



**Urban Academy Charter School
School Board Meeting
April 18, 2011
Urban Academy – St. Paul, MN
5:00 PM**

MINUTES

☒ **Board Members Attending:**

Advisory Members:

<input checked="" type="checkbox"/> Ralph Elliott	<input checked="" type="checkbox"/> Mongsher Ly	<input type="checkbox"/> Rebecca Thaisen
<input checked="" type="checkbox"/> Bob Swisher	<input checked="" type="checkbox"/> Mai Saevang	<input type="checkbox"/> Pamela Young
<input checked="" type="checkbox"/> Melissa Hansen		<input type="checkbox"/> Fong Lor
<input checked="" type="checkbox"/> Christopher Doeden		<input checked="" type="checkbox"/> Luis Brown-Pena
<input checked="" type="checkbox"/> Art Allen		
<input checked="" type="checkbox"/> Barbara Shin		
<input type="checkbox"/> Tamara Mattison		
<input type="checkbox"/> Crystal Scott		
<input type="checkbox"/> Nikita Robinson		

☒ **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"/>	<input type="checkbox"/>

Meeting called to order by Chair -R. Elliott at 5:10 PM

Acceptance of Agenda

Board Motion: Approve the agenda as stated

Board Member motioning to approving agenda: B. Shin

Board Member seconding the motion: A. Allen

Approval of March 28, 2011 Minutes – Unanimously approved.

Board Motion: Approve the Minutes.

Board Member motioning to approve minutes: B. Swisher

Board Member seconding the motion: M. Hansen

Conflict of Interest

Nothing new to report

Reports

Nothing to report

Board Chair Updates – R. Elliott

- Ralph informed the board that board members will resume with 9 members, in the By-Laws it states “5 members up to 15 members” on the board. If a specialist, who has expertise on a project that the board needs assistance with. They will be brought on as an advisor to assist with board decisions.
- Art would take C. McGowen’s position when she resigns from her position. Currently the Board remains with 10 members.

Board Motion: Board moves to appoint A. Allen to K. McGowen’s board position to carry out the remainder of K. McGowen’s term upon her resignation.

Board Member motioning: B. Swisher

Board Member seconding the motion: C. Doeden

Unanimously Approved

Finance Chair Report – B. Swisher

- *Balance Sheets*
Nothing new or questions on the finance sheets.
- *Check Register*
Nothing new or questions on the check register.
- *Board Snap Shot*
No questions regarding Board “Snap Shot Report”.

Discussion: A. Allen was wondering why state funds fluctuated from \$32,105 in March and it is \$32,116 in April. B. Swisher answered that the state pays in different increments and is never consistent with a funding number. Dr. Ly added that it happens with all the funding source, using lease aide as an example. It gets paid periodically throughout the year. You just have to monitor the monthly payment plans to see what is being paid for that specific month.

Board Motion: Approve the budget revision.

Board Member motioning to approving the revision: A. Allen

Board Member seconding the motion: M. Hansen

Unanimously approved

Principal Report –Mai Saevang

- MCA reading test has begun for all grades (3 -6). Students and staff are very motivated and everyone has a part to play in the testing. The Site Director and Executive Director have been trained as proctors to assist with monitoring and have been administering the test too.
- MCA math test began this week, April 18 – May. These tests are given in the technology lab.

Board Motion: Approve the budget revision.

Board Member motioning to approving the revision: B. Swisher

Board Member seconding the motion: A. Allen

Unanimously approved

Executive Director Report – Dr. Ly

- *Novation Education Opportunities* – MDE has approved the transfer of authorization to NEO. A contract will be drafted between NEO and UA for approval from both parties. Once the contract is signed, it will be sent to MDE.
- *SIG II* – The letter of intent has been sent to MDE declining the offer to apply. MDE acknowledged the acceptance of the notice. UA will develop another Corrective Action Plan to submit to Steve Dibb at MDE for their file and will follow the protocols of the plan. A committee is putting the plan together and will be submitted on or before the May 20, 2011 deadline.
- *Policy and Procedures* – Policy updates have been done by Dr. Ly and HR Director. Policies have been provided to Board members review. No questions were asked.

Board Motion: Board moved to approve the revisions of the policies as it stands.

