



**Urban Academy Charter School
School Board Meeting
May 23, 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 checked="" type="checkbox"/> Ralph Elliott
<input type="checkbox"/> Fong Lor		
<input checked="" type="checkbox"/> Kristin Evans		
<input type="checkbox"/> Roger Sykes		
<input checked="" type="checkbox"/> Nancy Smith		
<input checked="" type="checkbox"/> Caley Long		

☐ **Staff and Guests Attending:**

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Meeting called to order by Board Member-C. Long 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: Evans
 Board Member seconding the motion: Smith
 Unanimously approved

Approval of April 18, 2016 Minutes

Corrections made: none

Board Motion: to approve the April 18, 2016 minutes
 Board Member motioning to approve the minutes: Smith
 Board Member seconding the motion: Mattison

Unanimously approved

Conflict of Interest

none

Reports/Presentation

Board Chair/Vice Chair Updates – M. Jensen

- Board Operations/Governance

Finance Chair—T. Mattison

- Snap Shot
 - Positive food balance
 - Still within budget ranges for expenditures

Executive Director Report – Dr. Ly

ADMINISTRATION DUTIES:

- Last day of school for students—June 10
- Last day for teachers—June 13
- Summer school June 20th-July 15th

OPERATIONS:

- Special education audit went well—no corrective action plan
- FY17 School Calendar

Motion: to approve the FY17 School Calendar

Board member motioning to approve the calendar: Evans

Board member seconding the motion: Long

Unanimously approved

- Approve the contract for food service, transportation, Annual Finance Audit/Designs for Learning, and Special Ed Consultant Services.

Motion: to approve the contracts

Board member motioning to approve the contracts: Mattison

Board member seconding the motion: Smith

Unanimously approved

ACADEMICS:

- Kindergarten round up May 25th
- Graduation
 - Kindergarten: June 9th
 - 6th grade: June 9th
- MAP testing almost finished

BUDGET/FINANCE DISCUSSIONS:

- New budget ready in June

COMMUNITY OUTREACH/DONATIONS:

- Continue working with Securian
- Elders program continuing—2 elders currently help with janitorial services
- Hosting sports teams through St. Paul
- Boy Scouts and Girl Scouts troops at Urban Academy

Motion: to approve the reports
Board member motioning to approve the reports: Evans
Board member seconding the motion: Long
Unanimously approved

Approval Consent Board Agenda

Narrative Summary Report

April 2016

FINANCIAL STATEMENT OVERVIEW-INCOME STATEMENT

GENERAL FUND - 01

As of April 30, 2016 the school has received in Fund 01 a total of \$2,812,660 of current Fiscal Year State, Federal, and Local revenues which is 78% of its current budgeted amount.

As of April 30, 2016 the school has expended in Fund 01 \$3,012,887 which is 83% of its current budgeted expense.

Urban Academy Charter School ended April 2016 with a current fiscal year to date Fund 01 deficit balance (revenues received less expenditures incurred) of (\$200,228).

FOOD SERVICE FUND - 02

As of April 30, 2016 the school has received in Fund 02 a total of \$187,569 of current Fiscal Year State, Federal, and Local revenues which is 73% of its current budgeted amount.

As of April 30, 2016 the school has expended in Fund 02 \$180,047 which is 70% of its current budgeted expense.

Urban Academy Charter School ended April 2016 with a current fiscal year to date Fund 02 positive balance (revenues received less expenditures incurred) of \$7,522.

FINANCIAL STATEMENT OVERVIEW-BALANCE SHEET

Urban Academy Charter School had a total cash balance of \$881,378 at the end of April 2016 reflected across all funds.

Urban Academy Charter School had a balance of \$3,682 in accounts receivable at April 30, 2016.

There was a balance of \$30,939 in current liabilities for general accounts payable and payroll liabilities at April 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 \$1,866,444 at June 30, 2015 which includes its investments in fixed assets.

FINANCIAL STATEMENT OVERVIEW-BUDGETING AND OTHER FINANCIAL INFORMATION

The State is currently paying Urban Academy based on 285 ADM. Urban Academy's Original Budget is based on 285 ADM. Current Student ADM is reported at 279.62 as of March 31, 2016.

Administration reviewed detailed year to date expenditures against the original FY16 budget through the month of January 2016. A final budget revision for FY16 is being prepared and will be presented at the June 2016 board meeting along with the FY17 Proposed Budget.

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.

Projection items reflected in these statements are based on using the information provided by the school's leadership and/or state and federal estimates. Statements are prepared for internal purposes and do not reflect

Policy Review: no policies were reviewed at this board meeting.

Motion: to approve the consent agenda

Board member motioning to approve the consent agenda: Smith

Board member seconding the motion: Long

Unanimously approved

Old Business

- Board Nomination and Election
 - All board members will remain for the next year
 - Board positions will be discussed in June
- Board Retreat
 - Subcommittee will plan the retreat
 - Will recheck schedules to reschedule the board retreat

New Business

- None

Open Public Comments (Limited to 2 minutes)

Meeting adjourned at 6:25 pm

Board Motion: To adjourn the meeting at 6:25 pm

Board Member motioning to approve to adjourn the meeting: Long

Board Member seconding the motion: Mattison

Unanimously approved

Next meeting will be on Monday, June 20, 2016 at 6 pm!