



**Urban Academy Charter School
School Board Meeting
June 16, 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 checked="" type="checkbox"/> Ralph Elliott
<input type="checkbox"/> Roger Sykes		<input type="checkbox"/> Crystal Scott
<input checked="" type="checkbox"/> Nancy Smith		
<input checked="" type="checkbox"/> Caley Long		

☒ **Staff and Guests Attending:**

<input checked="" type="checkbox"/> Jaclyn May	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Paul Donovan	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Craig Keppler	<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: Mattison

Board Member seconding the motion: Evans
Unanimously approved

Approval of May 19, 2014 Minutes

Board Motion: to approve the May 19, 2014 minutes
Board Member motioning to approve the minutes: Mattison
Board Member seconding the motion: Evans
Unanimously approved

Conflict of Interest

none

Reports/Presentation

- Update on Facility Lease—Paul Donovan, Jaclyn May, & Craig Keppler
 - Church is looking for a significant measure of security from UA in exchange for the gym
 - \$400,000 letter of credit for 5 years, but must meet “test” in order for it to be released
 - alternative:
 - no gym right away
 - \$150,000 letter of credit for 3 years
 - church would set aside money for 5 years towards an upgrade on the facility (90% of minimum based rent and 40% of excess rent)
 - the church would pay for moving costs, lease buy out, and renovations on facility
 - grants or sponsors to build a gym are options as well
 - Need to decide by November 1st

Motion: to sign the lease with Lumen Christi and the board will decide option 1 or option 2 in October

Board member motioning to sign the lease with Lumen Christi and the board will decide option 1 or option 2 in October: Smith

Board member seconding the motion: Mattison
Unanimously approved

- Overview Academics—Principal Vang
 - Question: How do we compare to other charters or SPPS?
 - We are outscoring SPPS and several other charters
 - MAP ending grade level in reading, math, and writing graphs?
 - Include other sub groups (Title 1, Special Education)?

Board Chair Updates – M. Jensen

- Work on integrating mission and vision into board discussions
- Director review overview
 - Overall: great job
 - exceeds board expectations
 - Categories: leadership, board relations, community relations, collaboration, organizational skills, professional development, image, employee management

Finance Chair Report – T. Mattison

Financial Statement Overview-Income Statement General Fund – 01

- As of May 30, 2014 the school has received in Fund 01 a total of \$2,743,445 of current Fiscal Year State, Federal, and Local revenues which is 81% of its current budgeted amount.
- As of May 30, 2014 the school has expended in Fund 01 \$3,015,320 which is 87% of its budgeted expense.
- Urban Academy ended May 2014 with a current fiscal year to date fund 01 balance (revenues received less expenditures incurred) a deficit of \$271,875.

Food Service Fund – 02

- As of May 30, 2014 the school has received in Fund 02 a total of \$171,049 of current Fiscal Year State, Federal, and Local revenues which is 75% of its current budgeted amount.
- As of May 30, 2014 the school has expended in Fund 02 \$219,803 which is 96% of its budgeted expense.
- Urban Academy ended May 2014 with a current fiscal year to date fund 02 balance (revenues received less expenditures incurred) a deficit of \$48,754.

Financial Statement Overview-Balance Sheet

- Urban Academy had a total cash balance of \$635,056 at the end of May 2014 reflected across all funds.

- Urban Academy is expected to receive an additional amount due from State Sources in the amount of \$12,378 calculated at June 30th, 2013 in school fiscal year 2013-2014.
- There was a balance of \$28,541 in current liabilities for general accounts payable and payroll liabilities at May 30, 2014. A large 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 (audited) fund balance of \$1,309,054 at June 30th, 2013 which includes its investments in fixed assets.

Financial Statement Overview-Supplemental Reports

Also provided within the May 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 May 2014 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 has been adjusted to a 90/24 percent/payment schedule as a result of the state's budget outlook and aid shift forecast. Urban Academy's current budget is based on 272 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 included may be paid for in the following month. Accounts Payable and Salary Accrual amounts are calculated at year end as part of the audit process.

- 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.
- A Final proposed budget for the 2013-2014 (FY14) has been prepared for Board review in June 2014. This final budget revenue amendment is based on year to date ADM as of June 4th 2014 of 267.22.

Motion: to approve the final budget 2013-2014

Board member motioning to approve the final budget: Smith

Board member seconding the motion: Long

Executive Director Report – Dr. Ly

ADMINISTRATION DUTIES:

- What works best for monthly meeting days and times?
 - Monthly meetings changed to 3rd Tuesday of the month at 6 pm
 - Dr. Ly will put together a calendar

Motion: to switching the board meetings to the 3rd Tuesday of the month at 6 pm except for July and December

Board member motioning to switching the board meetings to the 3rd Tuesday of the month at 6 pm except for July and December: Mattison

Board member seconding the motion: Long

Unanimously approved

OPERATIONS:

- 6th grade graduation on June 5th
- Kindergarteners graduated on June 6th
- Summer school started today (110 students attending—including new students coming in the fall)
- Staffing: 5 classroom teachers will not be returning

BUDGET/FINANCE DISCUSSIONS:

- Health Benefits Policy (review)
 1. Questions: none

- Debit Cards and Credit Card Purchases Policy (review)
 1. UA does not use debit cards
 2. Only 3 credit cards
 3. Reimbursement program
 4. Questions: Take out “and” in wording

Motion: to approve policy 2.18

Board member motioning to approve policy 2.18: Smith

Board member seconding the motion: Mattison

Unanimously approved

Motion to approve policy 5.13 with change in wording

Board member motioning to approve policy 5.13 with change in wording: Smith

Board member seconding the motion: Mattison

Unanimously approved

COMMUNITY OUTREACH/DONATIONS

- Recruiting has started
- Community partnership with SPPD—Police Officers will occasionally stop by
 1. Program with SPPD—canine unit program with the school?
- Securian brought over an end of the year breakfast for teachers
- Library summer program for K-2
- Pedro Park—asking UA for input
- Every Friday 10-12: Karen Language & Culture Classes (Summer)
 1. School Year: Saturdays 10-12

Motion: to approve the reports

Board member motioning to approve the reports: Evans

Board member seconding the motion: Long

Unanimously approved

Committee Reports/Comments

none

Old Business

- Board Retreat & Locations update:
 1. Kristin shared info on possible locations and will e-mail the info out to the board.

New Business

- none

Open Public Comments (Limited to 2 minutes)

Meeting adjourned at 7:37 pm

Board Motion: To adjourn the meeting at 7:37 pm

Board Member motioning to approve to adjourn the meeting: Mattison

Board Member seconding the motion: Smith

Unanimously approved

Next meeting will be on