



Meeting of the Board of Directors

Minutes

August 27, 2014

1. Call to order by Board Chair

Dr. Charles J. Keffer, Board Chair, called the regular meeting of the Academia Cesar Chavez Board of Directors to order at 6:01 p.m. on August 27, 2014 held at 1800 Ames Avenue St. Paul, MN.

2. Welcome all in attendance by Board Chair

The following Board Members were present for the meeting: Dr. Charles Keffer (Chair); Mark Ahrens (Treasurer); Rita Garcia (Community); Nate Johnson (Community); Elizabeth Rodriguez (Teacher); Jennifer Villella (Teacher); Armando Camacho (Secretary)

The following Board Members were absent: Melissa Bolle (Parent); Felipe Illescas (Parent);

The following ex-officio Board Members, staff and guests were present for the meeting: Ramona A. de Rosales (Executive Director); Martha Dominguez (Family and Community Director); Hernan Moncada (Principal); Katie Avina (Executive Lead Associate); Jillian Emerson (Sr. Executive Administrative Assistant); Janelle Dachtera (Administrative Assistant), Tom Sanchez (Guest)

Action Items (for Board Approval):

3. Approval of Minutes for June 18, 2014 Board Meeting (Dr. Charles Keffer)

Dr. Keffer asked if all Board Members had the opportunity to review the Minutes from the June 18, 2014 meeting and asked for a motion to approve the Minutes. The first motion was made by Dr. Charles Keffer and the second motion was made by Rita Garcia. The Minutes for the June 18th meeting were approved by the Board of Directors.

4. Approval of Agenda for August 27th, Board Meeting (Dr. Charles Keffer)

Dr. Keffer asked if all Board Members had the opportunity to review the Agenda for the August 27th, 2014 meeting and asked for a motion to approve the Agenda. The first motion to approve the Agenda was made by Nate Johnson and the second motion was made by Jennifer Villella. The Agenda for the meeting held on August 27th, 2014 was approved by the Board of Directors.

5. Appointment of New ACC Board Member, Linette Manier (Dr. Charles Keffer)

The Executive Committee reviewed and nominated Linette Manier for appointment to the Board of Directors per Mark Ahren's suggestion. Ramona A. de Rosales stated that she had the privilege to meet with her and feels that she will be a real asset to ACC. Although she wasn't in attendance, Dr. Charles Keffer indicated that Linette Manier will be in attendance at future meetings. Dr. Charles Keffer also mentioned the consideration to nominate her as Chair of the Program committee. The first motion to approve the appointment of Linette Manier was made by Mark Ahrens and the second motion was made by Armando Campacho. The appointment of Linette Manier to the ACC Board of Directors on August 27, 2014 was approved by the Board of

Directors.

6. Appointment of Board members to the ACC Building Company - Tom Sanchez (1 year term), Mark Ahrens (2 year term), Dr. Charles Keffer (3 year term).

Dr. Charles Keffer announced that ACC received approval for a reinstated 501 (c) 3 designation for the ACC Building Company with support from the ACC Executive Director and Amy Klobuchar's office. Dr. Charles Keffer reviewed the bylaws of the ACC Building Company, noting that Building Committee Directors are appointed by the ACC and can be removed at any time. Dr. Charles Keffer shared that Tom Sanchez was very involved in the original ACC formation and will provide valuable input in the property acquisition. The ACC Board is asked to appoint Tom Sanchez, Mark Ahrens and Dr. Charlie Keffer to the board of the ACC Building Company. The first motion was made to approve the appointments of Board members to the ACC Building Company by Jennifer Villella and the second motion was made by Rita Garcia. The appointment of Tom Sanchez, Mark Ahrens and Dr. Charles Keffer to the ACC Building Company on August 27, 2014 was approved by the Board of Directors.

7. Approval of the Resolution of the Board of Directors (Dr. Charles Keffer)

(See Attached)

Resolution 1. Approval of the Project.

Resolution 2: Engagement of Architect.

Resolution 3. Engagement of Legal Counsel. The Resolution includes the engagement of Craig Kepler, Lindquist & Vennum as bond counsel. Dr. Charles Keffer noted that Craig has experience in providing bond and legal counsel to other charter schools in forming their own building company for acquisition.

Resolution 4. Engagement of General Contractor. ACC will engage Rochon contractors as the general contractor for the project.

Resolution 5. Engagement of as Underwriter. ACC will engage Piper Jaffray as underwriter to assist ACC with obtaining financing for the Project.

Resolution 6. Declaration of Official Intent.

Resolution 7. Ratification.

The first motion was made to approve the Resolution of the Board of Directors was made by Nate Johnson and the second motion was made by Mark Ahrens. The Resolution of the Board of Directors was approved on August 27, 2014 by the Board of Directors.

8. Approval of \$2.5 million purchase agreement regarding Blessed Sacrament site. (Dr. Charles Keffer)

Dr. Charles Keffer emailed the Board of Directors and a majority expressed agreement in authorizing a \$2.5 million comprehensive purchase offer for the Blessed Sacrament site. Dr. Charles Keffer also noted that he was told other parties were interested. The site is considering the agreement and Dr. Charles Keffer would need to sign and date it, in order to make it official. Betty Rodriguez made the first motion to approve the purchase agreement and the second motion was made by Armando Campacho. The \$2.5 million purchase agreement of the Blessed Sacrament site was approved on August 27, 2014 by the Board of Directors.

