



Board of Directors Meeting Minutes

Thursday, December 1, 2022

I. Call to Order

- A. The regular meeting of the Academia Cesar Chavez Board of Directors was held at 1801 Lacrosse Ave, Saint Paul MN, 55119
- B. The meeting was called to order at 5:14pm by Dr Jessica Lopez Lyman (Chair).

II. Welcome and Roll Call

- A. Board members present: Dr Jessica Lopez Lyman (Chair), Cmdr John Lozoya (Secretary), Mark Ahrens (Treasurer), Maria Vallejo (Community), Diana Lopez-Diaz (Teacher), Carlos Mariani (Community), Analita Silva-Evans (Community),
- B. Board members absent:
- C. Staff and guests in attendance: Norma C. Garcés (Executive Director), Mardi Dominguez (Family & Community Director), Raquel Arismendez (Project Manager), Alex Vitrella and Danyika Leonard (Education Evolving), Terry Moffat (University of Saint Thomas),

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. Maria moves to approve the agenda for the December 1, 2022 board meeting. Diana seconds the motion. The motion carries unanimously.

VII. Approval of Minutes

- A. Analita moves to approve the minutes from the October 27, 2022 board meeting. Maria seconds the motion. The motion carries unanimously.

Discussion Items

VIII. UST Site Visit Report

- A. Terry Moffat shares that the UST site visit went really well! The site visit team met with parents, students, teachers, school leadership, and board members. They conducted classroom observations and also ate tamales for lunch with the parent group. A consistent message that was shared in every single focus group was a prevailing, very positive feeling of community. The team said it was obvious that a lot of work was being done in a lot of different areas. Terry shares the next steps involve UST sending a draft evaluation to ACC by December 16.

IX. Enrollment Update

- A. Ms Norma shares a concern of hers is gentrification and its effect on the community, most of the families we are losing is due to housing insecurity. She asks the board if they may have someone in their network who works with housing trends, as it seems many ACC families are moving to the Little Canada area. Despite spending \$52,000 a month on busing, we may need to consider expanding bus routes, however the trend in general can be difficult to track at times because there are some children absent from school for several days in a row due to illness.

X. October Financial Statement

- A. Mark shares that the current fund balance is about 4 million dollars, which we need to look at bringing that down to at least 30%
- B. Ms Norma shares that some of the fund balance overage could be used towards building maintenance and repairs.

XI. FY22 Audit

- A. No one from Abdo attended the meeting to present the audit.
- B. Jessica states that the board will have a special session to approve the audit prior to December 30, as the audit report in the board packet is a draft. Jessica requested a written statement from BerganKDV that would explain the situation with the delays in the audit process, however no written statement was provided.
- C. Carlos made the observation that we have not had an active finance committee for some months, so the onus of the burden is not on the board chair for consistent back and forth with the auditors. We may not be the only ones in this position as a charter school. Jessica agrees and asks for more board members to join the finance committee.
- D. Ms Norma shares that Terri Privette has joined the team at ACC, and a significant part of her job is managing the relationship with the financial service provider, and can support the work of the finance committee.
 - 1. Ms Norma also shares that we have at least six staff absent every single day, so the Human Resource needs are very heavy right now, and we continue to have interviews every week. The Heads of School have subbed for various classrooms for 22 days so far. The lack of staff is only

increasing feelings of burnout, and this is a challenge for any school. The fact that there is a shortage of staff has had a huge impact on the building overall.

2. We need to continue to improve our orientation and onboarding process to better support and retain staff. Much of the prior leadership has left, so a lot of institutional knowledge left with them.

- E. Carlos moves to accept the October Financial Statement. Diana seconds the motion. The motion carries unanimously.

XII. Strategic Planning

- A. Jessica thanks the facilitators today, and reminds the board that they are only in charge of governance, and that during the strategic planning it should stay at the “big picture” level.
- B. Alex and Danyika open with a land acknowledgement, and then share the seven principles of student-centered learning. The board takes a tour of the school, led by Ms Vanessa and a recent 8th Grade alum. The board then reflects on the building tour and how the physical space might incorporate the seven principles, or how they could be incorporated in the future.

XIII. Announcements

- A. The Ramona Arreguin de Rosales Endowed Lecture from Chicano Latino Studies on December 8 at UMN

XIV. Next board meeting is scheduled for January 26, 2023 at 5pm.

XV. Meeting Adjournment

- A. Maria moves to adjourn the meeting. John seconds the motion. The meeting adjourned at 7:30pm.

Board Secretary: _____ **Date:** _____