Board Member motioning to approving the revision: B. Swisher

Board Member seconding the motion: M. Hansen

Unanimously approved

- *Community Partnerships* – Dr. Ly has gotten commitments from UPS and Regions Hospital to support programs at UA by financial and programming support. UPS has already donated over \$3000.00 and just held a bowling fundraiser for UA, all proceeds will come to UA to support the school programs. A reading program will also be involved with both parties to come in and read with UA students.
- *Nursing Services* – The school nurse is conducting a “school-wide” eyes and ear exam for all students. The information is being provided to the teachers and parents of the student. A file will be kept in their medical records.

- *Busing Services* – UA will continue to use Monarch Busing for its transportation services in FY2012. The rates will remain the same as it has for FY2011 but gas surcharge will also remain the same.

Board Motion: Board moved to use the same busing company
 Board Member motioning to approving the revision: C. Doeden
 Board Member seconding the motion: B. Shin
 Unanimously approved

- *Food Program* – UA has enrolled into the USDA Commodities Food Program through the state department to receive Federal funded commodities. UA is working closely with Premier Kitchen to get the best quality of items for its students. UA has been approved by MDE.
- *Special Education* – File review has been completed and a Corrective Action Plan will be developed by the Special Education Director and ED. UA has until December 2011 to make the corrections. Minor corrections are needed, the special ed team will meet to accomplish the goals.

UA was also selected for a the fiscal audit, which is pending. All information has been submitted and waiting to hear back from MDE on any findings.

- *National Youth Leadership Conference* – 5 UA students were selected to attend the National Youth Leadership Conference in Washington DC this summer. It's a 1 week conference for all selected students throughout the nation. The cost is \$2,000 per student. Dr. Ly would like to see some support from the school, if the students/families, commit to going to the conference.

Discussion: B. Swisher has suggested to get in contact with the St. Paul Rotary, St. Paul Chamber of Commerce for support. B. Shin would like to assist in looking into grants; R. Elliott suggested in getting Park bank involved; A. Allen suggested to donate some of the bowling proceeds to assist the students.

Dr. Ly will which parents are interested in sending their student and will also do some outreach to see if there is a potential donor to assist with getting the students to Washington DC.

- *Facility Renovations* – UA will undergo its usual summer cleaning during the summer time. No new additions will be added to the school. Renovations will be in the realm of \$15,000.00.

Board Motion: Board moved to do the renovations for the next school year.
 Board Member motioning to approving the revision: B. Swisher
 Board Member seconding the motion: M. Hansen
 Unanimously approved

- *Staffing* – Principal Vang has shared her changes for the coming school year. The staff will be informed in early May of her decisions.
- *Summer School* – All operations are ready to go. Summer school will begin on Monday, June 20 and through Friday, July 15, 2011. The program is a M – F program from 8:00am to 12:00pm.
- *Professional Day* – Held on May 12, 2011 from 9:00 – 12:00. Professionals from all different fields will be at UA to talk to the students in grades 4 -6 about their profession and how they got there. Channel 4 will also be at UA at 10:00 to news the speakers and students in action.
- *Loan* – UA loan from Park Bank is up for renewal. Dr. Ly and R. Elliott has already been in discussion with Park Bank. The amount will remain at \$300,000 for FY12.

Board Motion: Board moved to keep the loan at \$300,000

Board Member motioning to approving the revision: B. Swisher

Board Member seconding the motion: A. Allen

Unanimously approved

- *Pay Scale* – Dr. Ly and HR have been working on a pay scale comparison with other local charters in Minneapolis and St. Paul. Some minor adjustments have been made to the budget for next year.

Discussion: B. Swisher asked if there would be some significant impacts on the budget. Dr. Ly said that there would be minimal impacts for next year's budget. UA has remained on average with pay scale, so UA will make adjustments as needed to stay competitive in the market.

Dr. Shin wanted clarification on the years of experience, since there was not a real explanation for a first year teacher salary. Dr. Ly indicated that the teaching experience reflects the actual teaching year and not the years of experience. The board was fine with that, just wanted it noted for clarification purposes.

The Board unanimously felt that this should be left up to the ED as long as there is no huge significant cost to the school, where the budget would be impacted. The Board gives the ED the authority to make changes as needed within the jurisdiction of the approved budget.

Committee Reports

- *Nothing new to report*

Old Business

- *Nothing new to report*

New Business

- *Nothing new to report*

Open Public Comments (Limited to 2 minutes)

- *No comments requested*

Meeting adjourned at 6:23 PM

Next meeting will be held on May 16, 2011.