



## Board of Directors Meeting Minutes

April 28, 2022

- 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 5:13pm by Dr Jessica Lopez Lyman (Chair).
- II. Welcome and Roll Call
  - A. Board members present: Dr. Jessica Lopez Lyman (Chair), Dr. Osiris Gomez (Secretary), Mark Ahrens (Community), Diana Lopez-Diaz (Teacher), Maria Vallejo (Parent)
  - B. Board members absent: Analita Silva-Evans (Community), Cmdr John Lozoya (Treasurer)
  - C. Staff and guests in attendance: Norma C Garces, Raquel Arismendez, Diana Morales-Carlson, David Greenberg
- 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. Mark moves to approve the agenda for the April 28, 2022 board meeting. Osiris seconds the motion. The motion carries unanimously.
- VII. Approval of Minutes
  - A. Maria moves to approve the minutes from the March 24, 2022 board meeting. Diana seconds the motion. The motion carries unanimously.

## Discussion Items

### VIII. Executive Committee

#### A. University of St. Thomas

1. Jessica reports that the University of St. Thomas sent a Notice of Extended Intervention: Level 4, to the board. Ms. Norma was not given the letter before it was sent to the board nor was she invited to attend the meeting when the letter was given. Moving forward, all communications with the authorizer should take place in partnership with the Executive Director.
2. The letter states that Academia Cesar Chavez has been placed on level 4 intervention due to academics. The letter also stated that it was unclear if there was any ongoing board training. This was concerning as they featured inaccuracies, such as compliance with board training which the board is currently in compliance with. Another concern was in regards to student spending. The letter stated that ACC had not been spending enough per student. This is based on an error by BerganKDV not splitting the ESSER III money across three fiscal years as they were supposed to, which was corrected before this letter was received.
3. Osiris states we cannot accept the letter as-is, as the letter features a student safety incident, and that the situation was neglected, which is blatantly false. This component should not be featured in the letter. The incident that was tended to to the best of our abilities. Something so delicate is very complex, this was left to the authorities. We want closure and how are we going to reach that that involves the parent of this child and that their voice is present. Osiris reiterates that ACC never neglected the situation.
  - a) Osiris would like to open discussion to the board to craft a document that reflects how the board cares about this situation, as well as discuss how this shouldn't be part of the UST Letter.
4. The consensus of the board is that the letter is inappropriate and will not be accepted as shown. By May 15, the board in partnership with Ms Norma will respond to UST in regards to the letter.
5. Osiris and Jessica will have a meeting with the parent so there is no misunderstanding. The parent of the student went through all those measures because she felt she wasn't being heard.
6. UST will attend the board meeting in June.

### IX. School Finance with David Greenberg

- A. David Greenberg briefly shares his background in school finance.

1. How to stay grounded in the mission of the school when reviewing finance.
  2. Deepen your understanding of your role as a board member in financial management, budgeting, and evaluation of the school's financial performance.
  3. The purpose of the board of directors is to make sure all students learn, and that nothing illegal, unethical or imprudent is allowed to exist in the school.
- B. Mission of effective budget and oversight
1. Mission as it relates to money is to get great outcomes for students that are sustainable, while meeting ethical, moral and legal obligations.
  2. Minnesota statute states that the purpose of charter school is to improve all pupil learning and all student achievement; fulfill charter contract with authorizer; advancing our own school's unique mission;
- C. School funding sources
1. State general aid, including transportation, EL, and compensatory revenue; State Lease Aid; State Special Education Aid
  2. Federal Special Education Aid, Federal Title Funds, ESSER
  3. Philanthropic Revenue, such as grants and donations
  4. Revenues can be restricted (must be used for a specific purpose and some reporting is required), or unrestricted (used for any purpose with no reporting required). SPED, all federal funding, lease aid, and some grants are all restricted revenues. Unrestricted revenues are the general formula, compensatory revenue, donations, and some grants
  5. The largest determining factor for how much money a school receives is based on student enrollment. ADM is the number of students enrolled, and Pupil Units are the weighted value of students enrolled. Demographics also inform funding for EL, SPED, compensatory revenue, and indigenous populations.
    - a) Student attendance does not determine how much money a school receives, unless the student is absent for 15 consecutive days and must be unenrolled from the school at that time.
- D. School expenses
1. Schools typically spend money on regular instruction, special education, instructional supports, student supports, maintaining the space, food service, after-school programming, and administration
  2. Schools can only spend public funds for a public purpose

