



**Urban Academy Charter School
School Board Meeting
January 23, 2017
St. Paul, MN
6:00 PM**

MINUTES

Board Members:	Ex-Officio Members:	Advisory Members:
<input checked="" type="checkbox"/> Melissa Jensen	<input checked="" type="checkbox"/> Mongsher Ly	<input type="checkbox"/> Luis Brown-Pena
<input type="checkbox"/> Tamara Mattison		<input checked="" type="checkbox"/> Ralph Elliott
<input checked="" type="checkbox"/> Fong Lor		
<input checked="" type="checkbox"/> Kristin Evans		
<input type="checkbox"/> Roger Sykes		
<input checked="" type="checkbox"/> Nancy Smith		
<input type="checkbox"/> Caley Long		

☐ **Staff and Guests Attending:**

	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Meeting called to order by Melissa Jensen--Board Chair at 6:04 pm
Board Minutes taken by Kristin Evans

Acceptance of Agenda

Corrections made: none

Board Motion: Approve the agenda.
 Board Member motioning to approving agenda: Lor
 Board Member seconding the motion: Smith
 Unanimously approved

Approval of November 21, 2016 Minutes

Corrections made: none

Board Motion: to approve the November 21, 2016 minutes
 Board Member motioning to approve the minutes: Evans
 Board Member seconding the motion: Lor
 Unanimously approved

Conflict of Interest

none

Reports/Presentation

Board Chair/Vice Chair Updates – M. Jensen

- Removal of board member, Roger Sykes

Motion: to remove Roger Sykes as a board member with the recommendation to serve on the advisory board

Board member motioning to remove Roger Sykes as a board member with the recommendation to serve on the advisory board: Lor

Board member seconding the motion: Smith

- Revision of By-laws

Motion: to approve the revisions to the by-laws by the board committee

Board member motioning to accept the by-law revisions: Smith

Board member seconding the motion: Evans

Finance Chair—T. Mattison

- none

Executive Director Report – Dr. Ly**ADMINISTRATION DUTIES:**

- ADM: 299.7 (goal: 293)
- Enrollment: 220?
- Pre-K application sent to NEO
- Building expansion
- World's Best Workforce report submitted
- Food & Nutrition audit took place on December 15th
 - committee to meet to update policies in the next few months
- Corrective action plan submitted
- NEO conducted site visit & went well
 - will use this year's test scores as a baseline for the next contract

OPERATIONS:

- Holiday meal successful
 - Local business donated food & beverages
- Holiday toys successful
 - Carpenters built and donated wooden toys

ACADEMICS:

- Winter MAP testing completed
- Pre-MCA tests will be starting soon

BUDGET/FINANCE DISCUSSIONS:

- MDE—lease aid
- summer school

Motion: to allot \$50,000 for summer school

Board member motioning to allot \$50,000 for summer school: Smith

Board member seconding the motion: Lor

Unanimously approved

COMMUNITY OUTREACH/DONATIONS:

- Tennis lessons continuing

- Messiah Episcopal Church
 - would like to do a uniform drive

Motion: to approve the reports

Board member motioning to approve the reports: Smith

Board member seconding the motion: Evans

Unanimously approved

Approval Consent Board Agenda

Narrative Summary Report

December 2016

FINANCIAL STATEMENT OVERVIEW-INCOME STATEMENT

GENERAL FUND – 01

As of December 31, 2016 the school has received in Fund 01 a total of \$1,542,476 of current Fiscal Year State, Federal, and Local revenues which is 40% of its current budgeted amount.

As of December 31, 2016 the school has expended in Fund 01 \$1,792,438 which is 46% of its current budgeted expense.

Urban Academy Charter School ended December 2016 with a current fiscal year to date Fund 01 deficit balance (revenues received less expenditures incurred) of (\$249,962).

FOOD SERVICE FUND - 02

As of December 31, 2016 the school has received in Fund 02 a total of \$92,297 of current Fiscal Year State, Federal, and Local revenues which is 41% of its current budgeted amount.

As of December 31, 2016 the school has expended in Fund 02 \$106,719 which is 47% of its current budgeted expense.

Urban Academy Charter School ended December 2016 with a current fiscal year to date Fund 02 deficit balance (revenues received less expenditures incurred) of (\$14,422).

FINANCIAL STATEMENT OVERVIEW-BALANCE SHEET

Urban Academy Charter School had a total cash balance of \$750,972 at the end of December 2016 reflected across all funds.

Urban Academy Charter School had a balance of \$34,368 in accounts receivable at December 31, 2016.

There was a balance of (\$1,643) in current liabilities for general accounts payable and payroll liabilities at December 31, 2016. This was primarily due to timing differences between payments of insurance invoices through accounts payable and withholding of insurance premiums through payroll.

Urban Academy Charter School had an overall audited fund balance of \$1,052,868 at June 30, 2016.

FINANCIAL STATEMENT OVERVIEW-BUDGETING AND OTHER FINANCIAL INFORMATION

The state is currently paying Urban Academy based on 285 ADM. The 2016-2017 budget adopted by the board is based on 293 ADM.

Revenue activity listed on the Summary Income Statement are reflections of current year actual amounts and do not include calculations for revenue earned during the school year but not yet received. These amounts are calculated at year end as part of the audit preparation process.

Expenditures included in the Summary Income Statement are reported on actual activity and known accounts payable activity. Amounts unpaid but included in the statements will be paid for in the following month. Accounts Payable and Salary Accrual amounts are calculated at year end as part of the audit process.

Policy Review:

- 4.01 (Parent and Family Participation)
- 5.03 (Cash and Investments)
- Form 990

Motion: to approve the consent agenda

Board member motioning to approve the consent agenda: Lor

Board member seconding the motion: Smith

Old Business

- late July for retreat (Kristin will contact Appeldoorn's and Madden's for availability)

New Business

- none

Open Public Comments (Limited to 2 minutes)

Meeting adjourned at 7:02 pm

Board Motion: To adjourn the meeting at 7:02 pm

Board Member motioning to approve to adjourn the meeting: Smith

Board Member seconding the motion: Evans

Unanimously approved

Next meeting will be on Monday, February 27, 2017 at 6 pm!