



Board of Directors Meeting Minutes

February 23, 2022

- I. Call to Order
 - A. The regular meeting of the Academia Cesar Chavez Board of Directors was held via Zoom call.
 - B. The meeting was called to order at 5:05pm by Dr Jessica Lopez Lyman (Chair).
 - II. Welcome and Roll Call
 - A. Board members present: Dr. Jessica Lopez Lyman (Chair), Dr. Osiris Gomez (Secretary), Cmdr John Lozoya (Treasurer), David G Stanton (Community), Mark Ahrens (Community)
 - B. Board members absent: Enrique Estrada (Community)
 - C. Staff and guests in attendance: Norma Garces, Marita Moran-Wildenauer, Martha Dominguez, Diana Morales-Carlson, Lucinda Costilla, Raquel Arismendez
 - III. Recite ACC Mission Statement
 - A. *Academia Cesar Chavez is dedicated to providing a quality dual-language education that prepares critically thinking, socially competent, values driven, and culturally aware bilingual and bi-literate learners by advocating Latino cultural values in an environment of familia and community.*
 - IV. Grounding and Check-in
 - A. All those present each check in with a personal anecdote.
 - V. Public Comment Forum
 - A. No public comment was submitted to the board.
- Action Items for Board Approval
- VI. Approval of Agenda
 - A. David moves to approve the agenda for the February 23, 2022 board meeting. Mark seconds the motion. The motion carries unanimously.
 - VII. Approval of Minutes
 - A. David moves to approve the minutes from the January 26, 2022 board meeting. Mark seconds the motion. The motion carries unanimously.
 - VIII. Annual Meeting Date Revision

- A. Ms. Norma asked that the annual meeting be moved to May. The date change would allow the meeting to be held outside if the weather permits as well as getting more families involved. Mark mentioned that May is a busy month at ACC so that would be his only objection. Ms. Dominguez stated that ACC will not be attending the 5 de Mayo parade this year and other celebrations such as Mother's Day, are review. Due to these changes, we would not have many events at ACC in May like in years past.
 - B. Dr. Lopez Lyman proposed the Annual Meeting date be changed to Friday, May 20th at noon. Mark moves to change the date of the Annual Meeting to May 20th with a backup date of May 27th. David seconds the motion. The motion carries unanimously.
- IX. Prospective Board Member
- A. Dr. Lopez Lyman met with prospective board member Analita Silva. Analita has experience working with the latino community and serving on a board. Dr. Lopez Lyman mentioned that due to Analita's current school schedule, she is unable to meet on Wednesdays. Dr. Lopez Lyman proposed that we temporarily move board meetings to Thursdays to accommodate her schedule.
 - B. David moves to appoint Analita Silva as a board member through the Annual Meeting where she will then be up for election. Mark seconds the motion. The motion carries unanimously.

Discussion Items

- X. MACS Day at the Capitol
- A. Part of the responsibilities of the school board is to lobby. Dr. Lopez Lyman encouraged board members to reach out to the legislative representatives and advocate for Academia Cesar Chavez. Board members were asked to email and/or call on March 9th. If you are able to attend in person, please do so. Dr. Lopez Lyman also shared an email from Eugene at the Minnesota Association of Charter Schools (MACS), if anyone has a story to share, please send it to Dr. Lopez Lyman or directly to Eugene.
- XI. Executive Committee
- A. Handbook & Policy Audit
 - 1. There is a lot of work to be done to the current handbook. The board will review and approve the handbook at a later date. The Executive Committee is also reviewing all ACC policies.
 - B. Research Policy
 - 1. The Executive Committee is working on a Research Policy. ACC has received research requests in the past but does not currently have a

policy in place to address these requests. The board recognizes that students and staff privacy and information has to be protected.

2. There were some revisions to the Research Policy proposed. Draft revision to item 1. "Researchers must submit a research proposal in writing and meet with the Executive Director who will approve the project. The Executive Director has the authority to revoke approval at any time."
3. Draft revision to item 11. "The final version and/or product of the research will be made available to the Executive Director, at no cost, within thirty days of finalization and/or publication. Prior to any publication, a summary review will be conducted by the Executive Director. Publication will not occur without formal approval of the Executive Director."
4. Mark moves to approve the Research Policy with the modifications discussed. John seconds the motion. The motion carries unanimously.

