

**Meeting of the Board of Directors**  
Minnesota Early Learning Academy, Inc.  
Minutes of Wednesday, August 20, 2015

A meeting of the Board of Directors of the Minnesota Early Learning Academy, Inc. (the Board) was held on Thursday, August 20, 2015 from 4:25 to 5:15 p.m. (CST) at the Minnesota Early Learning Academy, 6717 85th Ave N, Brooklyn Park, MN 55445.

**Directors Present:**

Dr. Joseph Scherer • Chairperson  
Deb deVries • Vice Chair (phone)  
Jackie Gaare • Treasurer (phone)  
Signe Anderson • Secretary  
Donna Sweden • Member  
Kit Wilhite • Member

**Also Present:**

Mary Stafford • President and COO, Distinctive Schools  
Jim Stafford • Operations Director, Distinctive Schools  
Nichole Schmidt • Clifton Larson Allen  
Tom Tapper • Innovative Quality Schools  
Dean Kephart • Minnesota Executive Director, Distinctive Schools

**I. Call to order**

Board Chairperson Dr. Joseph Scherer called the meeting to order at 4:25 p.m. CST on August 20, 2015; a quorum of directors was present, and the meeting, having been duly convened, was ready to proceed with business.

**II. Approval of the agenda**

Board Chairperson Dr. Joseph Scherer asked Board members to review the Agenda for accuracy and content and the Agenda was unanimously approved with no modifications.



### **III. Review and Approval of Previous Board Meeting Minutes.**

Board Chairperson Dr. Joseph Scherer asked Board members to review Minutes of the Board's previous meeting and the previous Board meeting minutes were unanimously approved.

### **IV. Board Chair Report**

Jim Stafford reported that the Assurance of Non-Sectarian Spaces has been implemented and all religions banners and signs have been removed and will only be in place on Sundays. The church has been very cooperative and Jim will be signing the forms that the board assures that the church is in compliance.

Board Chairperson Dr. Joseph Scherer instructed each board member to sign the conflict of interest document. Jackie Gaare and Deb deVries will scan and send to Jim Stafford.

Jim Stafford informed the board that the MELA website has been updated with board bios and all meeting minutes. Jim Stafford will get a doodle calendar invite out to all board members to build the approved dates for board meetings for the 2015-16 school year. These monthly meetings will be posted on the website and will be held in the late afternoon or evening.

### **V. Committee Reports**

There were no committee reports as no committees have met since the July meeting.

### **VI. Authorizer Report**

Tom Tapper informed the board that they are working with 22 schools with 2 in their planning year. They will have 30-35 cadres to support these schools, twice what they have had in the past. They have recruited cadres that have organizational change as their area of expertise. MELA's goals are due to IQS by mid-September. IQS is going through an evaluation process, along with six other authorizers. They have finished the narrative portion and will get their report card in mid November. This evaluation process is being driven by the National Association of Charter Schools.

## **VII. Distinctive Schools Report**

### **Facilities Report**

Mary Stafford indicated that the facilities are ready. Two walls have been removed. Licenses are approved and an additional custodian has been secured.

### **Enrollment Update**

Mary Stafford reported that we currently have 177 applicants with 159 registered. She outlined the amazing diversity that we have been able to recruit; 65 African American, 38 Hispanic, 18 Caucasian, 13 Asian, 25 other. 50 families will need ELL and we estimate that 12% will need Special Education.

### **Ready to Open Checklist**

Mary Stafford assured the board that we are in good shape.

### **Staffing Recommendations**

Resumes were included for: Adriana Cuberos, Caroline Edwards, Danielle McGill, Sara Cutts, and Jennifer Mitchell to join the staff at the school. Staffing was approved.

### **Community Outreach Update**

Dean Kephart reported in the progress in educating community members on the school and inviting community leaders and members to the October 9th celebration.

### **Professional Development Update**

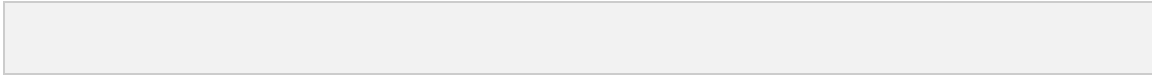
Mary Stafford reported that the teaching staff is engaged in professional development and will be ready for the 24th opening.

### **Financial Update**

Nichole Schmidt walked through the financial statements that she prepared for the board review. She asked the board to pay special attention to the Income Statements with a focus on % of budget column. She also asked the board to look over the Check Register document.

## **VIII. New Business**

Dr. Scherer asked whether there was any new business that the Board should be considering at this meeting. No new business is before the board.



## IX. Adjournment

There being no further business, the meeting was adjourned on Thursday August 20, 2015 at 5:15 PM (CST).

Respectfully submitted,

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Designated Recording Secretary

THIS IS TO CERTIFY that I served as the duly designated temporary recording secretary for the Minnesota Early Learning Academy Inc., non-profit Minnesota corporation, and that the foregoing Minutes reflect the events of the August 20, 2015 Board of Directors meeting of Minnesota Early Learning Academy Inc.

IN WITNESS WHEREOF, I have hereto set my hand this 28th day of August, 2015.

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Temporary Recording Secretary