

Meeting of the Board of Directors
Minutes
May 22, 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 6:15 p.m. on May 22, 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 (Treasurer); Dr. Jessica Lopez Lyman (Secretary); Nicole Gustafson (Teacher); Christian Guerrero (Parent); David Stanton (Community).

Dr. Keffer welcomed Nicole Gustafson to the Board as a Teacher representative.

The following Board Members were absent: Elizabeth Rodriguez (Teacher); John Lozoya (Community); Juan Vasquez (Community); Dexter Yee Yick (Community); Carolina Ziemann (Parent).

The following staff and guests were present for the meeting: Bondo Nyembwe (Executive Director); Bart Johnson (Principal); Katie Avina (Executive Associate), Martha Dominguez (Family/Community Director)

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 May 22, 2019 Board Meeting (Dr. Charles Keffer)

No action taken due to lack of a quorum.

5. Approval of Minutes for March 27, 2019 Board Meeting (Dr. Charles Keffer)

No action taken due to lack of a quorum.

6. Contracts (Dr. Charles Keffer) -

The Board reviewed several contracts for the 2019-2020 school year.

The Board approved a contract with Monarch Bus Company to provide regular and special needs transportation for 2019-2020 after a first motion from Dr. Jessica Lopez Lyman and a second motion from Mark Ahrens.

The Board approved a contract with CKC to provide breakfast and lunch to scholars for 2019-2020 af-

ter

a first mention from David Stanton and a second motion from Mark Ahrens.

The Board approved a contract with Indigo to provide a Director of Special Education after a first motion from Nicole Gustafson and a second motion from Dr. Jessica Lopez Lyman.

The Board approved a new three year contract with BerganKDV for financial management services.

Dr. Keffer noted that ACC needed to receive bids for Health Insurance coverage for staff again this year. He distributed a document showing current coverage and proposed coverage from PEIP. Because of a deadline to obtain that coverage, the Executive Committee was polled and approved the change. A first motion was made by David Stanton and a second motion by Nicole Gustafson to approve the action of

the action of the Executive Committee authorizing PEIP health insurance coverage for ACC staff. Dr. Keffer noted that ACC had signed on for membership once again with MACS. The motion was approved.

7. Approval of 2019-2020 School Calendar -

A first motion was made by David Stanton and a second motion was made by Dr. Jessica Lopez Lyman to approve the proposed school calendar for 2019-2020. The Board approved the motion.

8 Approval of Staff Handbook Update -

An update to the Staff Handbook regarding PTO guidelines was introduced and discussed. A first motion to approve the update was made by Nicole Gustafson. The second motion was made by David Stanton. The Board approved the proposed update to the Staff Handbook.

9 Reappointment of Katie Avina to the ACC Building Company Board -

Dr. Keffer noted that Katie Avina's current term on the ACC Building Company Board was to expire in August 2019. The first motion to approve Katie's reappointment was made by Dr. Jessica Lopez Lyman. The second motion was made by Nicole Gustafson. The Board approved the reappointment of Katie Avina to the ACC Building Company Board.

10 Election of Officers -

A first motion to continue the same slate of Board officers for 2019-2020 was made by Nicole Gustafson. A second motion was made by David Stanton. The Board approved the current slate of officers for 2019-2020.

(Since there was quorum only for a portion of the meeting (from 6:15 p.m. to 6:30 p.m.) the balance of these minutes summarize Board discussion of various reports).

Discussion Items and Committee Updates:

11. 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.

b. Executive Committee (Dr. Charles Keffer)

The Executive Committee met and heard a report from Mr. Nyembwe on some administrative restructuring. They discussed a proposed agenda for the Board Retreat including Strategic Planning, the Dual Language Program and Board Professional Development. Mr. Nyembwe updated the committee on the status of some grants and some community connections. There was also a discussion of the current status of the ED evaluation for this year.

c. Academic Program Committee (Bart Johnson)

At its most recent meeting on May 16, 2019 the committee discussed the Spanish program, summer school and after school program and committee goals.

d. Facilities Committee (Katie Avina)

Katie Avina noted that Rochon and Fabcon continue to work on the problem with the gymnasium walls. There is also a leak in roof connecting the new school building and the church building.

e. Finance Committee (Mark Ahrens)

There was no report. Mr. Nyembwe noted that March Financials had been received.

12 Staff and Other reports

Executive Director Report (Bondo Nyembwe)

i. V2020 Q3 Report

This report will be shared via e-mail.

ii. Update to UST Contract

Mr. Nyembwe reported the UST was working on several minor modifications to our contract. They will be presented for Board approval at the Retreat.

iii. Staff Update

Mr. Nyembwe reviewed potential staff changes. Martha Dominguez discussed several activities and programs involving the Mariachi group and the parents group.

iv. Enrollment Report

We are at 546 scholars currently.

13 Announcements/Public Comment:

A group of students from the 8th grade addressed the Board regarding their concerns about the cancellation of a possible class trip to Valley Fair.

14. Upcoming Events:

- Memorial day - No School - May 27th
- Field Day - May 31st/
- Social Justice Fair - June 4th
- 8th Grade Promotion - June 5th
- Kindergarten Promotion - June 5th
- Soccer Day - June 7th
- Last Day for Scholars - June 7th
- Last Day for Staff - June 10th

**15. Next Board Meeting: June 26, 2019 - Board Retreat - Minnesota Humanities Center
987 Ivy Avenue East, Saint Paul, MN 55106**

16. Meeting Adjournment by Board Chair

The meeting was adjourned at 7:00 p.m.

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 _____

8/20/19