

Meeting of the Board of Directors
Minnesota Early Learning Academy,
Inc. Minutes of Thursday, April 14,
2016

A meeting of the Board of Directors of the Minnesota Early Learning Academy, Inc. (the Board) was held on Thursday, April 14, 2016 from 4:00:00 pm (CST) at the Minnesota Early Learning Academy, 6717 85th Ave N, Brooklyn Park, MN 55445.

Directors

Present:

Deb deVries Chairperson
Jackie Gaare – Treasurer

Sig Brienna D’Angelone

Member Donna Swedin
Member Kit Wilhite
Member

Also Present: Cathy Kincheloe Director of New School Implementation, Distinctive Schools Susan Loomis Director of New School Support, Distinctive Schools Nicole Schmidt CFO/Controller, Clifton Larson Allen Dean Kephart Executive Director, Distinctive Schools Jim Stafford – Director of Operations, Distinctive Schools

I. Call to Order

Deb deVries called the meeting to order at 4:05 p.m. CST on April 14, 2016, a quorum of directors was present, and the meeting, having been duly convened, was ready to proceed with business.

**II. Approval of the
Agenda**

Deb deVries suggested that the Policy Manual be removed from the agenda. Jackie Gaare made a motion to approve the revised agenda. Brienna D'Angelone seconded the motion and the revised agenda was unanimously approved.

Sig motion, Kit seconded
unanimous

III. Review and Approval of Previous Board Meeting Minutes

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Donna Swedin noticed that an incorrect date was listed on the March minutes. Deb deVries asked to add language that reflected the Board's discussion of it's required training. Jackie Gaare made a motion to approve the revised minutes. Kit Wilhite seconded the motion and the minutes were unanimously approved.

**Kit motion, Sig second
unanimous**

IV. Board Chair Report

Deb announced CSP
Grant

Policy Manual Changes Chapter 1 Good Chapter 2 – 2.4.3 and 4.5.5 are the same? 2.1 meets monthly change to regularly Chapter 3 is good Chapter 4 Take Jen's name out Chapter 5 good Chapter 6 good Chapter 7 good Chapter 8 good Chapter 9 good

Sig made motion to approve under assumption that mela/ds can adhere to all Kit seconded Unanimous

Kit resigned
Jackie
resigned

Sig presented board training options, Deb recommended
MACS

V. Finance

**Kit made a motion, Brie seconded include net income
amount Unanimous**

Jackie Gaare asked Nichole Schmidt to present a draft of the FY17 Budget and the March financial packet.

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Nichole Schmidt walked through the FY17 Budget draft. Nichole explained that budget is based on an enrollment of 225 students, includes a conservative staffing model and purchased services are founded on FY16 actuals. The FY17 Budget will be presented at the May meeting for Board consideration.

Nichole then presented the monthly financial statements. All line items are tracking other than transportation which continues to come in over budget. The line of credit is being used to cover the time period between when payroll is processed and when the state IDEAS payment is received. Donna Swedin made a motion to approve the March financial packet and Brienna D'angelone seconded the motion. The March financial packet was unanimously approved.

Brie moved, sig seconded,
unanimous

Sig moved that contractual Brie seconded unanimously approved

VI. Authorizer Report

No report

No official authorizer report was presented but Carrie Baaken noted that this would be her last meeting she will be attending for this fiscal year. She will be forwarding her review and suggestions on board governance shortly but gave positive feedback on the organization and focus of the MELA Board.

VII. Distinctive Schools Report

Academic – NWEA report – results available in June, personalized learning look at handout

PD – see
handout

Cathy – PD Trip to Chicago, model evolving,
Enrollment 206

VIII. New Business

**Deb recommended doing something for the
school**

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**Next meeting is August
11th Spring Data will be
sent out via**

Deb DeVries asked whether there was any new business that the Board should be considering at this meeting. No new business was brought to the Board's attention.

IX. Adjournment

Brie moved, Kit seconded,
5:18

Respectfully
Submitted,

Designated Recording
Secretary

THIS IS TO CERTIFY that I served as the duly designated temporary recording secretary for the Minnesota Early Learning Academy Inc., nonprofit Minnesota corporation, and that the foregoing Minutes reflect the events of the March 10, 2016 Board of Directors meeting of the Minnesota Early Learning Academy Inc.

IN WITNESS WHEREOF, I have hereto set my hand this 10th day of March, 2015.

Temporary Recording
Secretary

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