



Meeting of the Board of Directors
Minutes
September 30, 2015

1. Call to order

Mark Ahrens, Treasurer, who will be chairing the meeting for Dr. Keffer, called the regular meeting of the Academia Cesar Chavez Board of Directors to order at 5:08 p.m. on September 30, 2015, held at 1800 Ames Avenue, Saint Paul, MN.

2. Welcome

Mr. Ahrens welcomed all present and introduced Jenna Stiegler, new Senior Executive Administrative Assistant to Bondo Nyembwe.

The following Board Members were present for the meeting: Mark Ahrens (Treasurer); Armando Camacho (Secretary); Rita Garcia (Community); Nate Johnson (Community); Linette Manier (Community); Elizabeth Rodriguez (Teacher); Jennifer Villella (Teacher).

The following Board Members were absent: Dr. Charles Keffer (Chair); Felipe Illescas (Parent); Antonio Orrosteita (Parent); Juan Vazquez (Community)

The following staff and guests were present for the meeting: Bondo Nyembwe, (Executive Director); Hernan Moncada, (Principal); Katie Avina (Executive Associate); Jenna Stiegler (Senior Executive Administrative Assistant).

Action Items (for Board Approval):

3. Approval of Minutes for August 26th, 2015 Board Meeting (Mark Ahrens)

The first motion to approve the Minutes was made by Nate Johnson and the second motion was made by Jen Villella. The Minutes for the meeting held on August 26th, 2015 were approved by the Board of Directors.

4. Approval of Agenda for September 30th, 2015 Board Meeting (Mark Ahrens)

The first motion to approve the Agenda was made by Betty Rodriguez and the second motion was made by Armando Camacho. The Agenda for the meeting held on September 30th, 2015 was approved by the Board of Directors.

5. Approval of Annual Report 2014-2015 (Bondo Nyembwe)

Mr. Nyembwe presented the Annual Report and mentioned that minor updates were needed to the World's Best Work Force Appendix, that the Board approve the Annual Report for 2014-15. Katie Avina noted that besides one edit that had to be made in the finance section regarding a date, the report meets all the requirements of University of St. Thomas. The first motion to approve the Annual Report for 2014-15 was made by Linette Manier and Nate Johnson seconded the motion. Motion to approve Annual Report for 2014-15 was made by Board of Directors.

6. Student Council Funds Review (Bondo Nyembwe)

Mr. Nyembwe discussed the Student Council Funds allocation and future process to ensure these funds are available for student use. Student Council has generated \$1800.00 in 2014-15 and the funds are in a reserve account. The board discussed what action to take with those funds. Mr. Ahrens stated that he would contact Judith Darling to discuss where to place on the budget as far as a line item so it would carry over to Student Council and not get zeroed out each year; student council funds will be put on a future agenda. Rita Garcia stated that it was agreed that the board did not want to start

another 501 (c) 3 account. The first motion to have the \$1800 available for student use was made by Linette Manier and was seconded by Armando Camacho.

7. Review ACC Bullying Prohibition Policy (Mark Ahrens)

Mr. Ahrens informed the Board that the Executive Committee met prior to the Board meeting and reviewed the three policies provided in the folders. He mentioned that the board would be reviewing ACC's Policies as presented and asked the board if they would like to approve the Bullying Policy as is or set aside to review at the October 28th, 2015 board meeting. Betty Rodriguez noted the inconsistency in the formatting of the Cesar Chavez name throughout the document. Linette Manier made the first motion to approve ACC Bullying Prohibition Policy as is and Jen Villella seconded the motion. Betty Rodriguez made an amendment to the motion in that the school name "Academia Cesar Chavez" be consistent throughout the document. Linette Manier asked if the policy could be adjusted in that the consequences were based on age appropriateness. Mr. Nyembwe replied yes, that this was based on the fair pupil dismissal act? Linette Manier also made an amendment to the policy on Attachment B – under the incorrect title "Remedial Reponse". It is misspelled and should be changed to "Remedial Response". Motion to approve ACC Bullying Prohibition Policy with those two amendments was made by Board. Will be updated and noted revised as of September 30th 2015.

8. Review ACC Conflict of Interest Policy (Mark Ahrens)

Mr. Ahrens again asked the Board if they would like to approve the Conflict of Interest Policy as is or set aside to review at the October 28th, 2015 Board meeting. He mentioned that it was noted at the Executive Committee meeting to change the "Revised" footnote to the header section to stay consistent with the other policies. Rita Garcia made the first motion to approve the Conflict of Interest Policy as is, and Nate Johnson seconded the motion and the motion was approved by the Board of Directors.

9. Review ACC Data Access Policy for Members of the Public (Mark Ahrens)

Mr. Ahrens asked the Board if they would like to approve the Data Access Policy as is or set aside to review at the October 28th, 2015 Board meeting. Definitions for the policy need to be obtained, monetary definitions need to be established and updated and employee information needs to be updated. First motion to table approval of the Data Access Policy until the October 28th meeting was made by Linette Manier. Motion was seconded by Armando Camacho and motion was approved by the Board of Directors.