- E. Budget: Prior to July 1 of each year, the board of directors must approve and adopt its revenue and expenditure budgets for the next school year. There are four common approaches to budget approval.
  - 1. The financial service provider asks the Executive Director for key information, then drafts a budget for board review
  - 2. The financial service provider engages in deep collaboration with the Executive Director to draft the budget for board review
  - 3. The board's finance committee engages deeply with the Executive Director and the financial service provider to draft the budget for full board review
  - 4. The full board engages with the Executive Director and financial service provider, discussing unique challenges and opportunities such as program investment needs and long-term stability
  - 5. Mark shares that ACC previous was at #4, with deeper engagement with the board finance committee. David Greenberg agrees that a school the size of ACC needs a financial firm that has this expertise.
- F. Understand how the academic and strategic goals of the school are connected to the budget
  - 1. Key indicators of financial health: fund balance; Effective financial oversight and management (audit findings, board engagement, sufficient expertise and strong systems)
- G. Next Steps
  - 1. Review the current year budget to understand where ACC is currently at
  - 2. Recommend BKDV break out the money down to administration, instructional support, ESSER, etc.
    - a) Consider multiple draft budget scenarios, presented in a revised format which keeps the mission and the students at the center
  - 3. Start with the mission and begin with contractual goals; get current financial status and health; BKDV knows how much we have and where it comes from but ACC decides how it is spent
  - 4. Revision of financial statement presentation; mission centered-student centered, look at multiple budget scenarios and long range projections
  - 5. Recurring training with David, Finance Committee and Executive Director once a month to help develop the budget.
- H. Jessica, Maria, Ms Norma, and David Greenberg agree to form a new finance committee
- X. Finance Committee Update
  - A. March Financial Statement

1. Mark moves to accept the March financial statement. Osiris seconds the motion. The motion carries unanimously.

B. FY22 Revised Budget

1. Maria moves to approve the revised budget for FY22. Diana seconds the motion. The motion carries unanimously.

XI. Executive Director Update

A. Enrollment Policy Amendment: Ms Norma recommends shifting the grade capacity for PreK students from 40 to 60 for more congruent enrollment numbers in higher grades. This would mean 24 classrooms with 645 students would be the maximum capacity of the school.

1. Osiris moves to expand the PreK capacity to 60 students and 3 classrooms. Maria seconds the motion. The motion carries unanimously.

B. Dual-Language Bilingual Education Program

1. Staff received a short training on bilingual education from Dr Amy Young from MDE. All staff were invited to join the DLBE committee to help inform the program for next year. Academia's DLBE program will be for language preservation and to prevent heritage language loss, as well as revitalize those already losing their heritage language.
2. Ms Norma presents a sample dual language allocation schedule. The transition plan is based on working with the monolingual teachers currently present and gradually requiring new hires to be fully bilingual as the program progresses.
3. Jessica applauds Ms Norma for rolling out a bilingual program faster than the board envisioned prior.
4. Diana shares that in years prior, it was communicated to staff that English instruction needed to increase in order to raise MCA test scores. This is entirely different from what the board communicated to school leadership at the time. The authorizer stated that the school needed to be back on mission, and the board stated that the school must return to a fully bilingual program as stated in the mission.

XII. Logistics for Annual Meeting

- A. The board discusses the logistics for the upcoming annual meeting, which will take place outside.

XIII. Contracts for SPED

- A. School Psychologist contract for Special Education for SY23 is \$36,000 for the year. Maria moves to approve the aforementioned contract. Diana seconds the motion. The motion carries unanimously.
- B. Early Childhood Special Education contract for SY23 is \$57,750 for the year. Maria moves to approve the aforementioned contract. Diana seconds the motion. The motion carries unanimously.
- C. Special Education Social Worker from AGATE for SY23 is \$28,000 for the year. Maria moves to approve the aforementioned contract. Diana seconds the motion. The motion carries unanimously.

XIV. SY23 Calendar Approval

- A. Mark moves to approve calendar for school year 2023. Osiris seconds the motion. The motion carries unanimously.

XV. Announcements

- A. None

XVI. Next board meeting will be the Annual Meeting and is scheduled for May 20, 2022 at 12pm onsite.

XVII. Meeting Adjournment

- A. Maria moves to adjourn the meeting. Mark seconds the motion. The meeting adjourned at 7:41pm.

**Board Secretary:** \_\_\_\_\_ **Date:** \_\_\_\_\_