

Meeting of the Board of Directors

Minutes

November 28, 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 6:00 p.m. on November 28, 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); Elizabeth Rodriguez (Teacher); Vanessa San Jose (Teacher); Christian Guerrero (Parent); Carolina Ziemann (Parent); Dexter Yee Yick (Community).

The following Board Members were absent: Mark Ahrens (Board Treasurer); Dr. Jessica Lopez Lyman (Board Secretary); John Lozoya (Community); Juan Vasquez (Community).

The following staff and guests were present for the meeting: Bondo Nyembwe (Executive Director); Bart Johnson (Principal); Dennis Hoogeveen (CliftonLarsonAllen).

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 November 28, 2018 Board Meeting (Dr. Charles Keffer)**

No action taken due to lack of a quorum.

5. **Approval of Minutes for October 24, 2018 Board Meeting (Dr. Charles Keffer)**

No action taken due to lack of a quorum.

6. **Accept FY 2017-2018 Audit**

Dennis Hoogeveen, Principal from CliftonLarsonAllen, ACC's auditors, reviewed the results of the FY 2017-2018 audit. He noted that it was a clean audit with two minor issues, one involving late payment of some invoices and the other involving an incorrect categorization of a student for free lunch. He also noted that ACC had a strong general fund balance. The first motion to accept the audit was made by Carolina Ziemann. The second motion was made by Vanessa San Jose. The motion to accept the FY 2017-2018 audit was approved by the Board of Directors.

7. **Election of Board Member (Dr. Charles Keffer)**

The Board reviewed the resume of Mr. David Stanton. The first motion to elect Mr. Stanton to the Board was made by Betty Rodriguez. The second motion was made by Dexter Yee Yick. The motion to elect Mr. David Stanton as a Community member to the ACC Board was approved by the Board of Directors.

(Since there was quorum only for a portion of the meeting (from 6:00 p.m. to 6:15 p.m.) the balance of these minutes summarize Board discussion of various reports).

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 on February 22, 2019. ACC has received a \$15,000 grant from Farmers Insurance Company.

b. Executive Committee (Dr. Charles Keffer)

The Executive Committee met and heard a report from Mr. Nyembwe on his professional development activities thus far this year. The committee reviewed a draft for this year's Executive Director evaluation process. Several updates were provided on fundraising, enrollment and the upcoming UST site visit on December 12, 2018.

c. Academic Program Committee (Bart Johnson)

At its most recent meeting on November 15, 2018 the committee discussed the school's Multilingual (EL) program and the various After-School programs.

d. Facilities Committee (Dr. Charles Keffer)

The facilities committee did not meet this month. Mr. Nyembwe updated the Board on recent activities and follow-up from the Enerchange report. He noted that Fabcon has been apprised of a problem in the gymnasium wall.

e. Finance Committee (Mark Ahrens)

There was no report.

8. Staff and Other reports

a. Executive Director Report (Bondo Nyembwe)

i. V2020 Q1 Report

This report will be shared via e-mail.

ii. Measures of Excellence

Mr. Nyembwe shared the final version of this document developed by the leadership team.

iii. Basketball

Boys and Girls teams are being fielded this year with no new costs because of expenditures from last year.

iv. Enrollment Report

We are at 547 scholars currently but some pending changes will reduce the number to 546

v. Grant updates

SHIP funding has ended. This grant provided the school with lots of equipment for the sports programs. The deadline for the Extended Day learning application from MDE through the St. Paul Schools is December 15, 2018.

vi. Connection to Latino Community

Mr. Nyembwe reported on his contacts with Jimmy Patino from the U of M and Ruby Lee from CLUES.

vii. Organizational Growth

Mr. Nyembwe reported on several awards that have been implemented to recognize members of the teaching staff.

9. Announcements/Public Comment:

10. Upcoming Events:

- Professional Development - Early Release at 11:15 - December 21st
- Winter Break - No Staff or Scholars - December 24th - January 4th
- Professional Development - No Scholars - January 7th
- Martin Luther King Day - No School - January 21st

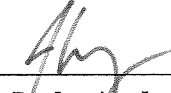
11. Next Board Meeting: January 23rd, 2019

12. Meeting Adjournment by Board Chair

The meeting was adjourned at 6:15 p.m.

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

Approved by Board and Signed by Board Secretary _____



Dr. Jessica Lopez Lyman

Date 1/23/19