



Meeting of the Board of Directors

Minutes
August 24th, 2011

1. Call to order

Dr. Charles J. Keffer, Board Chair, called the regular meeting of the Academia Cesar Chavez Board of Directors to order at 5:03 p.m. on August 24th, 2011 held at 1800 Ames Avenue, St. Paul, MN, 55119.

2. Welcome and Role Call

The following Board Members were present for the meeting: Dr. Charles Keffer, (Chair); Mark Ahrens, (Treasurer) Jennifer Villella, (Teacher); Elizabeth Rodriguez, (Teacher); Rudy Avina, (Teacher); Dr. Cindy Garcia, (Community); Armando Camacho, (Community).

The following members were absent: Dr. Louis Mendoza, (Secretary); Juan Vazquez, (Parent); Jaime Aguilar, (Parent).

The following ex-officio Board Members, guests, and staff were in attendance for the meeting: Ramona A. de Rosales, Executive Director, (Ex-Officio); Janelle Dachtera, Sr. Executive Admin. Asst.

The following ex-officio Board Members were absent: Margarita Carmona, (Community); Kelly Regan (Community).

Action Items for Board Approval

3. Approval of Minutes for June 22nd, 2011

Dr. Charles Keffer asked if all Board Members had the opportunity to read the minutes for the June 22nd, 2011 meeting. Dr. Charles Keffer asked for a motion to approve the minutes. The first motion to approve the minutes was made by Elizabeth Rodriguez and the second motion was made by Jennifer Villella. The minutes for the meeting held on June 22nd, 2011 were approved by the Board of Directors.

4. Approval of Agenda for August 24th, 2011

Dr. Charles Keffer asked if all Board Members had the opportunity to review the agenda for the August 24th, 2011 meeting. Dr. Charles Keffer asked for a motion to approve the agenda. The first motion to approve the agenda was made by Rudy Avina and the second motion was made by Jennifer Villella. The agenda for the meeting held on August 24th, 2011 was approved by the Board of Directors.

5. Presentation by Kou Vang of JB Realty

Mr. Vang met with the Executive Board in July to discuss the services that JB Realty can provide to ACC in the area of future facility needs. He has toured the current school facility and has prepared a preliminary analysis of the current lease with Blessed Sacrament and also a spreadsheet outlining projected facilities needs based on future growth and program expansion. (See attached information which was handed out at the meeting) The spreadsheet

is based on a projection of \$1200 / per student Lease Aid. The feasibility of the plan was discussed regarding properties available to lease; Kou Vang noted that currently it is more cost effective to purchase and renovate than to build new. If the market did turn and we chose to build new, it may still be a challenge to find available acreage. Dr. Keffer noted that the Facilities committee will look at the data presented to verify the accuracy. Kou Vang works with a number of investors who provide financial assistance to charter schools. The next step is to fine tune the information he presented and then develop "guiding principles". Fee structure for the services was discussed and Mr. Vang will prepare a proposal to submit to the Board.

6. Review and Approval of ACC Staff List for 2011-2012 (Dr. Charles Keffer)

The Board was presented with the staff list for 2011-2012. There are 10 new staff members who are either replacing non-returning staff or filling new positions. There are 7 new teachers and 3 new Educational Partners. Dr. Keffer asked for a motion to approve the staff list. The first motion to approve the staff list was made by Dr. Cindy Garcia and the second motion was made by Armando Camacho. The staff list for 2011-2012 was approved by the Board of Directors.

7. Review and Approval of School Goals for 2011-2012 (Jennifer Villella)

Jennifer Villella reported that the recommendation is to keep the school goals for 2011-2012 the same as the previous year's goal. (See attached handout.) The NWEA test scores are available and a preliminary review of the scores shows increased student growth. The MCA scores are not available at present due to the state shutdown. Dr. Keffer asked for a motion to approve the school goals for 2011-2012 as presented. The first motion to approve was made by Dr. Cindy Garcia and the second motion to approve was made by Rudy Avina. The school goals for 2011-2012 were approved by the Board of Directors. Dr. Keffer commented that the goals should be brought to the Academic Program Committee.

8. Revision of PTO Policy for Teachers (Dr. Charles Keffer)

The previously revised wording for the PTO policy was reviewed by ACC's legal advisor who suggested a revision (See attached handout.) The Executive Committee has reviewed the suggested revision and recommends that the Board approve it. Dr. Keffer asked for a motion to approve the revision to the PTO Policy. The first motion to approve was made by Armando Camacho and the second motion to approve was made by Elizabeth Rodriguez. The revision to the PTO policy was approved by the Board of Directors.

9. Employee Handbook (Dr. Charles Keffer)

A copy of the revised handbook was not provided to the full Board previous to the meeting as it was still under final review. (Copies were available at the meeting.) This final draft has been under review for over a year and it has been reviewed by HR manager, Executive Director, Sr. Exec. Admin. Asst. and ACC's Legal Advisor and the Executive Committee. The Executive Committee has reviewed the final draft and is recommending that the Board approve it. Dr. Keffer asked for a motion to approve the Employee Handbook. The first motion to approve was made by Rudy Avina and the second motion to approve was made by Jennifer Villella. The Employee Handbook was approved by the Board of Directors.

