



**Urban Academy Charter School  
School Board Meeting  
May 19, 2014  
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 type="checkbox"/> Tamara Mattison		<input type="checkbox"/> Pamela Young
<input type="checkbox"/> Fong Lor		<input type="checkbox"/> Mai Saevang
<input checked="" type="checkbox"/> Kristin Evans		<input checked="" type="checkbox"/> Ralph Elliott
<input checked="" 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"/> Wendy Swanson-Choi, NEO director	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Robert McCabe, teacher	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Paul Donovan	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Jaclyn May	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Craig Keffler	<input type="checkbox"/>	<input type="checkbox"/>
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**Meeting called to order by Board Chair—M. Jensen at 5:42 PM**  
**Board Minutes taken by Kristin Evans**

**Acceptance of Agenda**

Corrections made: none

Board Motion: Approve the agenda.

Board Member motioning to approving agenda: Sykes

Board Member seconding the motion: Evans

Unanimously approved

**Approval of March 17, 2014 and April 21, 2014 Minutes**

Board Motion: to approve the March 17, 2014 and April 21, 2014 minutes

Board Member motioning to approve the minutes: Evans

Board Member seconding the motion: Sykes

Unanimously approved

**Conflict of Interest**

- none

**Reports/Presentation**

- Summary/Update of St. Greg's lease
  - architect plans for school & gym
  - review updated lease

Motion: to execute the St. Greg's lease

Board member motioning to execute the St. Greg's lease: Sykes

Board member seconding the motion: Evans

Unanimously approved

Motion: to provide notice to our current landlord of vacancy

Board member motioning to provide notice to our current landlord of vacancy: Sykes

Board member seconding the motion: Evans

- Joseph from ACET (self-study)

**Board Chair Updates – M. Jensen**

- Introduction of potential board member: Caley Long
  - Financial Literacy counselor for families

Motion: to approve Caley Long to the board

Board Member motioning to approve Caley Long to the board: Evans

Board member seconding the motion: Sykes

## **Finance Chair Report – T. Mattison (Dr. Ly reported in the absence of Dr. Mattison)**

### **Financial Statement Overview-Income Statement General Fund – 01**

- As of April 30, 2014 the school has received in Fund 01 a total of \$2,520,309 of current Fiscal Year State, Federal, and Local revenues which is 75% of its current budgeted amount.
- As of April 30, 2014 the school has expended in Fund 01 \$2,724,025 which is 78% of its budgeted expense.
- Urban Academy ended April 2014 with a current fiscal year to date fund 01 balance (revenues received less expenditures incurred) a deficit of \$203,715.96.

### **Food Service Fund – 02**

- As of April 30, 2014 the school has received in Fund 02 a total of \$150,667 of current Fiscal Year State, Federal, and Local revenues which is 66% of its current budgeted amount.
- As of April 30, 2014 the school has expended in Fund 02 \$194,620 which is 85% of its budgeted expense.
- Urban Academy ended April 2014 with a current fiscal year to date fund 02 balance (revenues received less expenditures incurred) a deficit of \$43,953.

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

- Urban Academy had a total cash balance of \$700,227 at the end of April 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 30<sup>th</sup>, 2013 in school fiscal year 2013-2014.
- There was a balance of \$28,630 in current liabilities for general accounts payable and payroll liabilities at April 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 30<sup>th</sup>, 2013 which includes its investments in fixed assets.

### **Financial Statement Overview-Supplemental Reports**

Also provided within the April 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 April 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.

- The administration is currently working on a FY15 Budget for review at the May 2014 Board Meeting.

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

- last submission to MARSS: 309 students
- Lease aide submitted to MDE

**OPERATIONS:**

- Specialist contracts are in place for FY15
- Food Contract signed
- Transportation Contract signed
- Approval of FY15 School Calendar (follow St. Paul Schools)

Motion: to approve the 2014-2015 school year calendar

Board member motioning to approve the 2014-2015 school year calendar: Sykes

Board member seconding the motion: Evans

Unanimously approved

**ACADEMICS:**

- MAP testing currently going on
- Principal Vang will do the year in review at the June meeting.

**BUDGET/FINANCE DISCUSSIONS:**

- Designs for Learning contract signed
- FY15 Budget
  - Based on 285 ADM
  - Key factors:
    1. TRA increase from 6.5 to 7.5 employer contribution
    2. Increase in transportation fee
    3. Increase in Medical and Dental fee
    4. Salaries have been frozen or adjusted (hourly to salary)

Motion: to approve the FY15 Budget

Board member motioning to approve FY15 Budget: Sykes

Board member seconding the motion: Evans

Unanimously approved

## **COMMUNITY OUTREACH/DONATIONS**

- Junior Achievement was here on May 8<sup>th</sup>
- Children's Museum field trip on May 7<sup>th</sup>
- YMCA discounts for summer camps
- Securian: bring Ashley Dubose from THE VOICE to Urban Academy on June 4, 2014

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**

- Update on board retreat location(s) and date(s)
  1. dates: late summer or early fall
  2. still looking at locations (no more than 2 hours away from the Twin Cities)

## **New Business**

- none

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

Meeting adjourned at 7:17pm

Board Motion: To adjourn the meeting at 7:17 pm

Board Member motioning to approve to adjourn the meeting: Sykes

Board Member seconding the motion: Evans  
approved

**Next meeting will be on June 16, 2014 at 5:30 pm!**