



Board of Directors Meeting Minutes

October 27, 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 5:05pm by Dr Jessica Lopez Lyman (Chair).

II. Welcome and Roll Call

- A. Board members present: Dr Jessica Lopez Lyman (Chair), Cmdr John Lozoya (Treasurer), Mark Ahrens (Community), Analita Silva-Evans (Community), Maria Vallejo (Community), Diana Lopez-Diaz (Teacher)
- B. Board members absent: Carlos Mariani (Community)
- C. Staff and guests in attendance: Norma C. Garcés (Executive Director), Raquel Arismendez (Project Manager), Molly McGraw-Healy (University of St Thomas), Sergio Rapu (TPT),

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. Maria moves to approve the agenda for the October 27, 2022 board meeting. Diana seconds the motion. The motion carries unanimously.

VII. Approval of Minutes

- A. Diana moves to approve the minutes from the September 16, 2022 board meeting. Analita seconds the motion. The motion carries unanimously.

Discussion Items

VIII. Executive Committee

- A. Bylaws

1. Jessica shares that the board reviewed the bylaws in the 2019-2020 school year, and at that time the search for a new Executive Director had begun, so there was no revision. It is on the schedule to review the bylaws again in the coming months, so she asks the board to re-familiarize themselves with them.

B. Annual Report

1. Jessica reminds the board that ACC submits four quarterly reports to the authorizer every year. The Quarter 1 Report includes the annual report as well. Page 13 illustrates the academic pillars that push the idea of what biliteracy and bicultural education really means.
2. Diana asks if the NWEA assessment would be in this report. Ms Norma replies that the NWEA will be included in subsequent reports.
3. Jessica states that it is the first time in a long time that we can accurately assess where students are at. This is the most accurate tool for the population we have.

C. Board Training Plan SY23

1. Jessica sent an email out about board training, wanting to remind the board that they have annual training requirements. On November 15 is a talk hosted by UMN Chicano/Latino Studies. On December 8, the UMN is also hosting Dr Curtis Acosta for a lecture.
 - a) Last year, Eugene Piccolo from MACS came to speak with the board. David Greenberg gave a charter finance refresher last year as well. Jessica asks the board what other opportunities they may be interested in.
 - b) John expresses interest in how the board can advocate on the legislative level, what the process is for doing so.
 - c) Ms Norma suggests learning how we can do PR for the school, how we can promote and talk about the school in a way that excites others and potentially pushes board recruitment.
 - d) Ms Norma also suggests learning about how to conduct a capital campaign.
2. Jessica asks each board member to attend two or three training sessions throughout the school year, and reminds members that this information is reported to the authorizer.
3. Maria asks if ACC does any fundraising.
 - a) Jessica shares that ACC used to, however the committee paused during the pandemic. If the board grows in membership then it would be able to consider it again, which is all the more reason to recruit more board members.

D. Board Calendar

1. Jessica shares that typically this calendar of tentative topics is kept internally, but wanted to share with the full board. It is essentially a guide.

E. Strategic Plan

1. Jessica clarifies that this document is the previous strategic plan with the previous administration. Many of the goals have been accomplished, so it is time to create a new strategic plan.
2. Jessica asks the board to read through the plan and bring two or three new and/or updated goals, reminding everyone to think of the big picture, as Ms Norma will think about how to execute the goals with her staff.

F. Executive Director Evaluation

1. Jessica shares last year's evaluation for reference. In April, the board will discuss next steps for the upcoming evaluation.
2. The goals for the Executive Director this year are: 1. the charter reauthorization, 2. the continued implementation of the bilingual program—specifically in areas of staff development, and 3. hiring staff that meet the mission and vision of the school.

G. Board Secretary Nomination

1. Maria moves to nominate Mark as Treasurer and John as Secretary. Diana seconds the motion. The motion carries unanimously.

