

Meeting of the Board of Directors
Minnesota Early Learning Academy, Inc.
Minutes of Thursday, March 10, 2016

A meeting of the Board of Directors of the Minnesota Early Learning Academy, Inc. (the Board) was held on Thursday, March 10, 2016 from 4:00-6:00 pm (CST) at the Minnesota Early Learning Academy, 6717 85th Ave N, Brooklyn Park, MN 55445.

Directors Present:

*Deb deVries - Chairperson
Jackie Gaare - Treasurer
Signe Anderson - Secretary
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
Carrie Bakken - IQS
Nicole Schmidt - CFO/Controller, Clifton Larson Allen
Dean Kephart - Executive Director, Distinctive Schools

*on-line

I. Call to Order

Deb deVries called the meeting to order at 4:17 p.m. CST on March 10, 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 asked the Board Members to review the Agenda for accuracy and content. Kit Wilhite made a motion to approve the Agenda. Jackie Gaare seconded the motion and the Agenda was unanimously approved.

III. Review and Approval of Previous Board Meeting Minutes

Deb deVries asked the Board Members to review the previous month's meeting minutes for accuracy and content. Jackie Gaare made a motion to approve the minutes. Signe Anderson seconded the motion. The Minutes were unanimously approved.

IV. Board Chair Report

Deb deVries shared a combined school and board calendar. The Board Meeting dates are listed incorrectly on calendar and will be changed to second Thursday meetings instead of first Thursday meetings. The Board will change to meeting every other month.

Jackie Garre made a motion to approve the board calendar with adjustment to meetings being held on the second Thursdays instead of the first Thursdays as noted on the calendar. Signe Anderson seconded the motion. The motion was unanimously approved.

Board Policy Manual: Signe made a motion to postpone the vote to approve the Board Policy Manual until next month. Kit Wilhite seconded the motion and it was unanimously approved.

There was discussion on insurance and board insurance.

At the May meeting, the Board will approve the 2016-2017 budget. Annual meetings will be in August, 2016 and June, 2017.)

Brie D'Angelone left at 4:55 p.m. CST.

The Board Discussed Board training options.

Deb deVries shared some Board Training options.

Signe Anderson will take the lead on making sure everyone gets the training. Signe will provide a list for the next board meeting. A detailed list will be included in the annual report.

Nicole will provide financial training after the April board meeting.

Last year Ember provided Roles and Responsibility Training

The Board still needs Employment Training.

MACS provides training with a catalog of courses.

V. Finance

Audit proposals were reviewed and Nicole recommended KDV. Kit Wilhite made a motion to move forward with KDV as MELA's auditing firm. Signe Anderson seconded the motion and it was unanimously approved.

Nicole Schmidt walked the Board through the Financial Packet. Signe Anderson made a motion to approve the financial packet. Kit Wilhite seconded the motion and it was unanimously approved.

VI. Authorizer Report

No Authorizer Report was submitted for Board review.

VII. Distinctive Schools Report

Cathy Kincheloe shared New Staff Update: Genese Addae and Carrie Berndt were hired as classroom teachers and Brandon Winkels is a part-time art teacher. MTSS, Personalized Learning, Family and Community Engagement, Professional Development and Recruitment Updates were shared.

Dean Kephart shared Community Outreach Update.

VIII. New Business

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

There being no further business, Deb Devries entertained a motion from Jackie Gaare to adjourn the meeting. Signe Anderson seconded the motion and the motion passed unanimously. The meeting was adjourned on Thursday, March 10, 2016 at 5:48 PM.

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., non-profit 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