food for Hispanic Heritage Month. |
| b. Maeve Garvey 6-8 | I | Mrs. Garvey reported that students created flags and flowers in honor of Hispanic Heritage month. Eighth grade socials studies projects included discussion of climate change and the effect on animals and if zoos should exist; students created models of the solar system. Parent/Teacher Conference are being held this week, faculty hope that meeting with the parents will help address student issues. ECMS students are working on LGBTQ activities. Thank you letters will be sent to businesses for Washington DC trip donations. |
| b. Lisa Kogovsek 9-12 | I | Mrs. Kogovsek reported that the faculty is working on attendance with students and especially with remote only students; some students are not signing onto classes; faculty is looking for free resources to increase engagement. Mariachi Aguila will be performing at the middle and high schools in honor Hispanic Heritage month. Parent/Teacher conference are being held this week. Student have signed up to volunteer for Rake Up with Pueblo. |
| Higher Education Representative Reports
a. Dr. Derek Lopez – CSU-Pueblo | I | Dr. Lopez reported that CSU-P is also having difficulty with student participation. All employees and students will be working remotely after the Thanksgiving break. |
| b. Maria de la Cruz – Pueblo Community College | | No report, Maria was unable to attend. |

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Study Session

a. BOY Assessment

- I Principals and Kelly Cox gave a PowerPoint presentation of the Beginning of the Year (BOY) assessments for each of their areas. Overall view reported is that students are having a issues meeting grade levels, administration and faculty will work on a plan to help the students improve their scores and attendance. Dr. Durán reported that 30% of our students are on full remote learning and we may have to consider returning to full in person learning depending upon state COVID-19 mandates.

Board Committee Reports:

a. Finance Committee

- I John Lopez, Committee Chair reported that the bond sales are moving forward; the new building construction is planned to be ready for the school year beginning fall of 2021. Some committee members plan to take a tour of a school built from the same design. Jack Bay and Dr. Durán will be working with the Construction Team to finalize the building design.

- I He also reported that the softball fields have been improved and that Jack will contact the Diocese to discuss the possible purchase of the area where the softball fields are located. Jack is working with the City on the 18th Street connection to Pueblo Boulevard and hope will be complete by February or March 2021. The committee will be recommending approval by the Board of a new FTE position.

- I Jack Bay reported that the amended budget will be brought to the November Board meeting for approval.

b. Board Recruitment and Nominating Committee No Report

c. Policy Committee

- I Angela Giron, Committee Chair reported that the committee met and are recommending for review two AP's which will be discussed in the Information Items of the agenda.

d. Bylaw Committee

- I Steven Trujillo, Committee Chair reported that the committee will consider the number of board members and will bring forward their recommendation at a future Board meeting.

e. Facilities Committee

- AT It was decided that the Finance and Facilities Committee reports will be combined.

Approval Items:

a. Surplus Computers

- I Dr. Durán gave the staff report that we have more than 100 computers that are no longer viable to the school; administration is recommending to either give them to students, possibly staff members or recycle.

- AT **Stephen Varela motioned to approve the staff to release the computers at their discretion, seconded by John Lopez with a unanimous vote by all members present and no discussion. Motion carried.**

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- b. 2019-20 Audit
- I Auditors Jim Hinkle and Chris Parker reviewed the management letter and reported that there was full transparency by the CHPA staff and we have a clean opinion of the audit.
- AT **Cindy Ayala-Cooper motioned to accept and file the audit, seconded by John Lopez with a unanimous vote by all members present and no discussion. Motion carried.**

- c. FTE's: Human Resource Coordinator
Remote Learning Center Facilitator
Remote Learning Center Part Time Tutors (6 positions)
IT Help Desk/Desktop Assistant (2 positions)
- AT **John Lopez motioned to approve the hiring of all noted FTE's, seconded by Stephen Varela, with a unanimous vote by all members present and no discussion. Motion carried.**

Consent Agenda Items:

- a. Approve Board Meeting Minutes for September 15, 2020 – Lorrie Marquez
b. Approve of Bills and Payroll for August, 2020 – Jack Bay
c. Personnel Report—Shannon Behling
- AT **Cindy Ayala-Cooper motioned to approve the consent agenda items and seconded by Angela Giron with a unanimous vote by all members present and no discussion. Motion carried.**

Informational Items:

- a. AP 5100 Criminal Background Check
b. AP 5250 Standards of Conduct
- I Board members were encouraged to review the AP's; Board approval is not required.

Discussion Items:

- a. Board Member Comments and Activities
- I Steven Trujillo thanked Loretta Cruz and the staff for quickly changing the Board Meeting to a virtual meeting. John Lopez thanked Jack for all his work on the refinancing and the work to the campus and sports facilities.

Future Agenda Items

I No items were discussed

8:16p.m. Adjournment

AT **Angela Giron moved to adjourn the meeting, seconded by Stephen Varela with a unanimous vote by all members present. No discussion. 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