



Board of Directors Meeting Minutes

March 24, 2022

- I. Call to Order
 - A. The regular meeting of the Academia Cesar Chavez Board of Directors was held via Zoom call.
 - B. The meeting was called to order at 5:04pm by Dr Jessica Lopez Lyman (Chair).
 - II. Welcome and Roll Call
 - A. Board members present: Dr. Jessica Lopez Lyman (Chair), Dr. Osiris Gomez (Secretary), Cmdr John Lozoya (Treasurer), David G Stanton (Community), Mark Ahrens (Community), Analita Silva-Evans (Community)
 - B. Board members absent: Enrique Estrada (Community)
 - C. Staff and guests in attendance: Norma Garces, Diana Morales-Carlson, Lucinda Costilla, Maria Vallejo
 - 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 March 24, 2022 board meeting. David seconds the motion. The motion carries unanimously.
 - VII. Approval of Minutes
 - A. David moves to approve the minutes from the February 23, 2022 board meeting. Mark seconds the motion. The motion carries unanimously.

Discussion Items

VIII. Executive Committee

A. Board Member Self Evaluation

1. Every year, the Board of Directors have to complete a self-evaluation. Board members will complete this evaluation in April or May. Please answer as accurately as you can.

B. Prospective Board Members

1. Two board members have resigned, David Stanton and Enrique Estrada. We also have a couple new candidates that will be joining today's meeting. For the teacher seat, we had 2 teachers apply. The Bylaws stipulate that we can have up to 2 but we can also choose just 1 if the board has a need for only 1. Dr. Gomez states that he is in agreement and the board is only in need of 1 teacher at this time. The teacher candidates are Betty Rodriguez and Diana Lopez. The board agrees that Diana Lopez has a compelling application. She has also never served on the board before and has perspective on bilingual education. John concurs that Betty has served numerous terms on the board and is in agreement that the teacher seat should be given to Diana Lopez. Dr. Lopez Lyman states that for the remaining empty community board seats, we need someone with financial expertise and someone with legal expertise. John moves to appoint Diana Lopez as a teacher board member. Osiris seconds the motion. The motion carries unanimously.

C. Student Incident

1. The board briefly discussed a matter of student safety. The Executive Director and the Board Chair were in communication with the School Authorizer to ensure that Academia Cesar Chavez had followed its protocol and was in compliance with all applicable laws. The Executive Director is working with the family directly to ensure the proper accommodations are made. Academia Cesar Chavez will continue to collaborate with the family and the authorities until such a time that the matter is concluded with said authorities.

IX. Finance Committee Update

A. February Financial Statement

1. The Board approved an initial budget for the upcoming summer programming. Due to the pandemic, ACC was awarded additional federal funding known as the Elementary and Secondary School Emergency Relief Fund (ESSER). Those funds need to be spread out over 3 years. In addition, our fund balance is at 24.9%.

B. Budget Revision

1. Ms. Norma has continued to meet with BerganKDV weekly. They are building a budget that separates the middle school budget from the elementary budget. In addition to this, the admin office will be receiving training on how to properly code purchases for their department. We will vote on a new budget at next month's board meeting where we will have a BerganKDV team member present.
- C. Infinite Campus Proposal SY23
1. Academia Cesar Chavez currently uses JMC as their Student Information Software (SIS). However, a lot of our staff don't use it or don't know how. Ms. Norma is proposing we move to Infinite Campus, the same SIS used by many of the bigger school districts in the area. Infinite Campus is user friendly, easy to manage and can assist us with reporting. There is a one time fee of \$35,000 and then it is \$8,000 per month. Infinite Campus would be more cost effective in the long run as it would eliminate the need for additional software ACC purchases to assist in reporting. We will finish with JMC this school year and move to Infinite Campus for next year.
 2. Mark moves to approve the Infinite Campus proposal. John seconds the motion. The motion carries unanimously.
- D. Emergency Connectivity Fund: Tech Purchase Request
1. Academia Cesar Chavez became a one-to-one school last year. We currently have our PreK-2nd students using chromebooks. This is not practical and we would like to order iPads for our younger students. This is a one-time purchase that can be made using our Emergency Connectivity Funds (ECF). Academia Cesar Chavez was awarded \$87,000+ through this ECF program. The amount needing Board approval is a little over \$80K.
 2. Mark moves to approve the Apple Education proposal. John seconds the motion. The motion carries unanimously.
- E. ACC Employee Benefits Broker for SY23
1. ACC's HR Manager has brought forth concerns regarding the response time of our insurance broker. Ms. Norma spoke with ACC's HR contractor and she recommended ACC also hire a new broker. Dr. Lopez Lyman would like an HR committee to be created and that committee would look at benefits and other HR related items. Ms. Norma will follow up with further information.

XII. Executive Director Update

A. Enrollment

- a. We are currently at 531 students and Prek has 16 kids on the waiting list. We have a lot of ELL students but no ELL Coordinator. Academia Cesar Chavez also has a need for an Academic Director and Ms. Norma is currently looking to hire someone for this position.
- B. Finances
 - a. The total middle school budget is \$3,272,307 for 185 students. The total elementary school budget is \$5,056,602 for 344 students. The needs are very different from one to the other. Ms. Norma will hire a school counselor that will help create a schedule to ensure there is fairness and equity for all and student focused. The Executive Committee will meet next month and will be rearranging the contracts for administration.
- C. Staffing Update
 - a. ACC is holding interviews for Academic Director and Head of Middle School. Ms. Norma will continue to update the board on staffing and when these positions are filled.
- D. Executive Director Professional Development
 - a. Ms. Norma is continuing to meet with Ann Mitchel from MDE and with Ms. Ramona Rosales for 2 hours, once a week.
- E. COVID-19 Update
 - a. A lot of schools in the area have removed their mask mandate. ACC will not be removing the mandate unless a different direction is given by the board.
- F. Mask Mandate
 - a. Dr. Lopez Lyman would like to continue with masks for all students and staff until the school year is over and then the school board will reevaluate. Analita agrees to keep masks on until at least the end of the year and Mark agrees. The board will reevaluate for summer school and this will also be added to a future board agenda for next school year.
- X. Announcements
 - A. David Stanton has resigned from the board due to his current research project. Enrique Estrada has resigned due to capacity issues.
- XI. Next board meeting is scheduled for April 28, 2022 at 5pm onsite. Childcare will be offered for board members that need it.
- XII. Meeting Adjournment

A. Adalita moves to adjourn the meeting. Osiris seconds the motion. The meeting adjourned at 7:08pm.

Board Secretary: _____ **Date:** _____