C. Core Values

1. The Executive Committee proposed to change the core values of the school and have been in discussion with the school founder Ramona Rosales about the changes. The committee proposed we change the core values to Identity, Solidarity, Intellect and justice. Ms. Norma stated that our core values will be in sync with El Colegio since we are working with them. Ms. Norma will present a proposal in March about what the school will look like next year with this new partnership and the changes.
2. Mark moves to change the Core Values to: Identity, Solidarity, Intellect and Justice. David seconds the motion. The motion carries unanimously.

D. Board Meeting Calendar Revision

1. Mark moves to change the current board meetings to Thursdays and revisit the Board of Directors Calendar as needed. David seconds the motion. The motion carries unanimously.

XII. Finance Committee Update

- A. Dr. Lopez Lyman reviewed the Financials through January 31st. She shared that we originally set a budget for 450 ADM. Actual for January is 514 ADM. We have a very large fund balance: 36% however, we would like to stay in the 20% range. We also have a healthy cash balance. Mark stated that the 36% fund balance could also be due to extra funding ACC received due to the pandemic.

- B. Ms. Norma stated that we have ESSER funds that were all being spent this year when these funds are supposed to have been spent over 3 years. She also stated that we are 97 students short of our capacity. The building also needs major repairs over the summer and once we divide the ESSER funds over 3 years, the fund balance will not be as high. Furthermore, ACC will also need to hire a Head of Middle School and Academic Director.
- C. Although there were concerns brought up about BerganKDV, ACC will continue to remain with them. Upon conferring with other Executive Directors, it was discovered that multiple schools are having issues with their firms, and BerganKDV has actually been more responsive than others. However, Ms. Norma would like to propose a new auditor: MMKR. MMKR will hold both ACC and BerganKDV accountable and if issues arise, they will pinpoint where this issue came from. Ms. Norma will present the MMKR contract at a future board meeting for approval.

XII. Executive Director Update

A. Authorizer

- a. St. Thomas, our authorizer, conducts two site visits per year. We send quarterly reports to our authorizer and now have a new Program manager: Terry Moffatt.

B. Enrollment

- a. Ms. Norma would like to propose that we reduce class sizes in middle school for next year. We will only accept current 5th graders going into 6th grade and not accept anymore due to staffing shortages. Ms. Norma would also like to Propose that we change the capacity from 75 to 60 students. This proposal will be added to the March Board of Directors agenda. Ms. Norma will confer with BerganKDV about separating the budget from middle school and elementary.

C. Parent Meetings

- a. Ms. Norma has been holding several meetings per month with parents. These meetings include sharing information about clinic dates, important days coming up, and the dual immersion program. Meetings take place from 6-7pm in English and 7-8pm in Spanish. We have more parents attending now than at the beginning when we started these meetings.

D. Staff Development

- a. We have staff development coming up for our Teachers of Color grant that will include teachers of color and educational partners. This staff development will be done with El Colegio. Boundaries and mandatory reporting training have also

taken place. One level of concern is that a lot of staff don't know they are mandatory reporters. We are taking care of this moving forward.

E. Staff Morale

- a. February 14th was A Day Without an Immigrant. All of our staff with the exception of 10 people requested PTO on this day. Ms. Norma is asking the board to forgive the PTO day and give the staff that participated a "snow day." One of our values is solidarity and we want to show that to our staff by having their PTO forgiven. Mark stated that we should grant another PTO day to staff rather than calling it a snow day. Dr. Lopez Lyman stated that Staff that did come in to work should not be given another PTO day. Ms. Norma will confer with HR as to what is the most appropriate way to do this and be fair to all. This is tabled for the March board meeting.

XIII. Announcements

- A. No announcements made.

XIV. Next board meeting is scheduled for March 24, 2022 at 5pm via Zoom.

XV. Meeting Adjournment

- A. John moves to adjourn the meeting. Mark seconds the motion. The meeting adjourned at 7:10pm.

Board Secretary: _____ **Date:** _____