



**Urban Academy Charter School
School Board Meeting
August 18, 2018
Brainerd, MN
8:45 AM**

MINUTES

Board Members:	Ex-Officio Members:	Advisory Members:
<input checked="" type="checkbox"/> Melissa Jensen	<input checked="" type="checkbox"/> Mongsher Ly	<input checked="" type="checkbox"/> Luis Brown-Pena
<input checked="" type="checkbox"/> Tamara Mattison		<input type="checkbox"/> Ralph Elliott
<input checked="" type="checkbox"/> Fong Lor		
<input checked="" type="checkbox"/> Nancy Smith		
<input checked="" type="checkbox"/> Caley Long		
<input checked="" type="checkbox"/> Yu Yin Liao		
<input type="checkbox"/> Ying Thao		
<input type="checkbox"/>		

Staff and Guests Attending:

<input checked="" type="checkbox"/> Ronsoie Xiong	<input type="checkbox"/>	<input type="checkbox"/>
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Meeting called to order by Board Chair – Melissa Jensen at 8:45AM

Acceptance of Agenda

Corrections made: none

Board Motion: Approve the agenda.

Board Member motioning to approving agenda: Lor

Board Member seconding the motion: Smith

Discussion: none

Unanimously approved

Approval of June 18, 2018 Minutes

Board Motion: to approve the June 18, 2018 minutes

Board Member motioning to approve the minutes: Lor

Board Member seconding the motion: Mattison

Discussion: none

Unanimously approved

Conflict of Interest

None

Reports/Presentations:

- Guest Ronsoie “Ronnie” Xiong introduced himself and his work at UA. He would like to become an official board member of UA as a parent representative. Mr. Xiong has worked for over a decade at UA and serves in various capacities, including technology and testing support.

Board Chair Updates – M. Jensen

- None

Finance Chair Updates—Tamara Mattison

- **FINANCIAL STATEMENT OVERVIEW-INCOME STATEMENT
GENERAL FUND - 01**

As of July 31, 2018 the school has received in Fund 01 a total of \$329,740 of current Fiscal Year State, Federal, and Local revenues which is 7% of its current budgeted amount. As of July 31, 2018 the school has expended in Fund 01 \$267,523 which is 6% of its current budgeted expense. Urban Academy Charter School ended July 2018 with a current fiscal year to date Fund 01 positive balance (revenues received less expenditures incurred) of \$62,216.

- **FOOD SERVICE FUND - 02**

As of July 31, 2018 the school has received in Fund 02 a total of \$0 of current Fiscal Year State, Federal, and Local revenues which is 0% of its current budgeted amount. As of July 31, 2018 the school has expended in Fund 02 \$3,979 which is 1% of its current budgeted expense. Urban Academy Charter School ended July 2018 with a current fiscal year to date Fund 02 deficit balance (revenues received less expenditures incurred) of (\$3,979).

- **FINANCIAL STATEMENT OVERVIEW-BALANCE SHEET**

Urban Academy Charter School had a total cash balance of \$1,268,845 at the end of July 2018 reflected across all funds. Urban Academy Charter School had a balance of \$421,264 in accounts receivable at July 31, 2018. There was a balance of \$223,209 in current liabilities for general accounts payable and payroll liabilities at July 31, 2018. A portion of the liability is for payroll withholdings on the last day of the month which are not paid until the first days of the next month, thus they are reflected on the current balance sheet. Urban Academy Charter School had an overall fund balance of \$1,410,279 at June 30, 2018. This does not include its net investment in fixed assets, which was \$194,043. These figures are not yet audited.

- **FINANCIAL STATEMENT OVERVIEW-BUDGETING AND OTHER FINANCIAL INFORMATION**

The annual financial audit is scheduled for August 30-31. Once the audit is complete, Redpath and Company will attend a board meeting to present the audit and the final FY2018 financial statements. The FY2018 budget was based on 350 ADM, but final ADM was only 311. The FY2019 budget is based on 350 ADM. We have requested that our FY2019 state payments be calculated on an estimate of 340 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. Information reflected in these statements are based on data provided by school leadership and/or state and federal entities. These Statements are prepared for internal purposes and do not reflect audited data.

Executive Director Report – Dr. Ly

ADMINISTRATION DUTIES:

- ADM extremely full for this upcoming year: 355-360
- Pre-K already full with a waiting list; 50 children expected this fall
- There has been an increase in neighborhood children enrolling in UA
- Lease aid application has been approved

OPERATIONS:

- Staffing: 5th and 6th grade teachers needed and a SPED teacher; plan to use certified paraprofessionals in the interim if unable to hire before school year starts
- Facility: expected to break ground on construction of gymnasium by early winter

EVENTS:

- August 30th from 5-7pm UA Open House

ACADEMICS:

- Updated math curriculum

COMMUNITY OUTREACH/DONATIONS:

- Securian donated \$10,000 for new Chromebooks which have been purchased

BOARD BUSINESS:

- Elect Ronsoie Xiong to the UA board as a parent representative

Motion: to approve the reports

Board member motioning to approve the reports: Smith

Board member seconding the motion: Mattison

Discussion: none

Unanimously approved

Policy Review: Open—no policies were discussed

Motion: to approve the consent board agenda

Board member motioning to approve the reports: Long

Board member seconding the motion: Lor

Discussion: none

Unanimously approved

Old Business:

- None

New Business:

- Election of board member positions and votes:
 - Melissa Jensen: elected to remain as Board Chair
 - Fong Lor: elected to remain as Vice President
 - Caley Long: elected to take on position as Board Secretary
 - Dr. Tamara Mattison: elected to remain as Finance Chair

Motion: to approve new business

Board member motioning to approve new business: Liao

Board member seconding the motion: Smith

Discussion: none

Unanimously approved

Open Public Comments (Limited to 2 minutes)

- None

Board Motion: To adjourn the meeting at 9:15 am

Board Member motioning to approve to adjourn the meeting: Dr. Mattison

Board member seconding the motion: Smith

Unanimously approved

Meeting adjourned at 9:15 am

Next meeting will be on Monday, September 17th 2018 at 6 pm!