10. University of St. Thomas Letter Response (Bondo Nyembwe)

Mr. Nyembwe went over response to University of St. Thomas's Notice of Concern letter to ACC with attachments. Rita Garcia made the first motion to accept the document with the corrections of employment of Dr. Reece to California State University, Long Beach. Nate Johnson seconded the motion and the Board of Directors approved the motion to accept the letter.

Discussion Items and Committee Updates:

11. Board Sub-Committee Reports

a. Executive Committee (Mark Ahrens)

Mr. Ahrens reported that the Executive Committee met prior to the Board meeting. The committee discussed salary schedules and what needs to be done. Mr. Nyembwe will look at other comparable charter schools to see what process they are using. They also discussed connecting with Judith Darling to see the procedures her other schools have in place.

The next item that was discussed was the Tuition Remission Policy. The committee believes there has not been an increase to the amount reimbursed for tuition in years, meaning that there may be need for an update to the policy. Also, the Executive Committee would like to look into adding verbiage regarding the option of attending classes outside of UST.

Discussed the religious policy and noted that we had to assure Minnesota Department of Education that we had a policy and were no longer renting space from the church.

Briefly talked about the Gifted and Talented program. The Gifted and Talented program will be restructured and will not be ready this year. Still trying to figure out how to evaluate the students.

Middle School – A task force needs to be initiated for the middle school project. Mr. Nyembwe would like to rethink the starting year of the Middle School from 2017 to 2016. He mentioned that when 6th graders are leaving and moving to middle school, they are sometimes taking their younger siblings with them from ACC and we lose students.

b. Academic Program Committee (Linette Manier)

Linette Manier reported that the Academic Committee met on September 16th, 2015. She shared that by July 2016, the McKnight Foundation grant will have been successfully implemented. Also, the 50/50 dual-language immersion pre-K program has been assessed and will continue to be monitored each year to ensure full implementation of grades two through 6. Lastly, she noted that the committee discussed both reading and math goals and that they would give a progress report at the end of each quarter.

c. Facilities Committee (Katie Avina)

Mrs. Avina reported that the new walls are starting to go up. They have been meeting weekly with the builders and architects. They are a little behind schedule, but the exterior of the building should be done before the snow gets here. They have put up an extra fence for safety to keep children out. She also mentioned that during the month of October, Ramona will have to take 30 day break from ACC to satisfy the PERA guidelines.

d. Finance Committee (Mark Ahrens)

Mark Ahrens reported that Judith Darling, from BKDA, will have the 3rd quarter report at the October meeting. Also, at the November meeting they will be able to look at the Audit.

e. Resource Development Committee (Rita Garcia)

Rita Garcia reported that the timeframe keeps shifting due to the school year starting and that they are a little behind and had to do a re-plan for fundraising kick off and set a new date..

12. Other Board/Staff Reports

a. Update from Executive Director (Bondo Nyembwe)

Spoke about UST Response Letter (See item #10 under action items).

b. World's Best Workforce Plan (Hernan Moncada)

There was no update to this item. We will maintain the same objective from the previous year.

c. Special Education Audit Update (Hernan Moncada)

Mr. Moncada reported that MDE gave us 100% for the audit and presented us with a plaque that is hung in the front hallway of the school. ACC needs to make minor correction to address inventory and purchasing process.

Mr. Moncado announced the resignation of Mr. Regaloda; a 1st grade teacher.

d. Enrollment Update (Bondo Nyembwe)

Mr. Nyembwe reported on school enrollment for Mardi Dominguez. Noted that we are doing well for enrollment: 397 K-6 and 21 in preschool, 22 above budget.

e. McKnight Update (Bondo Nyembwe)

Mr. Nyembwe reported that we are implementing activities for which we are receiving the grant. The McKnight Foundation is in support of what we are doing. He presented the Academic goals and process to McKnight in early September.

f. Cargill Grant Report (Bondo Nyembwe)

Same status as the McKnight Foundation. We are implementing activities for which we are receiving the grant. Cargill is in support of what we are doing.

13. Announcements/Public Comment: Katie Avina noted that she sent out an email regarding Navigate MN and a Legacy award that Ramona A. de Rosales won. She will be presented with it on October 1st, 2015. She also passed around a binder with groundbreaking articles and mentioned that there are two videos circulating online from the ceremony.

14. Upcoming Events:

Professional Development for Staff; no school for students, October 15-16

Parent-Teacher Conferences, November 19, 24-15

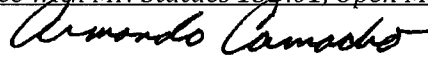
15. Next Board Meeting: October 28th, 2015 at 5 PM

16. Meeting Adjournment

Mr. Mark Ahrens called for a motion to adjourn the meeting. The first motion was made by Linette Manier and the second motion was made by Nate Johnson. The motion to adjourn was approved by the Board of Directors and the meeting was adjourned at 6:35 PM.

This meeting was conducted in accordance with MN Statutes 13D.01, Open Meeting Law.

Approved by Board and Signed by Board Secretary _____



Date 10.28.15

Armando Camacho