



**Urban Academy Charter School
School Board Meeting
October 24, 2016
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"/> Ralph Elliott
<input checked="" type="checkbox"/> Fong Lor		
<input checked="" type="checkbox"/> Kristin Evans		
<input checked="" type="checkbox"/> Roger Sykes		
<input type="checkbox"/> Nancy Smith		
<input checked="" type="checkbox"/> Caley Long		

☒ **Staff and Guests Attending:**

<input checked="" type="checkbox"/> Andy Hering, Red Path (auditor)	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Mirja Hanson, Consultant	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Tony Lang, Lead Academic Teacher	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Katie Anderson, UA teacher	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Patty McCauley, UA teacher	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Robert McCabe, UA teacher	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<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: Lor

Board Member seconding the motion: Mattison

Unanimously approved

Approval of September 19, 2016 Minutes

Corrections made: spelling correction made in Tamara's name

Board Motion: to approve the September 19, 2016 minutes

Board Member motioning to approve the minutes: Evans

Board Member seconding the motion: Lor

Unanimously approved

Conflict of Interest

- none

Reports/Presentation

Finance Audit—HLB

Boards Strategic Plan—Mirja Hanson

- What can we do to make the 30 sec elevator pitch more appealing about UA?
- Priority Strategies
 - specific order as what is worked on first?
 - Marketing plan: (need for for A-D)
 - A: What are the key needs of students and families going forward?
 - A: Shift in population—more mental health needs now (how do you support & retain students & teachers/)
 - assure safety/support for teachers to address student mental health
 - C: students are our product
 - C: risk & retention plan (entire families might move when a 6th grader graduates)
 - How to maintain our product?
- Getting staff involved
 - Staff development days? (winter or spring—February, March or April)--half or full day
 - Board members meet with staff in small groups to gain input and ideas
- Getting parents involved
 - surveys
 - parent focus group
- Work planning workshop
 - staff-board workshop

Motion: to approve presentation and report

Board member motioning to approve the presentation and report: Mattison

Board member seconding the motion: Evans

Unanimously approved

Board Chair/Vice Chair Updates – M. Jensen

- none

Finance Chair—T. Mattison

- Donation to family for life (?) for table

Executive Director Report – Dr. Ly

ADMINISTRATION DUTIES:

- Began process to apply to MDE for preschool
- Started talking to Designs for Learning, bank and representative from Lumen Christi about building expansion for more space
- Attended NEO's fall conference last Tuesday
- Annual report is almost finished
- Board training on Saturday, November 12th (9 am-4 pm) at UA

OPERATIONS:

- Security card access has been installed and working
- Roofing issues in the mobile units—repairs were completed over MEA break

ACADEMICS:

- MCA data: reading proficiency rates higher than SPPS for 15-16
- MCA data: EL math proficiency higher than SPPS and state for 15-16

- Ladybug literacy for grade 1 for English proficiency level 2 or below (according to ACCESS test)
- Big 3 focus areas

BUDGET/FINANCE DISCUSSIONS:

- Process in place to continue the line of credit (\$450,000)
- Strong fund balance
- Will review MACS report of teacher salaries in February
 - also look at a comparison from SPPS?

COMMUNITY OUTREACH/DONATIONS:

- Publicity from Securian (commercial with MN United)
- Fred Wells Tennis Center
 - grade 3—work on tennis skills for 4-6 weeks in fall & spring
 - start next week

Motion: to approve the reports

Board member motioning to approve the reports: Sykes

Board member seconding the motion: Long

Unanimously approved

Approval Consent Board Agenda

Narrative Summary Report

September 2016

FINANCIAL STATEMENT OVERVIEW-INCOME STATEMENT

GENERAL FUND - 01

As of September 30, 2016 the school has received in Fund 01 a total of \$739,544 of current Fiscal Year State, Federal, and Local revenues which is 19% of its current budgeted amount.

As of September 30, 2016 the school has expended in Fund 01 \$779,397 which is 20% of its current budgeted expense.

Urban Academy Charter School ended September 2016 with a current fiscal year to date Fund 01 deficit balance (revenues received less expenditures incurred) of (\$39,854).

FOOD SERVICE FUND - 02

As of September 30, 2016 the school has received in Fund 02 a total of \$2,984 of current Fiscal Year State, Federal, and Local revenues which is 1% of its current budgeted amount.

As of September 30, 2016 the school has expended in Fund 02 \$5,366 which is 2% of its current budgeted expense.

Urban Academy Charter School ended September 2016 with a current fiscal year to date Fund 02 deficit balance (revenues received less expenditures incurred) of (\$2,382).

FINANCIAL STATEMENT OVERVIEW-BALANCE SHEET

Urban Academy Charter School had a total cash balance of \$878,413 at the end of September 2016 reflected across all funds.

Urban Academy Charter School had a balance of \$127,401 in accounts receivable at September 30, 2016.

There was a balance of (\$3,318) in current liabilities for general accounts payable and payroll liabilities at September 30, 2016. 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 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: 01.26 and 02.15

Motion: to approve the consent agenda

Board member motioning to approve the consent agenda: Sykes

Board member seconding the motion: Lor

Unanimously approved

Old Business

- none

New Business

- Start working on board retreat for next year—look at resorts

Open Public Comments (Limited to 2 minutes)

- Like the idea of expanding up to grade 8 to retain students
- like the idea of including benefits when discussing salaries-->put on website?

Meeting adjourned at 7:52 pm

Board Motion: To adjourn the meeting at 7:52 pm

Board Member motioning to approve to adjourn the meeting: Sykes

Board Member seconding the motion: Lor

Unanimously approved

Next meeting will be on Monday, November 21, 2016 at 6 pm!