



Meeting of the Board of Directors

Minutes

March 25th, 2020

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. via Zoom conference call on March 25th, 2020.

2. Welcome

The following Board Members were present for the meeting: Dr. Charles Keffer (Board Chair); Dr. Jessica Lopez Lyman (Secretary); Mark Ahrens (Treasurer); Elizabeth Rodriguez (Teacher); Dusty Lee (Teacher); Carlota Perez (Teacher); Juan Vazquez (Community); David G. Stanton (Community); Commander John Lozoya (Community); Malicia Villegas (Parent); Christian Guerrero (Parent)

The following Board Members were absent: None

The following staff and guests were present for the meeting: Bondo Nyembwe (Executive Director); Martha Dominguez (Family/Community Director); Marita Moran-Wildenauer (Head of Primary School); Jessica Perry (Head of Middle School); Lisa Taube (Operations Manager); Diana Morales (Sr. Executive Admin. Assistant); Aaliyah Hodge (UST Program Coordinator)

Action Items (for Board Approval):

3. Approval of Agenda for March 25th, 2020 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 Christian Guerrero. A roll-call was conducted and the Agenda for the meeting held on March 25th, 2020 was approved by the Board of Directors.

4. Approval of Minutes for February 26th Board Meeting (Dr. Charles Keffer)

The first motion to approve the minutes was made by David Stanton and the second motion was made by Christian Guerrero. A roll-call was conducted and the minutes for the meeting held on February 26th, 2020 were approved by the Board of Directors.

5. Approval of 2020-21 Budget

The first motion to approve the 2020-21 Budget was made by Mark Ahrens and the second motion was made by Betty Rodriguez. A roll-call was conducted and the budget for 2020-21 was approved by the Board of Directors.

6. Approval of 2020-21 School Calendar

The first motion to approve the 2020-21 School Calendar was made by David Stanton and the second motion was made by Mark Ahrens. A roll-call was conducted and the School Calendar for 2020-21 was approved by the Board of Directors.

7. Approval of Meal Pay Policy

The first motion to approve the Meal Pay Policy was made by Mark Ahrens and the second motion was made by John Lozoya. A roll-call was conducted and the Meal Pay Policy was approved by the Board of Directors.

8. Annual Meeting Date & Voting

The Board of Directors will not host the Annual Meeting in person due to social distancing guidelines. The Annual Meeting celebration has been postponed for a future date but voting will still take place. One option would be to mail a ballot for families to vote along with the Board Chair, Treasurer and Executive Director reports. An envelope with prepaid postage would be included to make it convenient for families to return their ballot. The Annual Meeting celebration has been replaced with a regular board meeting to

take place on April 22nd at 5:00pm via Zoom conference call. The first motion to approve the new Board Meeting date and the revised voting process, was made by John Lozoya and the second motion was made by Juan Vazquez. A roll-call was conducted and the April Board Meeting date and the revised voting process was approved by the Board of Directors.

Discussion Items and Committee Updates:

9. Board Sub-Committee Reports

a. Resource Development Committee (Bondo Nyembwe)

3 grant applications will be submitted to the following foundations: HRK Foundation, Lillian Wright and Clifton. A letter of intent was submitted to the Women's Foundation and we are waiting to hear back. The Sewell Foundation also invited our school to apply for their grant. We will be installing storage cabinets for music instruments and will purchase a scoreboard for the gymnasium. These items were funded by the general fund.

b. Executive Committee (Dr. Charles Keffer)

A preliminary review of the Acceptable Use of Technology policy was conducted. A thorough review by the Executive Committee will be conducted and the policy will come to the board for approval at a future date. Members of the Academic Committee and the Executive Committee met with UST to discuss the Dual Program. UST shared that they are happy to see the thoughtful efforts that are being put into the review and discussion and would like to see a cohesive long term plan. UST shared that feedback for the School Improvement Plan we submitted in January, is not ready.

c. Academic Program Committee (Bondo Nyembwe)

The Academic Committee appointed David Stanton as the committee chair, during a previous meeting. However, the committee did not meet due to the COVID-19 outbreak.

i. COVID-19 Update

Due to the COVID-19 outbreak, there have been some challenges regarding technology access for scholars while they are at home. ACC has decided to give work to scholars via learning packets (in paper) and the scholar will be communicating with their classroom teacher via phone/email/Google Classroom/DOJO, regularly. The Distance Learning Plan will be uploaded to our school's website. ACC is also providing free meals to families if they wish to receive them. We are also providing free child-care for all first responders and essential personnel.

d. Facilities Committee (Lisa Taube)

The Facilities Committee reviewed bids for the replacement of windows in one PreK classroom. The windows on Ames Ave and the school garden will also need to be replaced. However, the replacement is costly (the last bid was \$230K). The committee is asking for recommendations and connections. The first motion to approve the bid for the replacement of windows in the PreK classroom was made by John Lozoya and the second motion was made by Mark Ahrens. A roll-call was conducted and the bid for the replacement of windows in the PreK classroom was approved by the Board of Directors.

e. Finance Committee (Mark Ahrens)

There is a small but positive surplus in the budget. We have a healthy fund balance and right where we want to be. The Finance Committee has nothing else to report on.

10. Staff and Other reports

a. Executive Director Report (Bondo Nyembwe)

i. Enrollment

The enrollment is currently 552. We are collecting Intent to Return forms for next year and so far, we have already collected 505 forms back.

ii. Donations (9 violins)

The Saint Paul Conservatory of Music donated 9 violins to ACC with only a few minor repairs needed on them.

iii. Charter School Day at the Capitol

Charter School Day at the Capitol was well attended this year. We had several ACC staff attend to show support.

10. Announcements/Public Comment:

11. Upcoming Events:

- Distance Learning Begins – April 6th
- All other upcoming school events are cancelled until further notice due to the COVID-19 outbreak and the social distancing guidelines set forth by the CDC.

12. Next Board Meeting: April 22nd, 2020

13. 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 David Stanton. The motion to adjourn was approved by a roll call vote of the Board of Directors and the meeting was adjourned at 6:28 PM.

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

Approved by Board and Signed by Board Chair _____ Date 4/29/2020
Dr. Charles Keffer