

**Minnesota Early Learning Academy, Inc.  
Minutes for Wednesday, June 17, 2015**

**Meeting of the Board of Directors**

A meeting of the Board of Directors of the Minnesota Early Learning Academy, Inc. (the **Board**) was held on Wednesday, June 17, 2015 from 9:00 to 10:35 a.m. (CST) at the Minneapolis Central Library, 300 Nicollet Mall, Minneapolis, MN 55401.

**Directors Present:**

Dr. Joseph Scherer,	CHAIRPERSON
Jackie Gaare	TREASURER
Deb DeVries	MEMBER
Kit Wilhite	MEMBER

**Also Present:**

Mary Stafford	President and COO, Distinctive Schools
Greg Gurley	Director of Staffing and Recruitment, Distinctive Schools
Tom Tapper	Innovative Quality Schools
Nicole Fallon	Clifton Larson Allen
Whitney Frisch	Director, Minnesota Early Learning Academy
Ember Reichgott Junge	Consultant
Dean Kephart	Minnesota Executive Director, Distinctive Schools

**I. Call to order**

Board Chairperson Dr. Joseph Scherer called the meeting to order at 9:10 AM CST on June 17, 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**

Mary Stafford informed the board that a policy manual has been purchased through Charter School Partners. Her plan is to put all board documents in Google Docs, including the new manual for board review. The board should review this manual before the July meeting so that action can be taken on the manual in the July meeting.

#### **V. Board Member Candidates**

Board Member Deb DeVries asked that Donna's last name be added to the minutes and suggested that we take a vote on Donna. She was unanimously added as a board member. Red DeVries wanted to clarify number of board members and with Donna Sweden, we are now at seven.

#### **VI. Finance**

Board Member Jackie Gaare advised the Board that the Finance Committee met and recommended that the budget for the 2015-16 was sent out in advance and needs to be reviewed and approved in this meeting.

#### **IX. Budget**

Jackie Gaare turned the meeting over to Nicole Fallon of Clifton Larson Allen to walk through each page of the budget and respond to any questions. It was noted that lease aid was approved, which had a dramatic positive impact on the budget. It was noted that the budget was based on 150 enrolled students and we are not at the total to date. The budget was created with full revenue coming from the state with total annual income of \$21K. It also included the staffing schedule as well as staff for future years. We estimated that we would have 15 LEP students, but we are already at 20 which will increase our funding from the state. De DeVries moved that the budget be approved and Kit Wilhite seconded. It was unanimously approved.

#### **X. Startup Loan from Distinctive Schools**

Jackie Gaare informed us that the Finance Committee is recommending taking a \$60K loan from Distinctive Schools to cover startup costs for the school, to include, but not limited to; furniture, technology and curriculum. A short discussion followed and the loan was unanimously approved.

## **XI. Line of Credit Option**

Mary Stafford explained that 75 students had officially registered for the school and that number was submitted to the state. When we recruit the remaining 75, we won't see those dollars until late October, making it necessary to investigate a line of credit. Ember Reichgott Junge suggested Citizen's Bank and Jackie Gaare agreed to investigate. A motion was unanimously approved to investigate a line of credit option and bring recommendations to the July meeting.

## **XII. Facilities**

Mary Stafford indicated that the City of Brooklyn Park's Planning Commission approved all facility updates in the Conditional Use Permit and it would go to the city council on June 22 for final approval.

## **XIII. Recruitment**

Ms. Stafford brought us up-to-date on recruitment efforts. While we submitted 75, we are up to 100 and feel positive about meeting our 150 goal. To date, we are over the 85% free and reduced lunch and over 40 learners who are ELL students. She explained that TIES will be used for our student reporting system to the state to ensure all students records are accurately reported. Additional discussion occurred; however, no motion was made, and no action taken.

## **XV. Enrollment Update**

The Board was provided with an enrollment update; discussion followed. No motion was made, and no action taken.

## **XVI. Authorizer Report**

No Authorizer Report was submitted for Board review at this meeting. Tom Tapper indicated that he felt MELA was in very good shape as far as progress against the checklist. Ms. Stafford and her team has done an outstanding job in ensuring all necessary takes are completed according to the schedule. No motion was made, and no action taken.

## **XVII. Distinctive Schools Report**

Ms. Stafford provided an update on staffing and reviewed the organizational chart the board had received in advance. Hires already approved by the board are Whitney Frisch, Abby Chase and Clara Atwood. Ms. Stafford indicated that she recommends that we enter into an agreement with the local TFA office and extend offers to two TFA teachers that she interviewed. The board unanimously approved moving forward with a relationship with TFA.

Ms. Stafford indicated that the following services have been secured:

- Food Service
- Transportation
- Business and Finance
- Special Education
- Music
- Nursing services

All agreed that this progress is commendable.

## **XVIII. New Business**

Dr. Scherer asked whether there was any new business that the Board should be considering at this meeting. Dean Kephart asked that October 9 at 9:00 a.m. be added to everyone's calendar as the official opening for the school.

The July board meeting will be the week of the 6th, but not on the 6th itself. A final date and location will be determined and shared.

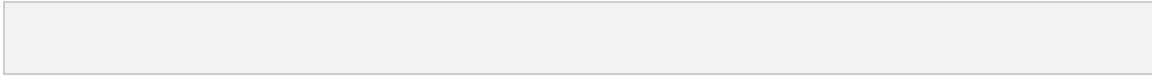
It was moved and seconded that the Board adjourn. The motion carried by a unanimous vote.

## **XIX. Adjournment**

There being no further business, the meeting was adjourned on Wednesday June 17, 2015 at 10:30 a.m. (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 June 17, 2015 Board of Directors meeting of Minnesota Early Learning Academy Inc.

IN WITNESS WHEREOF, I have hereto set my hand this 17th day of June, 2015.

\_\_\_\_\_,  
Temporary Recording Secretary