



**Urban Academy Charter School
School Board Meeting
October 21, 2014
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 checked="" type="checkbox"/> Luis Brown-Pena
<input checked="" type="checkbox"/> Tamara Mattison		<input type="checkbox"/> Pamela Young
<input type="checkbox"/> Fong Lor		<input checked="" type="checkbox"/> Mai Saevang
<input checked="" type="checkbox"/> Kristin Evans		<input type="checkbox"/> Ralph Elliott
<input type="checkbox"/> Roger Sykes		<input type="checkbox"/> Crystal Scott
<input type="checkbox"/> Nancy Smith		
<input checked="" type="checkbox"/> Caley Long		

☒ **Staff and Guests Attending:**

<input checked="" type="checkbox"/> Tom Hodnenfield (HLB)	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Damon Fraser (NEO)	<input type="checkbox"/>	<input type="checkbox"/>
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Meeting called to order by Board Chair—M. Jensen at 6:00 PM

Board Minutes taken by Kristin Evans

Acceptance of Agenda

Corrections made: none

Board Motion: Approve the agenda.

Board Member motioning to approving agenda: Long

Board Member seconding the motion: Evans

Unanimously approved

Approval of September 16, 2014 Minutes

Corrections made: none

Board Motion: to approve the September 16, 2014 minutes

Board Member motioning to approve the minutes: Evans

Board Member seconding the motion: Long
Unanimously approved

Conflict of Interest

none

Reports/Presentation

- Financial Audit Presentation—Tom Hodenfield (HLB)
 - Focus: to give a clean report of the school's financials
 - Good news/highlights:
 - Opinion (starts on page 3)
 - Management discussion analysis (page 11)
 - Financial Statements (4 statements)—pages 22-25
 - Minimum Fund Balance Policy (page 32)
 - Description of the new lease (page 37)
 - Supplemental information at the end of report
 - Audit Management letter
 - No corrected or incorrect statements
 - Future accounting/auditing standards coming up:
 - Record Para & TRA unfunded pension liabilities (the numbers might be big!)

Motion: To approve the financial audit

Board member motioning to approve the financial audit: Evans

Board member seconding the motion: Long

Unanimously approved

- UA Academic Presentation—Principal Mai Saevang
 - Highlights:
 - Proficiency Trend continues to go up in both reading and math
 - Goal: increase math proficiency from 31.7% to 37.8% and reading proficiency from 21.3% to 30.3% in 2015
 - Teacher support from several teachers in the building
 - Analyzing and utilizing data to inform instructional practice
 - Evidence of teaching strategies working: teacher observations/evaluations, professional learning community notes to identify successful practices, Q-Comp leadership team monitoring assessment data
 - Parent/student involvement
 - Community involvement

Motion: to approve the academic presentation

Board member motioning to approve the academic report: Mattison

Board member seconding the motion: Long

Unanimously approved

Board Chair Updates – M. Jensen

- No updates

Finance Chair Report – T. Mattison

FINANCIAL SUMMARY REPORT

September 2014 Financial Statement Overview-Income Statement General Fund – 01

- As of the school has received in Fund 01 a total of \$765,402 of current Fiscal Year State, Federal, and Local ☐ revenues which is 22% of its current budgeted amount. ☐

- As of September 30, 2014 the school has expended in Fund 01 \$733,088 which is 21% of its budgeted expense. □
- Urban Academy ended September 2014 with a current fiscal year to date fund 01 balance (revenues received □less expenditures incurred) of \$32,662. □

Food Service Fund – 02 □

- As of September 30, 2014 the school has received \$3,119 of Revenue in Fund 02. □
- As of September 30, 2014 the school has expended in Fund 02 \$2,999 which is less than 1% of its budgeted expense. □
- Urban Academy ended September 2014 with a current fiscal year to date fund 02 balance (revenues received □less expenditures incurred) of \$198.

