



**Urban Academy Charter School
School Board Meeting
November 19, 2018
Saint Paul, Minnesota**

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"/> Ralph Elliott
<input type="checkbox"/> Fong Lor		
<input checked="" type="checkbox"/> Nancy Smith		
<input checked="" type="checkbox"/> Caley Long		
<input checked="" type="checkbox"/> Yu Yin Liao		
<input checked="" type="checkbox"/> Ying Thao		
<input checked="" type="checkbox"/> Ronsoie Xiong		
<input type="checkbox"/> Chao Yang		

Staff and Guests Attending:		
<input checked="" type="checkbox"/> Jean Neuman from NEO	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Stacey Beethem	<input type="checkbox"/>	<input type="checkbox"/>
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Meeting called to order by Board Chair – Melissa Jensen at 6:00 PM

Acceptance of Agenda

Corrections made: none
Board Motion: Approve the agenda
Board Member motioning to approving agenda: Xiong
Board Member seconding the motion: Mattison
Discussion: none
Unanimously approved

Conflict of Interest

None

Approval of October 22, 2018 Minutes

Board Motion: to approve the minutes
Board Member motioning to approve the minutes: Mattison
Board Member seconding the motion: Liao
Discussion:
Unanimously approved

Reports/Presentations:

- Jean Neuman from NEO – Introduced herself and was pleased to be at Urban Academy. No immediate business from the point of NEO was needed from Urban Academy. She did state that she will be back at Urban Academy on December 11th for the annual site review and UA is up for a 5 year renewal.
- Stacey Beethem from Designs for Learning and Urban Academy's Business Manager – Presented Urban Academy's FY18 Finance Audit. Fund balance of \$200,000, which is within the 30% operating costs; clean audit and NO FINDINGS. All information will be filed with MDE and the County by HLB.

Board Motion: to approve the Finance Audit

Board Member motioning to approve the audit: Smith

Board Member seconding the motion: Mattison

Discussion:

Unanimously approved

Board Chair Updates – M. Jensen

- None

Finance Chair Updates—Dr. Tamara Mattison

- See financial snapshot attachment for October 2018

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

- We had 89.5% attendance rate at conferences this year—excellent results!
- ADM currently 350

OPERATIONS:

-

EVENTS:

- December 14, Family Holiday Meal
- NEO site visit on December 11
- December 20, toy give-away

ACADEMICS:

- 4th Star rating with MDE and UA has been approved for 50 pre-K students
- RTE process is going well and UA staff continues to review interventions to support all students
- Bubble students are continuing to get an extra boost
- UA has around 200 EL learners and we continue to support them with holistic teaching
- Pressing Big 5 in both math and reading

COMMUNITY OUTREACH/DONATIONS:

- Coat drive still active; please share with family and friends to distribute at holiday meal, drop off 8 – 4:30 PM during office hours
- Start of toy drive: make sure to share! UA will be receiving support from both Securian and Toys for Tots, but we still need lots of support to get kids gifts this season; OK to donate money in lieu of gifts

BOARD BUSINESS:

- Bylaws revision approved

Motion: to approve the reports

Board member motioning to approve the reports: Mattison

Board member seconding the motion: Smith

Discussion: none

Unanimously approved

Policy Review: Open—discussion of policies 5.01 and 5.12

Stacey explained that policy 5.01 addresses EFTs, which allow for us to process IRS withholdings for staff and make lease payments. Additionally policy 5.12 allows for an increase to monitoring of special equipment and tech on site. Currently any item over \$500 and with more than more year of expected life span needs to be closely monitored. Proposal to raise that financial threshold.

Motion: to approve the consent board agenda

Board member motioning to approve the reports: Xiong

Board member seconding the motion: Long

Discussion: none

Unanimously approved

Old Business:

- None

New Business:

- Discussion of board retreat for next summer; Caley shared results of survey that was sent and most board members enjoy Maddens. We discussed additional activities for next year on Friday and Saturday. Caley and Tamara will work on planning event for next year, including selection of a topic. Caley will reach out to Maddens to get date availability.

Open Public Comments (Limited to 2 minutes)

- None

Board Motion: To adjourn the meeting at 6:35 PM

Board Member motioning to approve to adjourn the meeting: Xiong

Board member seconding the motion: Smith

Unanimously approved

Meeting adjourned at 6:35

Next meeting will be in January of 2019!