CESAR CHAVEZ
Language Academy
Foundation

Cesar Chavez Language Academy Foundation

Board Meeting Minutes

Meeting Date: June 20, 2026
Location: Business one stop shop – 350 E Street, Santa Rosa
Time: 9am - 1pm

Board Members Present

Ryan Partika, Ria Jimenez, Janet Fuentes, Brenda Davalos, Irais Santana, Teresa Torres, Alma Magallon, Jahaira Centeno, Adilene Mojica, Lucy Diaz, Veronica Botello and Andrea Rojas

Board Members Absent

Dulce Suarez and Paula Dominguez

Guests

Donna Prak

1. Call to Order

The meeting was called to order by the Board Chair. A quorum was present.

2. Approval of Agenda

The agenda was reviewed and approved by consensus.

3. Approval of Previous Meeting Minutes

The Board reviewed the minutes from the previous meeting and approved them as presented.

Executive Summary

The primary focus of this meeting was to establish the Foundation's financial priorities and fundraising strategy for the 2026–2027 school year. The Board reviewed the proposed operating budget, discussed long-term sustainability, refined the Family Giving Campaign, explored business sponsorship opportunities, reviewed funding priorities for classrooms and student programs, and developed a preliminary fundraising calendar. Throughout the meeting, members emphasized building a sustainable culture of philanthropy, strengthening community partnerships, and ensuring Foundation resources are distributed thoughtfully to maximize student impact.

4. Financial Overview & Budget Planning

Discussion:
• Projected operating revenue of approximately $61,000.
• Estimated net income of approximately $59,000.
• Reviewed administrative expenses and reserve balances.
• Recommended reducing the Principal's Discretionary Fund from $3,000 to $1,500.

Board Consensus:
Supported the preliminary budget assumptions and agreed adjustments may be made as fundraising projections become more refined.

Action Items:
• Treasurer to revise the proposed budget.
• Present updated budget at the next meeting.

5. Family Giving Campaign

Discussion:
• Recommended voluntary annual contribution of $100 per student.
• Discussed quarterly payment options ($25 x 4).
• Considered multiple giving levels, sponsored donations, volunteer opportunities, orientation materials, welcome packets, and website communications.

Board Consensus:
Proceed with development of the Family Giving Campaign emphasizing participation and inclusiveness.

Action Items:
• Draft campaign letter.
• Coordinate rollout with school administration.
• Develop orientation materials.
• Meet with Irma regarding enrollment communications.

6. Business Sponsorship Program

Discussion:
• Reviewed sponsorship levels beginning at $500 and $1,000.
• Discussed sponsor stewardship and recognition.

Board Consensus:
Develop sponsorship materials and an annual recognition plan.

Action Items:

• Create a sponsorship packet.
• Identify prospective sponsors.

7. Teacher Support & Student Programs

Discussion:
• Increase classroom allocations from $200 to $250.
• Create a $250 incentive for classrooms achieving 75% participation in the Family Giving Campaign.
• Discuss equitable distribution of Foundation resources.

Board Consensus:
Support increased classroom funding and participation incentive.

Action Items:
• Finalize participation guidelines.
• Notify teachers before school begins.

8. Student Clubs & Athletics

Discussion:
• Encourage clubs to become more self-sustaining.
• Explore matching opportunities.
• Use ParentSquare to assess student interest.
• Defer final sports funding decisions pending additional information.

Action Items:
• Develop a ParentSquare survey.
• Return sports funding to a future agenda.

9. Community Engagement & Communications

Discussion:
Strengthen communication with families through orientations, welcome letters, enrollment materials, and website updates.

10. Annual Fundraising Calendar

August – Beautification Day
August – Welcome Back Event
September – Family Giving Campaign Launch
October – Move-a-Thon / Walk-a-Thon
October – Talent Show
November – Bingo/Lotería
December - Winter Posada
January – Bingo/Lotería
February – Valentine's Gala
March – Bingo/Lotería

April – Spring Festival
May – Staff Appreciation Week

11. Action Item Summary

- Revise operating budget
- Draft Family Giving Campaign materials
- Meet with Irma
- Create sponsorship packet
- Develop ParentSquare survey
- Identify event leads
- Begin Gala planning
- Finalize annual fundraising calendar

12. Public Comment

No public comments were recorded.

13. Agenda Items for Next Meeting

- Review revised operating budget
- Approve Family Giving Campaign materials
- Review sponsorship packet
- Finalize fundraising calendar
- Sports funding follow-up
- Committee updates

14. Adjournment

The meeting adjourned at 1pm.

Next Meeting: August 10, 2026 at 6pm in the school library

Respectfully submitted,

Alma Magallón
Board Member, CCLA Foundation