

Meeting of the Board of Directors
Minutes
September 26th, 2018

DRAFT

1. Call to order

Dr. Charles Keffer, Board Chair, called the regular meeting of the Academia Cesar Chavez Board of Directors to order at 5:03 p.m. on September 26th, 2018, held at 1801 Lacrosse Avenue, Saint Paul, MN.

2. Welcome

The following Board Members were present for the meeting: Dr. Charles Keffer (Board Chair); Mark Ahrens (Treasurer); Dr. Jessica Lopez Lyman (Secretary); Elizabeth Rodriguez (Teacher); Vanessa San Jose (Teacher); Juan Vazquez (Community); Luis Iglesias (Community); Christian Guerrero (Parent); Carolina Ziemann (Parent).

The following Board Members were absent: Commander John Lozoya (Community); Dexter Yee Yick (Community).

The following staff and guests were present for the meeting: Bondo Nyembwe (Executive Director); Bart Johnson (Principal); Mardi Dominguez (Family and Community Director); Katie Avina (Director of Internal Affairs).

3. Recite Mission Statement

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.

Action Items (for Board Approval):

4. Approval of Agenda for September 26th, 2018 Board Meeting (Dr. Charles Keffer)

The first motion to approve the agenda was made by Juan Vazquez and the second motion was made by Dr. Jessica Lopez Lyman. The Agenda for the meeting held on September 26th, 2018 was approved by the Board of Directors.

5. Approval of Minutes for August 22nd, 2018 Board Meeting (Dr. Charles Keffer)

The first motion to approve the Minutes was made by Betty Rodriguez and the second motion was made by Mark Ahrens. The Minutes for the meeting held on August 22nd, 2018 were approved by the Board of Directors.

6. Approval of the ACC Crisis Plan

The first motion to approve the ACC Crisis Plan was made by Luis Iglesias and the second motion was made by Vanessa San Jose. The ACC Crisis Plan was approved by the Board of Directors with the suggested edit to replace specific names of staff in the plan with position titles.

7. Approval of Executive Director and Principal Succession Plan

The first motion to approve the ED and Principal Succession Plan was made by Betty Rodriguez and the second motion was made by Mark Ahrens. The Executive Director and Principal Succession Plan was approved by the Board of Directors.

Discussion Items and Committee Updates:

8. Board Sub-Committee Reports

a. Resource Development Committee (Bondo Nyembwe)

Christian Guerrero provided an update for the Resource Development Committee. The committee met and set fundraising goals for the 2018-19 school year. The first motion to approve 100% board member participation in fundraising was made by Betty Rodriguez and the second motion was made by Mark Ahrens. The ACC board of directors approved 100% board member participation by the November board meeting – November 28th, 2018.

b. Executive Committee (Dr. Charles Keffer)

Mr. Nyembwe presented his Executive Director goals for 2018-19 to the executive committee. The goals will be shared with the full board at the October board meeting. Mr. Nyembwe updated the committee on the family handbook, teacher mentor program and teacher evaluation. The family handbook was handed out to new families and will be posted on the website as well. New teachers to ACC will get a mentor and mentors will receive two trainings per year. ACC is looking into the Charolette Danielson evaluation for PreK teachers. ACC has started a co-ed Volleyball team this year.

Mr. Nyembwe discussed the 2018 Northstart rating for ACC. ACC has applied for the MDE School Safety grant and will apply for the Impero School Safety grant due on September 29th. ACC met with Connie Foster from Minnesota Department of Public Safety and accessed areas around the school that needed improvement. Minnesota Public Radio will provide support to ACC by sending violin musicians to help with the music. Lastly, Mr. Nyembwe updated the committee on the Dual program.

c. Academic Program Committee (Bart Johnson)

Mr. Johnson gave updates about the primary and secondary goals from UST as well as the 2018-19 school wide goals. Mr. Johnson updated the board on the PreK program and Middle School. The committee reported on the outcomes of Summer School and discussed what the school is doing for social/emotional learning.

d. Facilities Committee (Dr. Charles Keffer)

Katie Avina reported that ACC is working with EnerChange to increase energy saving practices at ACC. Rochon will be working on the lighting in the Ramona Center. ACC has contracted with a company for cement work by the soccer field and parking lot entrance.

e. Finance Committee (Mark Ahrens)

Mark Ahrens reported that there was an investors call on September 26th.

9. Staff and Other reports

a. Executive Director Report (Bondo Nyembwe)

i. Gruz-Gusmanv. State of MN Case

The board of directors discussed the implications of this case.

ii. Enrollment Report

Ms. Dominguez reported that there are currently 541 Scholars.

iii. Tuition Remission Report

Mrs. Avina provided a summary report of the Tuition Remission program from the last three years.

iv. ACC Northstart Report

Mr. Nyembwe shared a power point reviewing the results of the 2018 Northstart Report, the Northstart System and where ACC rated for Math and Reading.

v. Summer school investment

Mr. Nyembwe announced that ACC invested about \$130,000 for summer school. Funds come from 21st Century and some will come out of General Funds. A report will be provided.

vi. Employee separation and release of employment

Mr. Nyembwe reported that the case has been resolved.

vii. New copiers

ACC has entered into a new State leasing contract for our copiers that will reduce our printing cost. There will also be a program installed to help track employee printing.

10. Announcements/Public Comment:

11. Upcoming Events:

- Professional Development – No School for Scholars – September 28th
- Literacy Night – October 11th
- MEA – No School for Scholars – October 18-19

17. Next Board Meeting: October 24th, 2018

18. Meeting Adjournment

Dr. Charles Keffer called for a motion to adjourn the meeting. The first motion was made by Mark Ahrens and the second motion was made by Dr. Jessica Lopez Lyman. The motion to adjourn was approved by the Board of Directors and the meeting was adjourned at 6:13 PM.

This meeting was conducted in accordance with MN Statutes 13D.01, Open Meeting Law.

Approved by Board and Signed by Board Secretary _____ Date _____

Dr. Jessica Lopez Lyman