



**Urban Academy Charter School  
School Board Meeting  
September 16, 2013  
St. Paul, MN  
5:30 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 checked="" type="checkbox"/> Fong Lor		<input type="checkbox"/> Mai Saevang
<input checked="" type="checkbox"/> Kristin Evans		<input type="checkbox"/> Ralph Elliott
<input type="checkbox"/> Michael Ahrnt		
<input type="checkbox"/> Roger Sykes		
<input type="checkbox"/> Nancy Smith		

☒ **Staff and Guests Attending:**

<input checked="" type="checkbox"/> Christine Sowden	<input type="checkbox"/>	<input type="checkbox"/>
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**Meeting called to order by Secretary – K. Evans at 5:36 PM**

**Board Minutes taken by Kristin Evans**

**Acceptance of Agenda**

Correction made: none

Board Motion: Approve the agenda.

Board Member motioning to approving agenda: Mattison

Board Member seconding the motion: Evans

**Approval of June 17, 2013 Minutes**

Corrections made: none

Board Motion: to approve the June 17, 2013 minutes

Board Member motioning to approve the June 17, 2013 minutes: Mattison

Board Member seconding the motion: Evans

**Conflict of Interest**

none

**Reports/Announcements**

- Summer School Presentation—Christine Sowden
  - Incorporated food with math and science
  - Ms. Sowden's students studied trees, apples and made trail mix
  - Technology: Educreations
  - taught 1<sup>st</sup> grade
  - Walking Fieldtrips: Landmark Center, Harriet Island/Union Depot
  - Students are more engaged with learning when it is connected to a topic or overarching theme

**Board Chair Updates – M. Hansen**

Board Motion: to accept Fong Lor as a voting board member

Board Member motioning to accept Fong Lor as a voting board member: Mattison

Board Member seconding the motion: Evans

Unanimously Approved

Board Motion: to accept Michael Ahrnt's resignation

Board Member motioning to accept Michael Ahrnt's resignation: Lor

Board Member seconding the motion: Mattison

Unanimously Approved

**Finance Chair Report – T. Mattison**

**Financial Statement Overview-Income Statement**

**General Fund – 01**

- As of August 31, 2013 the school has received in Fund 01 a total of \$612,023.68 of current Fiscal Year State, Federal, and Local revenues which is 18% of its current budgeted amount.
- As of August 31, 2013 the school has expended in Fund 01 \$366,466.50 which is 11% of its budgeted expense.
- Urban Academy ended August 2013 with a current fiscal year to date fund 01 balance (revenues received less expenditures incurred) of \$245,557.

**Food Service Fund – 02**

- As of August 31, 2013 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.
- Please note that no meals have been served to create revenue through August 31, 2013.

- As of August 31, 2013 the school has expended in Fund 02 \$4,381 which is 2% of its budgeted expense. Expenditures are start-up costs for the current fiscal year.
- Urban Academy ended August 2013 with a current fiscal year to date fund 02 balance (revenues received less expenditures incurred) a deficit of \$4,381.

#### **Financial Statement Overview-Balance Sheet**

- Urban Academy had a total cash balance of \$1,053,982 at the end of August 2013 reflected across all funds.
- Urban Academy is expected to receive additional amounts due from State and Federal Sources of \$136,067 calculated at June 30th, 2013 in fiscal year 2014, and an amount due from local sources calculated for E-rate at June 30, 2013.
- There was a balance of \$16,918 in current liabilities for general accounts payable and payroll liabilities at August 31, 2013.
- Urban Academy has a current year overall (audited) fund balance of \$1,306,054 at June 30th, 2013 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 August 2013 bank statements. A journal entry listing has also been provided for board review.

