

## Meeting of the Board of Directors

### Minutes

October 24<sup>th</sup>, 2018

1. **Call to order**

Dr. Charles Keffer, Board Chair, called the regular meeting of the Academia Cesar Chavez Board of Directors to order at 5:05 p.m. on October 24<sup>th</sup>, 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); Commander John Lozoya (Community); Christian Guerrero (Parent); Carolina Zieman (Parent).

The following Board Members were absent: 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); Jenna Stiegler (Senior Executive Admin Assistant).

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 October 24<sup>th</sup>, 2018 Board Meeting (Dr. Charles Keffer)**

The first motion to approve the agenda was made by Dr. Jessica Lopez Lyman and the second motion was made by Carolina Zieman. The Agenda for the meeting held on October 24<sup>th</sup>, 2018 was approved by the Board of Directors with the removal of item eight to accept the 2017-18 audit. This will be done at the November meeting.

5. **Approval of Minutes for September 26<sup>h</sup>, 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 John Lozoya. The Minutes for the meeting held on September 26<sup>th</sup>, 2018 were approved by the Board of Directors.

6. **Approval of Executive Director Goals 2018-19**

The first motion to approve the ED Goals was made by Mark Ahrens and the second motion was made by Betty Rodriguez. The ED Goals for 2018-19 were approved by the Board of Directors.

**Discussion Items and Committee Updates:**

7. **Board Sub-Committee Reports**

a. **Resource Development Committee (Bondo Nyembwe)**

Mr. Nyembwe reported for the Resource Development Committee. Mr. Nyembwe shared the current fundraising report. Mr. Nyembwe reported on grants that were applied for, expiring grants and new grants that will be applied for this year. The committee discussed CPC fundraising events, a partnership with Metro State, a Donor Wall and a Band fundraiser to take place at the end of January. The committee also discussed potential partnerships with

*Collèges and Universities, Latino Student groups, free PSAs from Radio stations and community businesses to promote events at ACC.*

**b. Executive Committee (Dr. Charles Keffer)**

*The Executive Committee met and discussed the ED goals for 2018-19 which were shared with the board. Mark Ahrens explained the September 2018 financials which will be shared during the Finance Committee report. Mr. Nyembwe gave an update on facilities. There was work done on the sidewalks by the soccer field and USA Futsol league is interested to rent the gym on Fridays and Saturdays. Mr. Nyembwe gave updates on grants that were applied for and new grants to be applied for. There is an open seat on the board as a board member has resigned from his position. Lastly, Mr. Nyembwe discussed salary adjustments for non-licensed staff are being reviewed.*

**c. Academic Program Committee (Bart Johnson)**

*Mr. Johnson presented F&P results for Fall 2018. The committee discussed professional development and support-professional development for modeling. The committee discussed interventions for different grades in middle school and how to improve interventions in middle school and elementary. Mr. Johnson presented AVMR Math and STAR Math results for Fall 2018.*

**d. Facilities Committee (Dr. Charles Keffer)**

*The facilities committee did not meet this month. Updates were shared in the executive committee report.*

**e. Finance Committee (Mark Ahrens)**

*Mark Ahrens reported on the September financials. He encouraged board members to review the Executive Summary. Because of a less than expected enrollment, modifications will need to be made on both the revenue and expense side. The budget will continue to be monitored with the expectation that the usual revision of the approved budget will occur in March 2019.*

**8. Staff and Other reports**

**a. Executive Director Report (Bondo Nyembwe)**

**i. Annual Report**

*The UST Annual Report was submitted to UST.*

**ii. Measures of Excellence**

*The senior leadership team is drafting a document that shows how and what we measure.*

**iii. Band Update**

*74 scholars are in the band. We received more instruments from Vega Productions.*

**iv. Violin**

*The relationship with MPR continues.*

**v. Enrollment Report**

*We have 547 scholars.*

**vi. Insurance Coverage**

*The insurance policies are renewed and we are getting a bid for Cyber Liability coverage.*

**9. Announcements/Public Comment:**

**10. Upcoming Events:**

- Conference Prep – No School for Scholars – November 2<sup>nd</sup>
- Evening Parent/Teacher Conferences = November 15<sup>th</sup> and 20<sup>th</sup>
- Conference Day – No School for Scholars – November 21<sup>st</sup>

– Thanksgiving Break – November 22<sup>nd</sup> – 23<sup>rd</sup>

**17. Next Board Meeting: November 28<sup>th</sup>, 2018**

**18. Meeting Adjournment**

*Dr. Charles Keffer called for a motion to adjourn the meeting. The first motion was made by Betty Rodriguez 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 6:10 PM.*

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

Approved by Board and Signed by Board Secretary \_\_\_\_\_

  
Dr. Jessica Lopez Lyman

Date 1/23/19