



K-12 PREPARATORY ACADEMY

**CHPA BOARD RETREAT AND REGULAR MEETING MINUTES**  
**DPHH Cafeteria**  
**Saturday, May 8, 2021 – 8:30AM to 2:30**

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**Meeting Date: Saturday, May 8, 2021**

**Recorded by: Lorrie Marquez**

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

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

**Absent:** Cindy Ayala-Cooper

**Faculty and Higher Education Representatives (Ex-Officio Members):** Lisa Kogovsek, Gerri Salazar and Dr. Derek Lopez (Derek left meeting prior to regular Board Meeting was called to order)

**Absent:** Maeve Garvey and Maria de la Cruz

**Others Present:** Dr. Richard Durán, President/CEO; Jack Bay, CBO; Karen Ortiz, CAO; Fred Segura, DPHH Principal; Brian Dale, ECMS Principal; Yolanda Ortega, CCA Principal, Kelly Cox, Executive Director Student Services; Nick Angiocchi, HR Coordinator; Loretta Cruz, IT Director; and Charles Roldan, IT Help Desk Assistant

**Guests:** Brad Miller, Miller Farmer Law

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The Board Retreat was call to order at 9:00AM by Board President, Steven Trujillo

**Brad Miller**                      I            Mr. Miller gave a synopsis of the roles and responsibilities of Board members. He explained aspects of the Sunshine Law, CORA requests, how members should not “reply all” to any board emails and some legal implications Board members could be subjected to if they do not follow the bylaws. He also reminded Board Members that it is their sworn duty to support all Board decisions and they may request items to be placed on the regular meeting agenda. The President/CEO authorizes requests for legal input for school or board questions/issues, the Board President may speak to the organizations legal counsel. Brad will email Dr. Durán an updated outline that was presented to the Board.

**Board Self Evaluation**

**A. Board Survey Results**

I            Survey results including comments were distributed and reviewed by Board Members only. Based upon the information Board Members should communicate how they are participating in community events on behalf of CHPA, enhance the members visibility on campus, a suggestion of a Board Day on campus; be mindful of what is said at board meeting and attend the annual Charter School League Conference. Next year’s Board Goals will need to be determined.

**B. Consultation Council Survey Results**

I            Results were reviewed with no additional comment.

### C. Lessons Learned

- I Steven suggested a future study session to discuss a Board engagement plan to possibly include a Board Day, a plan for Board members to attend or volunteer at events and other suggestions of how the Board can interact with the students. John commented that student achievement rates reflect upon leadership of the organization including the board. Board involvement will be added to future Cabinet agendas, a list of events with calendar invitations will be emailed to the Board.

### D. Board Objectives for 2021-22

- D It was discussed that the Board should be informed of school operations, assessments and Board participation plan.
- I Dr. Durán congratulated Theresa Martinez, DPHH Counselor for obtaining her EdS Degree and Shannon Behling, Director of Human Resources for obtaining her MBA Degree.

## **Educational Master Plan 2016-2021**

### A. Goals Update

- I Dr. Durán reported that Goal 1's accreditation is in process; a site review date was requested but not yet confirmed. Work on Goal 2 to improve student success will be addressed in the 2021-2024 Strategic Plan. Goal 3 will be completed when the ECMS moves into the transition building fall 2022. Goal 4 has been enhanced by ESSER funds that must be used by 2025. Enrollment projections were discussed, the CBO is projecting the state will increase the PPR funding.

### B. Strategic Plan 2021-24 Data Process

- I Dr. Durán reported that a SWOC analysis was completed by the faculty/staff and the School Accountability Committee. A survey was sent to both parents and faculty/staff, the results reflect that the 4-day school week was not a major factor for parents, academic achievement is the number one priority. The staff survey results reflected that moving to a 5-day week would hinder staff retention. Dr. Durán reported the remote learning will not be offered at CCA for the 2021-22 school year; a remote option is being discussed for middle and high school students. John Lopez suggested having a study to review the 4-day school week, he provided 2016-19 CMAS research he collected with comparisons from other schools in the district.

### C. Strategic Plan Framework

- I The Board was given a handout of what the plan will include. Dr. Durán reviewed the components of the plan, once completed and approved by the Board quarterly updates will be given. Board Members participated in a SWOC Analysis to discuss the organization's strengths, weaknesses, opportunities and challenges. The Board also received a copy of the 2021-2024 Health & Wellness Strategic Plan 2021-24.

**CHPA BOARD MEETING MINUTES**  
**DPH Cafeteria – Streamed Online**  
**Saturday, May 8, 2021 1:30P.M.**

**Meeting Date: Saturday, May 8, 2021**

**Recorded by: Lorrie Marquez**

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

This CHPA Regularly Schedule Board of Directors’ Meeting was called to order at 1:30 p.m. by Board President, Steven Trujillo.

Roll Call of CHPA Board Members constituted a quorum.

**Executive Session 1:34p.m.**                    **AT**     **Stephen Varela moved to enter into Executive Session for discussion of personnel matters pursuant to CRS 24-6-402-4(f) seconded by John Lopez with a unanimous vote by all members present and no discussion. Motion carried.**

**Exit Executive Session 2:00p.m.**                    **AT**     **Stephen Varela moved to exit Executive Session, seconded by James Salazar with a unanimous vote by all members present and no discussion. Motion carried.**

**Open Session began at 2:04pm**                    Welcome and Pledge of allegiance was conducted by President, Steven Trujillo

**Roll Call for Faculty and Higher Representatives (Ex-Officio Members)**

**I**                    Lisa Kogovsek and Gerri Salazar were present.

**Public Forum**                    **I**                    No requests for public comment were reported.

**Modifications/Approval of Agenda**                    **I**                    No modifications to the agenda were required.  
**AT**                    **Stephen Varela motioned to approve the agenda as provided, seconded by James Salazar, with a unanimous vote by all members present and no discussion. Motion carried.**

**Finance Committee Report**                    **I**                    James Salazar reported on behalf of Committee Chair John Lopez as he was unable to attend the meeting; the committee reviewed the 2021-22 Budget and are recommending the Board’s approval; updates of the land purchase for the softball fields and transition building construction were discussed, committee members toured the softball/baseball fields and construction site.

**Review Items: President/CEO Report and Faculty Representative Reports**

**I**                    Board members were encouraged to read the reports provided in the meeting packet.

**Approval Items:**

2021-2022 Budget                    **AT**                    **Stephen Varela motioned to approve the budget as presented, seconded by John Lopez, with a unanimous vote by all members present and no discussion. Motion carried.**

FTE’s                    **AT**                    **Stephen Varela motioned to approve the requested FTE’s, seconded by James Salazar, with a unanimous vote by all members present no discussion. Motion carried.**

**Consent Agenda Items:**

1. Approve Board Meeting Minutes for April 13, 2021
2. Approve of Bills and Payroll for March, 2021
3. Personnel Report


**AT Stephen Varela motioned to approve the consent agenda items, seconded by James Salazar with an individual unanimous vote by all members present and no discussion. Motion carried.**

**2:09p.m. Adjournment**

**AT Stephen Varela moved to adjourn the meeting, seconded by James Salazar with a unanimous vote by all members present and no discussion. Motioned carried.**

Prepared by:   
Lorrie Marquez, Executive Assistant

Date: 4/8/21

Verified by:   
Angela Girou, CHPA Board Secretary

Date: 6-8-2021