



**BOARD MEEING MINUTES**

Tuesday, August 26th, 2020, 5:15 pm - 7:00 pm  
 2169 Stillwater Ave E., St. Paul, MN 55119  
 Virtual Board Meeting

**MISSION STATEMENT:** *The mission of Achieve Language Academy is to provide a rigorous, standards-based, data-driven, best practices educational program for students in grades pre-K through 8th grade. Achieve educates the whole child in a safe environment that values diversity and promotes world cultures with a focus on Hmong and Spanish languages.*

| Name                    | 7.21.20 | 7.28.20 | 8.26.20 | 9.29.20 | 10.27.20 | 11.24.20 | 12.29.20 |
|-------------------------|---------|---------|---------|---------|----------|----------|----------|
| Barbara Young           | Present | Present | Present |         |          |          |          |
| Patricia Forestal-Ortiz | Present | Present | Present |         |          |          |          |
| Cindy Videen            | Present | Present | Present |         |          |          |          |
| Sam Rivard              | Present | Present | Present |         |          |          |          |
| Dave Linne              | Present | Present | Present |         |          |          |          |

**1. Call to order – Barbara Young, Board Chair**

- a. Called to order: The meeting was called to order by Board Chair, Barbara Young at 5:15 p.m.
  - i. Board Chair Barbara Young welcome Dr. Curtis Windham: As the Official ED
  - ii. Mike from TAG
  - iii. Bao Vang
  - iv. Matthew
- b. Roll Call Board Members: Barbara Young, Patricia Forestal-Ortiz, Cindy Videen, Sam Rivard and Dave Linne.
- c. Ex-Officio – Dr. Curtis Windham
- d. Guest: Bao Vang, Matthew Saykao, Mike Pocrnich, Amber Boie, Amy Petschaur, Brad Nelson, Elizabeth Brandt, Jackie Christian, Julie Schramke, Ka Yang, Katherine Snavelly, Kathy O, Kaylee Gueltzow, Kelly S, Mai Lee, Marissa Flanagan, Nicole Glockman, Wendy Swanson Choi, Emily Vondriska, Nicole Glickman, Sara Bradfield.
- e. Pledge of allegiance: Conducted by all
- f. ALA Mission Statement: Was read by Sam Rivard
- g. Conflict of Interest: N/A
- h. Authorizer Communication: Wendy Swanson Choi, from the Authorizer, thanked the board for focusing on student learning. Being in a leadership role at the school is critical and the focus on kids is greatly appreciated.

**2. Agenda**

- a. The agenda was reviewed by the Board of Directors. Cindy Videen motioned to approve the Board agenda. Motion was seconded by Dave Linne. All voted in favor, motion passes.



**3. Public Comments**

- a. 1 Public comment was submitted before the deadline.
- b. Kelly Schwartzbauer – Community member, provided her statement to the board. Statement included unclear communication, outstanding questions from previous board meetings, and letter to the board regarding election.

**4. Board Minutes:** The Board of Directors reviewed the following minutes with no changes.

- a. 12.17.19 Board minutes
- b. 1.21.20 Board minutes
- c. 1.27.20 Board minutes
- d. 1.28.20 Board minutes
- e. 6.23.20 Board minutes
- f. 7.28.20 Board minutes
- g. Sam Rivard motioned to approve the above minutes. The motion was seconded by Dave Linne. The chair call for roll call vote. All voted in favor. Motion passes.

|                         |     |
|-------------------------|-----|
| Barbara Young           | Yes |
| Patricia Forestal-Ortiz | Yes |
| Cindy Videen            | Yes |
| Sam Rivard              | Yes |
| Dave Linne              | Yes |

**5. Financial and Management Report**

- a. June Financial Statement
  - i. Mike Pocrnich presented the June Financial Statements to the Board of Directors.
  - ii. Total revenue is under 5.5 million, expenses are at 5.8 million. All state revenues have been accounted for so should have more accurate numbers at the next board meeting.
- b. July Financial Statements
  - i. Mike Pocrnich presented the July Financial Statements to the Board of Directors.
  - ii. For July, not too much activity. Achieve is 8% into the budget year. ADM is at 430.
  - iii. Days of Cash on Hand is 264 days
- c. Sam Rivard motion to approve the June and July Financials Statements. Motion was seconded by Dave Linne. Roll calls are as follow. All voted in favor. Motion passes.

|                         |     |
|-------------------------|-----|
| Barbara Young           | Yes |
| Patricia Forestal-Ortiz | Yes |
| Cindy Videen            | Yes |
| Sam Rivard              | Yes |
| Dave Linne              | Yes |

**6. Board Chair Updates –**

- a. **Welcome** – Barbara Young extends a welcome to Dr. Curtis Windham as Achieve’s Executive Director. Dr. Windham started on a part time basis since early August. We are grateful that Dr. Windham was able start full time earlier than anticipated. Barbara Young also extends a warm welcome to Mike Pocrnich from the Anton Group as Achieve’s new Finance Manager.