10. Revision of Fund Balance Policy (Dr. Charles Keffer)

Judith Darling of BKD&A sent information about a change in the State statutes regarding fund balance policies. She also provided an example from another school and it has been personalized to ACC. Our current Board-approved fund balance is 20-25%, and the recommendation is 30-35%. The Executive Committee has reviewed this information and believes that more details are needed and suggests to the Board that no action be taken to revise our current fund balance at this time.

Discussion Items and Committee Updates

11. ACC Building Company (Dr. Charles Keffer)

Judith Darling received the notice regarding the expired tax status of the ACC Building Company. No returns have been filed since the company was set up. The Executive Committee is recommending that no further action be taken on the re-instatement until there has been further deliberation regarding future facility needs. If the decision is made to build in the future, we may need to re-instate the company but there is no advantage to doing this now. Mark will look at the IRS 1023 form that is required to be filed and update the Board.

12. Review Committee Assignments (Dr. Charles Keffer)

Dr. Keffer reviewed the suggested committee assignments with the Board. Armando will remain on the Resource Development Committee and Dr. Keffer will be the chair. Mark will no longer be on the Annual Meeting Committee, but Dr. Cindy Garcia will chair that committee. It was suggested to invite other staff members to serve on committees; however teachers are already on several academic committees. The Board agreed that for the upcoming year the structure of committee meetings will remain the same: the Resource Development and the Academic Program Committees will meet on alternate months at 5 pm prior to the regularly scheduled Board meetings. The Academic Program Committee will meet in September. The Facilities Committee will meet at another time, to be scheduled.

13. Board Sub-Committee Reports

a. Facilities

The portable project has taken longer than hoped for due to permits, contractor delays and some weather delays. We hope to have the Certificate of Occupancy by this Friday. It was also discovered that the units are not new as promised. The salesperson said the decision to send used units was made in the IMS home office. A new lease will be prepared to reflect the cost of leasing used rather than new units. Also, due to the delay in receiving the occupancy permit, IMS is contracting and paying for professional cleaning and moving services. They will also be crediting us for the building lease portion of the August payment. As part of the projects funded by the Lease Addendum, new fencing is being put up around the playground areas, and other renovations to the building have been made including student bathrooms and the Special Ed room. We also received a grant from Lowes' to install a new slide. Dr. Keffer and Ramona had a phone conversation with Tommy Espinoza and 2 other

staff members from La Raza Development regarding our current lease and general plans for the future. They indicated that La Raza Development could be available for technical planning assistance and possibly assist with funding in the future.

b. Resource Development Committee

Armando reported that the next step will be to ask someone from the St. Paul Foundation to come in and talk about what funding options are available to charter schools.

c. Academic Program Committee

There was a follow-up meeting with Joyce Preschool and more information will be available on that at a later date.

d. Finance Committee

Mark reported that BKD&A is currently involved in the Audit and Judith reported that it is going well. Mark also reported on the June 30th, 2011 Financials. The fund balance is higher than was estimated and this is due to several factors such as receiving unanticipated income from the Federal Jobs Fund, decreased spending in some areas, and a better identification of ELL students. The 40% holdback is likely to continue for the foreseeable future. ACC will be receiving 16 state aid payments from July through February, and then no payments from March through June. The fund balance and Line of Credit may not need to be used during the months when no payments are received. Judith will be preparing a cash flow analysis for this fiscal year and get back to the Board with that information.

14. Other Board and Staff Reports

a. UST Report (Ramona A. de Rosales)

Ramona reported that UST gives positive feedback on the reports. Dr. Keffer noted that it was a good report.

15. Announcements

No announcements

16. Upcoming Events

Elizabeth Rodriguez reported that New Parent Orientation will be August 31st, and Back to School Night is September 1st. September 15th will be Opening Ceremonies and also Mexican Independence Day Celebration at 10 a.m. Teachers are making home visits. Enrollment is down a bit, especially in K and 6th grades. K is down partially due to the change in the enrollment policy age requirement. Some of the teachers are also helping out with student recruitment.

17. Public Comments

18. Next Board Meeting: September 28th, 6 p.m.

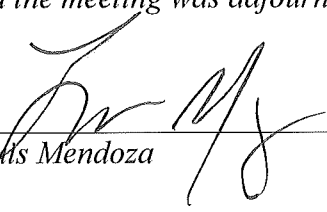
25. Adjournment

Dr. Charles Keffer called for a motion to adjourn the meeting. The first motion was made by

Dr. Garcia and the second motion was made by Rudy Avina. The motion to adjourn was approved by the Board, and the meeting was adjourned at 7:14 p.m.

Board Secretary

Dr. Louis Mendoza



Date:

1/7/12