9. Approve revised ACC Enrollment Policy (Ramona A. de Rosales)

Ramona A. de Rosales asked the Board of Directors to respectfully consider student enrollment policy changes after receiving input from MDE Commissioner Cindy Murphy. The changes would provide increased flexibility with student enrollment (1b), acknowledge and encourage the historical enrollment of children of ACC staff (1d), and adhere to new legislative guidelines for PreK (3a).

Rita Garcia made amotion to approve deletion of 1d.

After extended discussion the original motion was seconded.

A vote by show of hands was that 5 approved and 1 opposed. The motion to eliminate policy 1d was carried.

Discussion Items and Committee Updates:

10. Board Sub-Committee Reports/Other Reports

a. Executive Committee (Dr. Charles Keffer)

Dr. Keffer noted that the Executive Committee had reviewed all items considered earlier and had approved the by-laws of the ACC Building Company.

b. Academic Program Committee (Dr. Charles Keffer)

The Program Committee had met earlier at 6:00pm and carried over topics from last year. Teacher recruitment efforts resulted in 39 new total staff. There is 1 visiting teacher from Mexico through the MDE exchange program. Dr.Charles Keffer noted that there is a significant amount of work to be done with continued hiring and getting them oriented with the mission. There was discussion on the large amount of new staff and what is being done to create a sense of community to help with retention. Ramona A. de Rosales noted that we have an increase of diversity, with 44% of teachers being bilingual and Latino. This allows ACC to implement the dual language program.

c. Facilities Committee (Dr.Charles Keffer)

Prepared to move forward if the purchase agreement is agreed to. Dr.Charles Keffer noted that an agreement would generate more work and he will keep everyone informed.

d. Finance Committee (Mark Ahrens)

No change reported. Dr.Charles Keffer mentioned there is continued work on fiscal audit.

e. Resource Development Committee (Rita Garcia)

Rita Garcia distributed a survey to test capacity and purpose in ways a person would be able to assist the Resource Development committee. The September meeting will be the first meeting of this subcommittee, at which time an approach will be decided on.

Other Reports

- a. Quarterly Report (Ramona A. de Rosales) Executive Director presented the July quarterly report and encouraged the Board of Directors to read.
- b. Executive Director Update (Ramona A. de Rosales)
 - Ramona A. de Rosales reported the legislation she worked on to address the needs of English Language Learners known as the MN LEAPS Act, or ELL bill has

been embedded into the World's Best Workforce Plan in order to implement. Each district must develop a plan that addresses the following five goals:

1. All children are ready to start Kindergarten
 2. All third-graders can read at grade level.
 3. All achievement gaps between students are closed.
 4. All students are ready for career and/or postsecondary education.
 5. All students graduate from high school
- Dr. Leslie and Ron Reese were here August 20-24th to provide professional development for all staff on our program for English Language development and Spanish Language development for our teachers. In addition, they gave feedback and input on:

World's Best Work Force: The Executive Leadership Team and Executive Director met with Dr. Leslie and Ron Reese for input on how to best meet the school performance measures for the October 1st annual report deadline, by further defining the scope of the strategic plan to ensure compliance. Through the meetings they were able to identify performance measures ACC currently has in place that would satisfy the requirements of closing the achievement gap for all students. Most importantly, ACC established the areas where specific ELL differentiation in their long term strategic plan is needed.

Staffing: they worked with ACC on how to strategically meet the needs ACC has for instructional coach, and other lead projects such as QComp and STEP coordinator.

PreK Program: They helped ACC with the structure and design of the PreK program and staffing needs to deliver the program

McKnight Evaluation: Ramona A. de Rosales reported that McKnight recently described an evaluation framework, in which ACC needs to participate and discussed this with Dr. Leslie Reese to receive her input as well. Ramona A. de Rosales noted the challenge of coordinating 3 similar evaluations.

- October 1st the annual report and WBWF Plan are due.
 - Parent Aware: ACC received a 4 star out of 4 stars for best practices in PreK. This score will help us receive scholarships for PreK ACC students.
 - Safe & Supportive Schools Act (aka anti-bullying policy) Cindy Lavorato is reviewing our current policy in order for us to be compliant with new legislation requirements.
 - ACC applied to receive the Title PreK Grant of \$5,000. If received, ACC will match \$5,000 out their budget.
- c. Academic Update (Hernan Moncada)
- Dr. Charles Keffer made the first motion for Hernan Moncada to be the SIP Coordinator and the second motion was made by Nate Johnson. Hernan Moncada was approved by the Board of Directors as the SIP Coordinator.
- d. Family and Community Update (Mardi Dominguez)
- During the summer ACC began a 6 week program, committed to delivering a 4 week parent workshop that offered child care to 37 students. Families that attended the program were encouraged to visit the St. Paul Farmer's Market on weekends, parents were provided tokens by the Freedom summer school. The

