



**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 4:00-6:00 pm (CST) at the Minnesota Early Learning Academy, 6717 85th Ave N, Brooklyn Park, MN 55445.

**Directors Present:**

Deb deVries - Chairperson  
Jackie Gaare - Treasurer  
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  
Jim Stafford – Director of Operations, Distinctive Schools

**I. Call to Order**

Deb deVries called the meeting to order at 4:04 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.



# MINNESOTA EARLY LEARNING ACADEMY

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

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.

## IV. Board Chair Report

Deb deVries presented the FY17 Board Meeting Calendar to the Board. Brienna D'Angelone made a motion to approve the calendar. Jackie Gaare seconded the motion and the calendar was unanimously approved.

Deb recommended that all Board members review the updated Policy Manual and be ready to vote on the subject at the May meeting.

Deb also gave a brief update on the status of the school's CSP Grant. She was hopeful a decision would be communicated by the next meeting.

## V. Finance

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

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.



## **VI. Authorizer 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**

Brienna D'Angelone and Cathy Kincheloe presented an academic and professional development update to the Board. Brienna noted that NWEA Spring testing will begin May 9<sup>th</sup> and the school's personalized learning model continues to move towards implementation. Dean Kephart presented a community outreach update that included all philanthropy to date and the overall philanthropic strategy for next year. Jim Stafford gave updates on enrollment and the facility plan for next year.

## **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 Kit Wilhite to adjourn the meeting. Jackie Gaare seconded the motion and the motion passed unanimously. The meeting was adjourned on Thursday, April 14, 2016 at 5:01 PM.



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 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.

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Temporary Recording Secretary