



**Urban Academy Charter School
School Board Meeting
June 29, 2015
St. Paul, MN
6:00 PM**

MINUTES

Board Members:	Ex-Officio Members:	Advisory Members:
<input checked="" type="checkbox"/> Melissa Jensen (Community)	<input checked="" type="checkbox"/> Mongsher Ly (Superintendent)	<input type="checkbox"/> Luis Brown-Pena
<input type="checkbox"/> Tamara Mattison (Community)		<input type="checkbox"/> Ralph Elliott
<input checked="" type="checkbox"/> Fong Lor (Community)		
<input checked="" type="checkbox"/> Kristin Evans (UA Teacher)		
<input checked="" type="checkbox"/> Roger Sykes (UA Parent)		
<input checked="" type="checkbox"/> Nancy Smith (Community)		
<input checked="" type="checkbox"/> Caley Long (Community)		

☐ **Staff and Guests Attending:**

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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: Smith
 Board Member seconding the motion: Lor
 Unanimously approved

Approval of April 21, 2015 Minutes

Corrections made:

- Approval of the March 17, 2014 minutes changed to Approval of the March 17, 2015

- No May Board meeting

Board Motion: to approve the April 21, 2015 minutes

Board Member motioning to approve the minutes: Lor

Board Member seconding the motion: Evans

Unanimously approved

Conflict of Interest

none

Reports/Presentation

Board Chair Updates – M. Jensen

- None

Executive Director Report – Dr. Ly

ADMINISTRATION DUTIES:

- ADM from last year: 281
- Lease Aid application is in progress and pending MDE approval
- MACS membership is up for this year (renewal cost: \$7,000)

Motion: to approve continuing with MACS membership for this year

Board member motioning to approve continuing MACS membership for this year: Lor

Board member seconding the motion: Smith

Unanimously approved

- Check Signers for FY16 (Dr. Mongsher Ly and Ralph Elliott)

Motion: to approve continuing check signers for FY16 to be Dr. Ly and Mr. Elliott

Board member motioning to approve check signers: Smith

Board member seconding the motion: Sykes

Unanimously approved

OPERATIONS:

- Annual staff review meetings have been completed
- Classroom teachers will be required to teach science
- A full time art teacher will be added this year
- 6th grade graduation was postponed due to accident→is currently being rescheduled for sometime this summer
- Open house on Thursday, August 20th 12-6 pm
- Moving to the new facility is complete
- Mobile units will be here in July

ACADEMICS:

- Curricular reviews on literacy will be taking this summer, but balanced literacy will continue
- MCA results will be reviewed at the August board meeting
- Urban Academy and NEO would like to restructure the contract agreement that was agreed upon in 2012 to a more constructive framework. This would be done and completed for Board approval in July.

Motion: to approve a restructure of the contract agreement between Urban Academy and NEO, allowing Dr. Ly the authority to sign-off of the contract when the Board approves in July 2015

Board member motioning to approve the restructure of NEO contract: Sykes

Board member seconding the motion: Smith

Unanimously approved

BUDGET/FINANCE DISCUSSIONS:

- Budget for next year will be based on an ADM of 285
- Came in under-budget for renovations

COMMUNITY OUTREACH/DONATIONS:

- Student recruitment has started
- Currently working with Securian & YMCA on plans for the upcoming school year

Motion: to approve the reports

Board member motioning to approve the reports: Smith

Board member seconding the motion: Lor

Unanimously approved

Approval Consent Board Agenda**Financial Statement Overview-Income Statement****General Fund – 01**

- As of May 31, 2015 the school has received in Fund 01 a total of \$2,986,077 of current Fiscal Year State, Federal, and Local revenues which is 83% of its current budgeted amount. □
- As of May 31, 2015 the school has expended in Fund 01 \$2,997,288 which is 83% of its revised budgeted expense. □
- Urban Academy ended May 2015 with a current fiscal year to date fund 01 deficit balance (revenues received less expenditures incurred) of **\$11,211.79**.

□ Food Service Fund – 02 □

- As of May 31, 2015 the school has received \$211,367 of Revenue in Fund 02. □
- As of May 31, 2015 the school has expended in Fund 02 \$229,230 which is 84% of its revised budgeted □ expense. □
- Urban Academy ended May 2015 with a current fiscal year to date fund 02 deficit balance (revenues □ received less expenditures incurred) of **\$17,863.45**.

□ Financial Statement Overview-Balance Sheet

1. Urban Academy had an available total cash balance of \$253,284 at the end of May 2015 reflected across all funds. It also holds a \$450,000 reserved certificate of deposit set aside as required in the FY16 lease agreement. □
2. Urban Academy has received additional amounts from State Sources during this fiscal year of \$48,157 calculated at June 30th, 2014 in school fiscal year 2014-2015. Recently, in May 2015, the school received an additional payment of \$12,940 from state special education funds earned in the 2011-2012 school year. □
3. There was a balance of \$28,598 in current liabilities for general accounts payable and payroll liabilities at May 31, 2015. 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. □

4.
 - Urban Academy has a current year overall audited fund balance of \$1,109,570 at June 30th, 2014 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 Sunrise Bank. All expenditures have been reconciled to the May 2015 bank statements. A journal entry listing has also been provided for board review.

□ Financial Statement Overview -FY14 Budgeting and Other Financial Information

1.
 - The State is currently paying Urban Academy based on 285 ADM. Urban Academy's Original Budget was based on 285 ADM. □
2.
 - The mid-year budget revision is based on 281.72 ADM (January Actual ADM) and was adopted at the March 2015 board meeting. □
3.
 - A proposed FY15 Final Budget revision has been created for presentation at the May 2015 Board meeting based on 281.24 ADM. □
4.
 - 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. □
5.
 - 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

- No policies were reviewed at this board meeting

Motion: to approve the consent agenda

Board member motioning to approve the consent agenda: Long

Board member seconding the motion: Lor

Old Business

- The board retreat planning committee met earlier in June to plan the upcoming board retreat. Details will be sent out soon!

New Business

- No July meeting, but will address Dr. Ly's review and NEO's new review process at the board retreat

Open Public Comments (Limited to 2 minutes)

Meeting adjourned at 6:44 pm

Board Motion: To adjourn the meeting at 6:44 pm

Board Member motioning to approve to adjourn the meeting: Lor

Board Member seconding the motion: Sykes

Next meeting will be on Tuesday, August 18th at 6 pm!