- b. **Complaints:** Barbara Young acknowledged complaints that the Board has received. All complaints will be addressed by the Executive Director. We are in a pandemic period with school starting so all focus will be on education and safety of students, staff and teachers.

**7. Executive Director Address and Updates:**

- a. Dr. Curtis Windham thanked the Board, staff and all those involved in the Executive Director Search.
- b. Complaints regarding Board Election – Due to the pandemic period, MDE gave schools the latitude to delay election. The Achieve Board is in compliance with State regulations regarding election. He also gave a brief statement on Achieve’s election policy and processes.
- c. Leadership: Due to vacancies, the focus has been on filling top vacant positions. He thanked everyone for their patience and understanding.
- d. Academic Update: Distance Learning is the chosen model through MEA week or 10/19. Achieve will monitor the situation and evaluate current trends to determine change in instruction models when appropriate. Leadership team is working on the Hybrid model. Dr. Windham also updated the Board on workshop weeks.

**8. IOWA Designation –**

- a. Patricia Forestal-Ortiz motion to designate Dr. Windham as Achieve’s Identified Official with Authority (IOWA) to comply with State Access Control Security which states that all users access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOWA will assign job duties and authorize external user’s access to MDE secure systems for their local education agency.
- b. Dave Linne seconded the motion. Roll calls are as follow. All voted in favor. Motion passes.

|                         |     |
|-------------------------|-----|
| Barbara Young           | Yes |
| Patricia Forestal-Ortiz | Yes |
| Cindy Videen            | Yes |
| Sam Rivard              | Yes |
| Dave Linne              | Yes |

- 9. Patricia Forestal-Ortiz motion to approve Dr. Windham as the bank signer on all Achieve’s bank accounts. Motion was seconded by Dave Linne. Roll calls are as follow. All voted in favor. Motion passes.

|                         |     |
|-------------------------|-----|
| Barbara Young           | Yes |
| Patricia Forestal-Ortiz | Yes |
| Cindy Videen            | Yes |
| Sam Rivard              | Yes |
| Dave Linne              | Yes |

**10. Credit Card Authorization**

- a. Patricia Forestal-Ortiz motion to approve a credit card with a \$25,000 limit to Dr. Windham. Spending that exceeds \$5,000 should be approved by the Board in advance. In circumstances where purchases that exceed \$5,000 cannot wait until the board meeting, the Board Chair may approve purchasing request.
- b. Dave Linne seconded the motion as presented. Roll call vote as follows.



|                         |     |
|-------------------------|-----|
| Barbara Young           | Yes |
| Patricia Forestal-Ortiz | Yes |
| Cindy Videen            | Yes |
| Sam Rivard              | Yes |
| Dave Linne              | Yes |

**11. Bylaws Revision:**

- a. **The following revised board section was presented to the Board for review and approval.**  
**Article 3 Section 2:** New Board members must serve as least one full year as a general board member before being eligible to run for officer Seat (Chair, Treasurer and Secretary). In the event there is insufficient board members with at least one-year term, the Board may appoint, with a quorum, new board members as officers provided, they have finished the required State Training within 90 days
- b. Sam Rivard motion to approve the revised bylaws as presented. Motion was seconded by Dave Linne. Roll calls are as follow. All voted in favor. Motion passes.

|                         |     |
|-------------------------|-----|
| Barbara Young           | Yes |
| Patricia Forestal-Ortiz | Yes |
| Cindy Videen            | Yes |
| Sam Rivard              | Yes |
| Dave Linne              | Yes |

**12. Frist Read Policy 522 Review**

- a. Patricia Forestal-Ortiz present the first read of Policy 522 to the Board of Directors.
- b. Board members are to review before the next board meeting.

**13. Meeting Adjourn**

- a. Sam Rivard motion to adjourn the meeting at 7:02 p.m. Motion was seconded by Cindy Videen. Roll calls are as follow. All voted in favor. Motion passes.

|                         |     |
|-------------------------|-----|
| Barbara Young           | Yes |
| Patricia Forestal-Ortiz | Yes |
| Cindy Videen            | Yes |
| Sam Rivard              | Yes |
| Dave Linne              | Yes |