

# MINUTES

## **Achieve Language Academy School Board May 2020 Board Meeting Tuesday, May 26, 2020, 5:15 pm Virtual Meeting**

This is a virtual meeting due to COVID-19. Visit <https://www.achievemn.org/copy-of-school-board-1> to view the agenda and information about how to access the meeting.

Anyone wishing to attend the meeting should email Ker Vang at [kvang@achievemn.org](mailto:kvang@achievemn.org) to receive the link.

### A. Call to Order at 5:37 pm

Barbara Young acknowledges the great work that the principal, staff, board, and authorizer has done so far in this pandemic.

a) Pledge of Allegiance Pledge of Allegiance was performed

b) Reading of the mission statement  
Cindy Videen read the Mission Statement

c) Members roll call

Present: Barbara Young, Patricia Forestal-Ortiz, Sam Rivard, Dave Linne, Andrea Wenker, Cindy Videen

d) Conflict of Interest disclosure  
Andrea Wenker Disclosed that her brother knows Kevin Xiong, from Hmong American Partnership and Liz Vieira, associate attorney of Rupp, Anderson, Squires & Waldspurgen, P.A.

e) Welcome and Introductions  
Attended, Dr. Jean Neuman, NEO, Dr. Charles Spiker, NEO, Kathy Miller, SMS, Greg Sailer, Sailer Benefit

f) Authorizer Communications  
Dr. Jean Neuman reminded the Board that ALA's assurances for special services are due June 1, 2020 and that she was having some difficulty with the school's website.

B. Board Chair update

Barbara Young spoke of the board elections, due to the COVID-19 pandemic and closure of the school building the elections will take place in the fall. Executive Director position has been posted and a search committee will be formed.

C. Agenda approval

Patricia Forestal-Ortiz motioned to amend the agenda,

Remove:

Item E. approval of April 28<sup>th</sup> meeting minutes

Action item b. Updated Board Bylaws

Action item c. Updated Admissions Procedure

Include:

Action item d. include #704 as policy number and remove language that allows the Finance committee to spend between \$5,000.00 and \$20,000.00 without Board approval.

Andrea Wenker motioned to add in discussion items:

g. HVAC issues

Move: Andrea Wenker

Second: Cindy Videen

Status: Pass, all voted Yay

D. Communication to the Board

Mr. Dan Davila spoke and Ms. Kate Snavely spoke. Ms. Sharon Lenhart requested that her email be read. Patricia Forestal-Ortiz read it. All three speakers wanted to share their support for Andrea Halverson.

E. Approval of April 28<sup>th</sup> meeting minutes – REMOVED

F. Financial Reports

Kathy Miller presented information about the April 2020 financials and the Board report

G. Reports/Presentation

Principals report, Andrea Halverson submitted her written report and spoke about the SPED final report from MDE. SPED was given a clean report with no findings.

H. Discussion Items

FY21 Budget, Dr. Spiker and Kathy Miller presented the draft budget

SMS Software/Business Vendor, Barbara Young reported that she spoke with owner, Todd Netzke regarding the accounting software that ALA is currently using and will not be able to access after July 1, 2020 due to sale of the company. Todd Netzke has agreed to refund ALA a

total of \$4170.00. The full Board discussed looking into bringing in another business management group for the next year.

Delinquent Account Policy presented by Andrea Halverson for 1<sup>st</sup> read

Telemedicine Policy presented by Andrea Halverson for 1<sup>st</sup> read

NEO Renewal, Barbara Young reminded the full Board to sign and return the agreements to Patricia Forestal-Ortiz before next week. The Bylaws are currently being reviewed by Amy Mace, attorney and that they should be ready by the June meeting.

Executive Director Hire Process, Kevin Xiong from Hmong American Partnership spoke of the process and gave a presentation of the timeline. He also mentioned that HAP would be open to working with ALA on a plan B (yet to be determined) incase plan A was not feasible.

I. Action Items

a) Employee Insurance Proposal, Presented by Greg Sailer

Move: Patricia Forestal-Ortiz                      Second: Cindy Videen                      Status: Pass all voted yay

b) Updated Board Bylaws – REMOVED

c) Updated Admissions Procedure – REMOVED

d) Finance Policy #704 remove language that allows the Finance committee to spend between \$5,000.00 and \$20,000.00 without Board approval.

Move: Patricia Forestal-Ortiz                      Second: Andrea Wenker                      Status: Pass all voted yay

e) MACS Renewal

Move: Andrea Wenker                      Second: Dave Linne                      Status: Pass all voted yay

f) Fall Schedule Change Proposal

Move: Patricia Forestal-Ortiz                      Second: Cindy Videen                      Status: Pass all voted yay

g) Approval of Executive Director Consultant Contract

Move: Patricia Forestal-Ortiz                      Second: Dave Linne                      Status: Pass

Yay votes: Patricia Forestal-Ortiz, Cindy Videen, Sam Rivard, Dave Linne, Barbara Young

Abstain: Andrea Wenker

h) Closed session: Andrea Halverson chose to have her evaluation open

Move: Patricia Forestal-Ortiz                      Second: Dave Linne                      Status: Pass all voted yay

A FIVE-MINUTE RECESS WAS CALLED AT 7:58 pm

Move: Sam Rivard                      Second: Dave Linne                      Status: Pass all voted yay

RECONVENE AT 8:03 pm

Evaluation of Andrea Halverson was done

J. Other Board Business

Add Board reimbursement, Updated Bylaws and Admission Procedure to June agenda. Set date for special meeting regarding the budget.

K. Adjourn at 9:49 pm

Move: Sam Rivard                      Second: Cindy Videen                      Status: Pass all voted yay

