



Meeting of the Board of Directors

Minutes

January 23rd, 2019

1. **Call to order**

Dr. Charles Keffer, Board Chair, called the regular meeting of the Academia Cesar Chavez Board of Directors to order at 5:06 p.m. on January 23rd, 2019 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 (Board Treasurer); Dr. Jessica Lopez Lyman (Board Secretary); John Lozoya (Community); Juan Vasquez (Community). Elizabeth Rodriguez (Teacher); Vanessa San Jose (Teacher); David G. Stanton (Community); Carolina Ziemann (Parent); Dexter Yee Yick (Community).

The following Board Members were absent: Christian Guerrero (Parent).

The following staff and guests were present for the meeting: Bondo Nyembwe (Executive Director); Katie Avina (Director of Internal Affairs); Bart Johnson (Principal); Marita Moran-Wildenauer (Assistant Principal); Jenna Stiegler (Sr. Executive Administrative 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 January 23rd, 2019 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 Ziemann. The Agenda for the meeting held on January 23rd, 2019 was approved by the Board of Directors.

5. **Approval of Agenda for November 28th, 2018 Board Meeting (Dr. Charles Keffer)**

The first motion to approve the agenda was made by Betty Rodriguez and the second motion was made by Mark Ahrens. The Agenda for the meeting held on November 28th, 2018 was approved by the Board of Directors in January because we do not have a meeting in December and we did not have a quorum in November.

6. **Approval of Minutes for November 28th, 2018 Board Meeting (Dr. Charles Keffer)**

The first motion to approve the minutes was made by Mark Ahrens and the second motion was made by Betty Rodriguez. The minutes for the meeting held on November 28th, 2018 was approved by the Board of Directors.

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

The first motion to approve the minutes was made by Mark Ahrens and the second motion was made by Carolina Ziemann. The minutes for the meeting held on October 24th, 2018 was approved by the Board of Directors.

8. **Approval of the revised 2018-19 Budget**

We are proposing an amendment to our budget primarily because our enrollment is lower than anticipated. Our original budget was based on an enrollment of 566 and our proposed budget is based on

an enrollment of 542. This decrease has a significant impact on revenues as can be seen in the Comments column on the Statement of Revenues and Expenditures.

In order to offset the decrease in revenues, we adjusted the various expense accounts. The most significant changes were made in the salary and benefits, and maintenance supplies categories. We also needed to include a transfer to the Food Service Fund. In total, our projected surplus is \$9,830 which is lower than our original budgeted surplus of \$65,317.

The first motion to approve the revised 2018-19 budget was made by Mark Ahrens. The second motion was made by Dr. Jessica Lopez Lyman. The motion to revise 2018-19 budget was approved by the Board of Directors.

9. Approval of ACC to do business with Old National Bank

The first motion to approve ACC to do business with Old National Bank was made by Mark Ahrens. The second motion was made by Juan Vazquez. The motion to do business was approved by the Board of Directors.

10. Approval to invest in Certificate of Deposit

The first motion to approve to invest in the Certificate of Deposit was made by Mark Ahrens. The second motion was made by Commander John Lozoya. The motion to invest in the Certificate of Deposit was approved by the Board of Directors. The board will revisit this item every time the budget is reviewed.

11. Approval of the signers on the Old National bank account

The first motion to approve Dr. Charles Keffer, Mark Ahrens and Bondo Nyembwe as signers on the Old National Bank account was made by Betty Rodriguez. The second motion was made by Dr. Jessica Lopez Lyman. The motion to approve the signers on the Old National bank account was approved by the Board of Directors.

Discussion Items and Committee Updates:

12. 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.

b. Executive Committee (Dr. Charles Keffer)

The Executive Committee met and reviewed the Bylaws and ACC Investment Policy. Mr. Nyembwe reviewed the grants that he would be applying for in the upcoming months and the fund development opportunities. The committee discussed the food service program, technology forecast for the school, and enrollment projections for 2019-20.

c. Academic Program Committee (Bart Johnson)

Mr. Johnson shared updates on the multilingual learner program. Mr. Johnson discussed the UST goals for reading growth for the Dual Language program.

d. Facilities Committee (Dr. Charles Keffer)

Katie Avina updated the board for the Facilities Committee. Enerchange had suggested to insulate the pipes in the building to save energy, but it is not cost effective for ACC.

e. Finance Committee (Mark Ahrens)

The board discussed changes to the budget amendments and reasons for enrollment fluctuations.

13. Staff and Other reports

a. Executive Director Report (Bondo Nyembwe)

i. VPK Progress Monitoring 2017-18

Mr. Nyembwe presented a report to the board.

ii. UST Report Q2

The UST Report Q2 was submitted January 7th to UST.

iii. World Best Work Force summary 2017-18

World Best Work Force summary was submitted to MDE.

iv. Community Connection

1. Dr. Jimmy Patino, U of MN Chicano and Latino Dept.

Had and initial meeting with Mr. Nyembwe

2. Ruby Lee, CLUES

Provided ACC with options for addressing mental health needs.

v. Enrollment Report

1. We are currently at 545 Scholars

2. 2019-20 Process

Enrollment and recruiting strategies were discussed.

vi. HR

1. New Hires (Science, Special Education)

Mr. Nyembwe reported that we have a new Science teacher, Ms. Ruth Mann and new Special Education teacher, Ms. Renee Hendrickson.

2. Changes of Assignment (Betty Rodriguez, Leah Jadoonath)

Mr. Nyembwe reported that Betty Rodriguez will be covering for interventionist, Jodi Boucher while she covers for another teacher. Leah Jadoonath will be covering 4th grade for the rest of the year for a teacher that left ACC at winter break.

3. Maternity Leave (Emilie McHugh)

Mr. Nyembwe reported that Jodi Boucher will be covering Mrs. McHugh's 3rd grade class for the rest of the year while she is on maternity leave.

vii. School Activities – These events are taking place to support our academic program.

1. 2nd grade violin

2. Boys basketball

3. Breakthrough Twin Cities

4. Indigenous Roots

5. High School Fair

The high school fair will take place at the ACC gym on January 29th.

6. College Visits

7.

9. Announcements/Public Comment:

10. Upcoming Events:

- January 26 – St. Paul Charter School fair
- January 29 – High School fair 1:00-2:30
- February 18 - President's day. No school
- February 22 – Band benefit concert at ACC
- February 26 - MN Sinfonia at ACC 9:25a.m.

– February 28 - Math and Science night

11. Next Board Meeting: February 27th, 2019

12. Meeting Adjournment by Board Chair

Dr. Charles Keffer called for a motion to adjourn the meeting. The first motion was made by Dr. Jessica Lopez Lyman and the second motion was made by Dexter Yee Yick. The motion to adjourn was approved by the Board of Directors and the meeting was adjourned at 6:39 PM.

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 2/27/19