□Financial Statement Overview-Balance Sheet □

- Urban Academy had a total cash balance of \$705,731 at the end of September 2014 reflected across all funds. □
- Urban Academy is expected to receive an additional amount due from Local, State, and Federal Sources in □the amount of \$64,809 calculated at June 30th, 2014 in school fiscal year 2014-2015. □
- There was a balance of \$27,641 in current liabilities for general accounts payable and payroll liabilities at □September 30, 2014. 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 has a current year overall (un-audited) fund balance of \$1,109,570 at June 30th, 2014 which □includes its investments in fixed assets.

□Financial Statement Overview-Supplemental Reports □

Also provided within the August board package prepared for Urban Academy are copies of all payments recorded from all accounts held at Park Bank. All expenditures have been reconciled to the September 2014 bank statements. A journal entry listing has also been provided for board review. □

Financial Statement Overview -FY14 Budgeting and Other Financial Information

1. The State is currently paying Urban Academy based on 285 ADM. Urban Academy's current budget is based on 285 ADM. □
2. 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. □
3. Expenditures included in the Summary Income Statement are reported on actual activity and known accounts payable activity. Amounts included August be paid for in the following month. Accounts Payable and Salary Accrual amounts are calculated at year end as part

of the audit process. □

4. Projection items reflected in these statements are based on using the information provided by the schools leadership and/or state and federal estimates. Statements are prepared for internal purposes and do not reflect audited data. □
5. Urban Academy FY14 Audit been completed and audited statements have been provided to the board from Redpath and Company during the week of October 13th, 2014. □

Executive Director Report – Dr. Ly

ADMINISTRATION DUTIES:

- ❖ September 25th: Summited MARSS Report of 305 ADM
- ❖ Complaints to MDE by previous employees—no findings found
- ❖ Decision to building a gym at St. Gregs discussion
 - Option A: build a gym right away
 - Option B: build a gym in the future
 - Playground?? (with or without)—Dr. Ly is working on 2 grants (\$15,000 each)
- ❖ Board Retreat a success! (working on strategic planning)

Motion: To move forward with building renovations without building a gym but will re-evaluate in a couple of years.

Board member motioning to move forward with building renovations without building a gym and to re-evaluate in a couple of years: Mattison

Board member seconding the motion: Long

Unanimously approved

Motion: To build a playground at the expense of the landlord via lease aid or grants.

Board member motioning to build a playground via lease aid or grants: Mattison

Board member seconding the motion: Long

Unanimously approved

OPERATIONS:

- ❖ We have a Reading Corps member!

BUDGET/FINANCE DISCUSSIONS:

- ❖ Loan is due for renewal—requesting \$150,000

COMMUNITY OUTREACH/DONATIONS:

- ❖ 80+ volunteers from Securian
- ❖ Vue Eye Clinic will come into to do free eye exams
- ❖ Sight & hearing might come in to do hearing screenings
- ❖ Lions Club: free eye glasses
- ❖ Annual Toy Drive (now through December 19th)
 - Securian is partnering with Urban Academy
 - Toys that are left over are given back to Toys for Tots
- ❖ Holiday Meal on Saturday, December 20th (12 pm-3 pm)
- ❖ Clothes drive (now-December 19th) for Holiday Meal

Motion: to approve the reports

Board member motioning to approve the reports: Long

Board member seconding the motion: Evans

Unanimously approved

Policy Review

- ❖ Nepotism
- ❖ Bullying
- ❖ Limited English Proficiency

Old Business

- ❖ Board Retreat Wrap-up: Feedback surveys will be sent out by Kristin Evans and Bryan Rossi

New Business

none

Open Public Comments (Limited to 2 minutes)

Meeting adjourned at 7:26 pm

Board Motion: To adjourn the meeting at 7:26 pm

Board Member motioning to approve to adjourn the meeting: Evans

Board Member seconding the motion: Mattison

Unanimously approved

Next meeting will be on Tuesday, November 18th at 6 pm!