IX. Finance Committee

A. September Financial Statement

1. Jessica notes that there is an error on Page 3, the fund balance should be 49.5%.
2. Jessica shares that the audit is in progress and will be presented to the board at the next meeting.
3. Ms Norma shares that she and David Greenberg are building a new budget from scratch, which will take the next few months to complete, yet should be ready to approve as a budget for next fiscal year that looks the way we need it to look.
4. Ms Norma shares that the new operations and finance position will be posted in the next week. It is important to note that the school is twice as big as it was when Mrs Rosales left it.
5. Ms Norma also shares that during her conversation with UST, it came to light that there are not many options for a financial service provider for charter schools.
6. Ms Norma is checking into if ACC is required to do eVerify, as certain types of federal funds require it in certain contracts.
7. Maria moves to accept the September 2022 financial statement with the stipulation that the typo on Page 3 is corrected to reflect the accurate

fund balance of 49.5%. Diana seconds the motion. The motion carries unanimously.

X. Executive Director Update

- A. Ms Norma shares some examples of promotional materials in development right now that reflect the community and the student body.
- B. Ms Norma shares that enrollment is currently 561. For compensatory revenue, we have about 80 students who do not qualify for Free or Reduced Lunch, which would cost them \$4.50 a day, so she thanks the board again for approving meal compensation for all families. ACC would like to send a letter that states the board approved to provide lunch to all students with no charge to families, and that families can make a donation towards this cost, with a suggested donation of about \$2.50 per meal.
- C. Ms Norma also shares that ACC's EL numbers are changing because we now have people competent in conducting the admissions and enrollment process to better ensure families complete the home language survey.
- D. Ms Norma shares the preliminary results from NWEA
 1. New students test as they arrive to ACC so that we have a baseline of data
 2. This data helps inform how we educate the student
 - a) We also collect data on parent education history to see how we can better work together to support the student, working on elevating the richness of enrollment data
 3. Jessica points out that we received training about how detrimental early-exit programs are. So when we see data from current 6-8 grade students, these were the students who were in the early-exit program. We failed them the most because we did not set them up for success with the way we educated them. The 3rd grade and under kids are the COVID kids. Kindergarten represents what ACC is doing now and where we are going in the future.
 4. This is nationally a good representation of the Latino community, we are doing a good job to be average on a national level. For reading in Spanish, at least half of the students can read.
 5. We are starting a workshop with parents of how to teach your children how to read, how to read with your children, co-facilitated by our Kindergarten teachers.
 6. Jessica states that if we saw data like this in April or May that would be fantastic, but we are seeing this data in the middle of *October!*
 7. Molly shares that UST would be open to comparison schools at the national level. Ms Norma suggests a school in Chicago and a school in Nogales, Arizona.

8. The next steps for assessment are: supporting teachers in active proctoring, present on test-taking strategies, and work on goal-setting for individual students in preparation for the mid-year testing window.
- E. Ms Norma shares that the Grow Your Own program is continuing to develop, as ACC has eight staff ready to become teachers. A necessary step is to advocate for these eight staff to have their private loans forgiven with their university—these are students who were pushed into going to a four-year institution with no support and were left with debt.
- XI. Board Observation by UST
 - A. Jessica states she shared the program manual with the board, and that the observation form is in the board packet. November 8 is the renewal site visit with UST, and then the renewal application will be submitted in February. This is a great opportunity for the board to review how UST assesses ACC and for us to share the new things we are doing.
 - B. On November 8, Molly will meet with Maria, Mark, and Jessica for the board focus group portion of the site visit.
- XII. Fund Balance Policy
 - A. Jessica states that our fund balance always stipulates a range of 20-25%, but Paragraph 4 addresses what we do if we exceed 25%. This will help guide us on how we invest in our students. The board has the purview to give the direction of where this money should go.
 - B. Mark moves to approve the revised fund balance policy. John seconds the motion. The motion carries unanimously.
- XIII. Announcements
 - A. No announcements were shared.
- XIV. Next board meeting is scheduled for Thursday, December 8, 2022 at 5pm.
- XV. Meeting Adjournment
 - A. Maria moves to adjourn the meeting. Diana seconds the motion. The meeting adjourned at 6:56pm.

Board Secretary: _____ **Date:** _____