#### **Financial Statement Overview -FY13 Budgeting and Other Financial Information**

The State is currently paying Urban Academy based on 267 ADM. The percentage of state aids payable during the current school year is currently based on 86.4% based on a schedule of 90% pro-rated over 16 periods. Based on the Minnesota Management and Budget July economic update, it appears likely that beginning on October 15, 2013, the current year aid payment percentage will increase to 90 percent of estimated state aid entitlement. If the current year aid payment percentage moves to 90 percent, charter schools will be affected by the implementation of Minnesota Statutes, section 124D.11, Subdivision 9 (a) and will receive 24 payments from July 15 through June 30 beginning in 2013-2014 school year. Assuming an implementation date of October 15, Charter Schools will have been **over advanced state aid** based on the current 16 period payment schedule at 86.4 percent. This is because the 16 period schedule was established based on a 60 percent current year payment percentage to closely duplicate a 90 percent current year payment percentage for the periods July 15 through February 28. Charter schools are advised to set aside approximately 43 percent of each current year payment in the periods July 15 to September 30 to provide cash for operations during the **two to three periods in which they will not receive payment**. Urban Academy will not need supplemental funding, and will not be dramatically affected by this aid shift, due to its careful financial management and established fund balance.

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

- ADM: 286
- Lease aid applications approved by MDE
- Facility committee update:
  - Looking at all possible facilities again
  - Still operating under early opt-out clause

- Liability insurance rates increased with Medica
  - the school re-bid with HealthPartners & Blue Cross/Blue Shield
  - The school will have HealthPartners
- Policies
- School will be using Epicenter as part of NEO to gather info
- Expansion:
  - preschool?
    - Funding available to start a preschool program
    - the board needs to approve a committee to apply for funding
    - full day preschool program
  - middle school?
    - Slow expansion (year by year) up through 8<sup>th</sup> grade
    - current space on the 4<sup>th</sup> floor
    - will revisit as a board in October
    - Feeder schools to transition to for high schools?

Board Motion to approve new policies: Nepotism (01.35) and Employment (07.03)

Board Member motioning to approve the new policies: Mattison

Board Member seconding the motion: Lor

Unanimously Approved

Board Motion to approve the application for preschool

Board Member motioning to approve the application for preschool : Mattison

Board Member seconding the motion: Lor

### **OPERATIONS:**

- School hours changed from 7:30-2:30 to 8:30-4
- Added the new uniform additions
- After school program at Mt. Airy is going well
- Staff came back on August 26<sup>th</sup> (6 new staff members)
- Shelter students: currently 25 (up from last year)
  - a 2<sup>nd</sup> van (15 passengers) has been purchased

Board Motion to approve the purchase of a 15 passenger van

Board Member motioning to approve the purchase of a 15 passenger van :Lor

Board Member seconding the motion: Mattison

Unanimously approved

### **BUDGET/FINANCE DISCUSSIONS:**

- Finance & Audit completed
  - presentation in November

- Applying for finance award
- October 26<sup>th</sup>: Board refresher training & strategic planning 9-12 in the library
- Wells Fargo with Kathy
  - We have a good fund balance
  - Wells Fargo doesn't have history with charters-->not sure how this would impact us if we needed a bridge loan
- State Aide payments schedules have changed
- Met special education maintenance of effort last year
- Facility grant of \$10,000 for charters (didn't qualify for it because of early completion of finance audit and late notice by MDE)

### **COMMUNITY OUTREACH/DONATIONS**

- Recruiting: went well
- Federal Employment Bureau: donated school supplies
- Commercial played over the summer
- Junior Achievement will happen again this year (Securian Center will pick up the bill)
- Securian Center volunteers will come to read and mentor students
- YMCA: gym available for the basketball team everyday (4:30-6), swimming lessons offered again (100-150 students)
- Securian & YMCA: will be helping with the toy drive (each staff member will select a student to buy a gift for)
- Holiday meal: YMCA, schroder's milk, pepsi
- Fall Field Trip: YMCA (mid-October)

Board motion: to approve the reports

Board member motioning to approve the reports: Evans

Board member seconding the motion: Lor

Unanimously approved

### **Committee Reports/Comments**

none

### **Old Business**

*none*

### **New Business**

- Re-election of board positions
  - Melissa Jensen will be President
  - Fong Lor will be Vice Chair
  - Kristin Evans will be Secretary
  - Tamara Mattison will be Finance

Board Motion to approve the board positions

Board Member motioning to approve the board positions: Mattison  
Board Member seconding the motion: Evans  
Unanimously approved

**Open Public Comments (Limited to 2 minutes)**

Meeting adjourned at 6:58 PM

Board Motion: To adjourn the meeting at 6:58 pm.  
Board Member motioning to approve to adjourn the meeting: Mattison  
Board Member seconding the motion: Lor

**Next meeting will be on October 21<sup>st</sup> at 5:30 pm!**