



Board of Directors Meeting Minutes

December 8, 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 5:03pm by Dr Jessica Lopez Lyman (Chair).
 - II. Welcome and Roll Call
 - A. Board members present: Dr Jessica Lopez Lyman (Chair), Cmdr John Lozoya (Treasurer), David G Stanton (Community), Mark Ahrens (Community), Semita Perez (Teacher)
 - B. Board members absent: Enrique Estrada (Community), Dr Osiris Gómez (Secretary)
 - C. Staff and guests in attendance: Marita Moran-Wildenauer, Diana Morales-Carlson, Brad Falteysek
 - D. Dusty Lee has resigned from the board and his position at 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. Dr. Lopez Lyman would like to add calendar revisions to today's agenda. She would like to table Board Goals and Strategic Plan for January's Board Meeting. Mark moves to approve the agenda for the December 8, 2021 board meeting. John seconds the motion. The motion carries unanimously.

VII. Approval of Minutes

- A. David moves to approve the minutes from the October 27, 2021 board meeting. Mark seconds the motion. The motion carries unanimously.

VIII. Approval of Audit

- A. Brad Falteysek from ABDO, is presenting today's audit.

- 1. Audit Results FY21 Findings:

- a) There was an invoice paid twice to the same vendor. This was due to staff turnover. The school now has a permanent person in the position to prevent this from happening in the future.
 - b) There were instances of non-compliance found when testing covenants set by the bonds. The annual conference call didn't take place, the FY22 Lease Aid Approval documents have not been uploaded and the five-year capital plan was not uploaded in a timely manner. The Board Chair noted that some of these items should have been caught by BerganKDV. However, the auditors are holding the school accountable. The board expressed a growing concern with BerganKDV not doing their due diligence and completing items in a timely manner.
 - c) While testing accrued interest on the bonds, it was discovered that there was a discrepancy in the interest that is paid through year-end and what was being accrued. This discrepancy was missed by BerganKDV and Abdo alike, for the last few years. This resulted in an understatement of net position, and overstatement of accrued interest payable. Although this situation was remedied this year, the board expressed concern that this was missed by BerganKDV and Abdo for years.
- 2. Average Daily Membership (ADM) & General Fund Expenditures: ADM went down by about 22 students. The general fund expenditures for FY21 were less than years past.
 - 3. General Fund Balances: Healthy fund balance. From 2017 to 2021, went up about 20%
 - 4. General Fund Revenues per ADM: From FY21 to FY20, revenues per ADM went down.
 - 5. Food service - Budget to actual: \$73K expenditure over revenues; higher than statewide average.
 - 6. Cash and Investments Balances by Fund: we have healthy cash reserves
 - 7. SPED Expenditures per ADm - Compared to other charter schools, our expenditures are a lot less in the Special Education area.
 - 8. Overall, Academia Cesar Chavez had a good year financially.

9. Board Comments:

- a) Dr. Lopez Lyman asked if BerganKDV covers our bonds. Brad from Abdo responded with, "Yes, they cover the financial information for us to audit." Dr. Lopez Lyman stated that our bond interests have been accruing for years and BerganKDV did not catch it.
- b) Mark was surprised that our funds balance is 40% of our general funds. The board previously passed a resolution that we would keep it between 20-35%. SPED is also very underspending which is an issue. Dr. Lopez Lyman noted that the school received additional funding due to the pandemic.

10. David moves to approve the audit for FY21. John seconds the motion. The motion carries unanimously.

Discussion Items

IX. New parent board member

- A. Dr. Lopez Lyman shared that we have a new parent board member. She noted that the board is actively working to recruit board members particularly those with experience serving in the latino community.
- B. Dr. Lopez Lyman shared that Dusty Lee has resigned from the board.

X. Executive Committee

- A. Budget Plan - The Executive Committee remains concerned about several items pertaining to the budget and lack of follow-through from BerganKDV. BerganKDV is continuously not fulfilling their contract, which has been detrimental to the school. BerganKDV and Abdo (auditor) both missed bond compliance issues for several years, as noted in the school audit. The board will put out bids in March.
- B. ED Evaluation Plan - The Executive Committee has set the following 4 goals for the Executive Director: 1) Expand and grow the bilingual education program, 2) decolonize and indigenize the school, 3) do an audit of contracts the school has, 4) bring back the mission and vision of the school. Ms. Norma will present an update at April's board meeting.
- C. Create Policies - The committee is looking intently at and reviewing all ACC policies. They will bring these policies at future board meetings to provide feedback, discussion and finally, approval. Ms. Norma will bring these policies in order of priority.

XI. Finance Committee Update

- A. There will be bids going out for accounting and financial services. Dr. Lopez Lyman will reach out to other charter schools for recommendations.

XII. Executive Director Update

- A. Ms. Norma provided a safety update. Due to privacy concerns, the presentation will not be shared publicly or in the meeting minutes.
 - B. Ms. Norma will submit recommendations for changes to the Student and Family handbook. These updates include changing some of the language and the cell phone policy. The handbook changes need to be approved at the board level.
 - C. According to parent feedback, the parent communication needs to be revised. Parents have shared with Ms. Norma that ACC sends too many messages. Ms. Norma and the administration team will work on making parent communication purposeful and clear.
 - D. There will be consultants on site to review the organization of the administrative office. They will look at job descriptions and meet with staff individually on the 15th and 16th of December. They will make recommendations on how to best reorganize the office.
 - E. School Calendar - Every time we have students and staff out for a scheduled break, school will resume with a few days of distance learning and all staff will get tested. Testing will also occur after every holiday i.e. President's Day, Memorial Day, etc. The number of instructional days will remain the same. ACC implemented this for the first time upon returning from Thanksgiving Break. The Resolution that needs approval at the board level is to give all ACC staff an additional non-working, rest day on January 3rd. This was previously listed as a Staff Development Day on the school calendar. Ms. Norma would like to thank staff for their hard work and dedication by providing this additional rest day. The board chair, Dr. Lopez Lyman, would like to pass the resolution to give Ms. Norma the authority to update and change the academic calendar this year while ensuring we meet MDE's guidelines for the number of instructional days. In the event this occurs, Ms. Norma will notify the board. *David moves to approve Ms. Norma to make edits to the school calendar as needed. John seconds the motion. The motion carries unanimously.*
 - F. HR Committee - Ms. Norma would like to request an HR Committee be created. They would look at how the school will compensate select staff for their extra duties. Certain staff have been asked to cover other teaching staff in addition to their current duties and positions. Dr. Lopez Lyman shared that ACC has given stipends to monitors and engineers during the pandemic due to their additional work.
- XIII. Board Goals discussion has been tabled for the next meeting.
- XIV. Strategic Plan (Dual Language) has been tabled for the next meeting.
- XV. Announcements
- A. Dr. Lopez Lyman will not be present at the January board meeting due to maternity leave.

- B. John will lead the next board meeting.
- XVI. Next board meeting is scheduled for January 26, 2022 at 5pm.
- XVII. Meeting Adjournment
 - A. John moves to adjourn the meeting. Mark seconds the motion. The meeting adjourned at 6:27pm.

Board Secretary: _____ **Date:** _____