



Board of Directors Meeting Minutes

July 28, 2021

- I. Call to Order
 - A. The regular meeting of the Academia Cesar Chavez Board of Directors was held at 1801 Lacrosse Ave, Saint Paul MN, 55119
 - B. The meeting was called to order at 5:06pm by Dr Jessica Lopez Lyman (Chair).
- II. Welcome and Roll Call
 - A. Board members present: Dr Jessica Lopez Lyman (Chair), Dr Osiris Gómez (Secretary), Cmdr John Lozoya (Treasurer), David G Stanton (Community), Enrique Estrada (Community), Aleida Enriquez (Parent),
 - B. Board members absent: Dusty Lee (Teacher), Semita Perez (Teacher), Mark Ahrens (Community),
 - C. Staff and guests in attendance: Norma C. Garcés (Executive Director), Marita Moran-Wildenauer (Head of Primary School), Lucinda Costilla (Admissions Specialist/MARSS Coordinator), Raquel Arismendez (consultant),
 - D. Jessica introduces Ms Norma C Garcés as the new Executive Director.
 1. Ms Norma shares that she is excited to work at ACC and thanks the board for the opportunity to join the organization.
 - E. Jessica introduces Raquel Arismendez as an independent contractor who will be supporting the board and Ms Norma during her transition into Academia Cesar Chavez.
- III. Recite ACC Mission Statement
 - A. *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.*
- IV. Grounding and Check-in
 - A. All those present each check in with a personal anecdote.
- V. Public Comment Forum
 - A. No public comment was submitted to the board.

Action Items for Board Approval

- VI. Approval of Agenda
 - A. David moves to approve the agenda for the July 28, 2021 board meeting. John seconds the motion. The motion carries unanimously.
- VII. Approval of Minutes
 - A. David moves to approve the minutes from the June 23, 2021 board meeting. Osiris seconds the motion. The motion carries unanimously.
- VIII. Executive Director as the new IOwA
 - A. Jessica recommends Ms Norma as the school's new IOwA.
 - B. David moves to approve Ms Norma C Garcés as Academia Cesar Chavez's Identified Official with Authority (IOwA). Aleida seconds the motion. The motion carries unanimously.
- IX. 2021-2022 School Calendar Revision
 - A. Jessica shares that one event in January needs to be adjusted, as a typo indicates the event falls on a Saturday.
 - B. John moves to approve the revision to the 2021-2022 school calendar. Aleida seconds the motion. The motion carries unanimously.

Discussion Items

- X. Executive Committee Report
 - A. Jessica shares that the Executive Committee discussed the Committee Charge template provided by the Minnesota Association of Charter Schools (MACS). The committee then identified three goals they intend to focus on for the school year. Professional development goals for Ms Norma will be shared at the September board meeting.
- XI. Academic Report
 - A. Marita and the instructional coaches had prepared an academic report for the board to review during their retreat. The board has since reviewed the report and has no further questions or comments at this time.
 - B. Jessica reminds the board that Academia Cesar Chavez has been placed on a Level 3 Standing with the authorizer, the University of Saint Thomas (UST). She encourages the board to keep this in mind, as well as reflect on how Academia Cesar Chavez is staying aligned with its mission and vision.
 - C. Marita reports that during summer school there was great attendance as well as exciting opportunities for students. There were feelings of returning to normalcy, and having that in-person connection with peers and community again. Planning is underway for addressing learning loss that occurred during the pandemic. PreK and Kindergarten students of last school year have not experienced a normal school year yet, so it will be an adjustment for them.

XII. Dual-Language Program

- A. Marita presents a report that was prepared with Semita concerning the current Spanish language instruction for the most recent academic years.
 - 1. The model is 60/40 Spanish and English, however the exact minutes of instruction that occurred in each language in each classroom was not verified.
 - 2. When 1st Grade students enter 2nd Grade, all of their classes are taught in English, with the exception of forty minutes of Spanish class.
 - 3. When students enter middle school, Spanish becomes an elective course.
 - 4. Students are encouraged to respond in the language that the subject is being taught in, but students can still reply in either language.
- B. Under this current plan, English is the language being reinforced for most of the school day.
 - 1. Aleida shares that her 5th grader is not using as much Spanish as they once did.
- C. Jessica shares that no decisions will be made tonight concerning the strategic plan. The Executive Committee will be looking at the plan and making recommendations for revisions that will be brought to the full board in the future. She asks any member to share their ideas with the committee during this process.
- D. Jessica shares that Ms Norma is contractually obligated to expand the bilingual program at Academia Cesar Chavez. She reiterates that Ms Norma will be making day-to-day decisions to ensure this occurs.
 - 1. Ms Norma shares that she was hired to bring Academia Cesar Chavez back to its original mission, and that it is important the entire ACC community believes in the mission. In order to accomplish this, every part of the school needs to be bilingual and bicultural.
 - 2. Ms Norma shares that grades PreK-2 will be full 50/50 bilingual, and that each academic year it will expand to the following grade level. The current 2nd Grade class will become the indicator to the authorizer that the bilingual program will be growing and expanding.

XIII. Bylaws Revision

- A. Jessica shares that the bylaws have not been revised in a long time. The authorizer asks how often the board reviews and/or revises the bylaws.
- B. Brief discussion of changing the language around the majority vote of “all directors.” The bylaws currently do not specify quorum or those currently present.

- C. Discussion of any revisions to the bylaws has been tabled until the September board meeting.
- XIV. Board Committees
 - A. Jessica announces that Ms Norma will serve on all committees in her role as Executive Director. Out of respect for ACC staff members' time and capacity, Ms Norma will be the only staff member to serve on board committees going forward, and will bring other staff to committee meetings as needed.
 - B. Member Assignments
 - 1. David and Osiris will serve on the Academic Program Committee.
 - 2. Jessica, John, and Osiris will serve on the Executive Committee.
 - 3. Aleida will serve on the Facilities Committee.
 - 4. John will serve on the Finance Committee.
 - 5. Enrique will serve on the Resource Development Committee.
 - 6. Board members not currently present will choose their committee by the August board meeting.
 - C. Committee Charge
 - 1. Jessica asks that the next time each committee meets, they specify their goals for the academic year by utilizing the template provided by MACS. These charges will be finalized at the September board meeting.
- XV. Announcements
 - A. Jessica announces that Malicia Villegas has resigned from the Board of Directors effective July 26, 2021.
 - B. August 3, 2021 from 4-8pm: National Night Out on the Westside.
- XVI. Next board meeting is scheduled for Wednesday, August 25, 2021 at 5pm.
- XVII. Meeting Adjournment
 - A. Osiris moves to adjourn the meeting. John seconds the motion. The meeting adjourned at 6:13pm.

Board Secretary: _____ **Date:** _____