



**Urban Academy Charter School  
School Board Meeting  
September 19, 2016  
St. Paul, MN  
6:00 PM**

**MINUTES**

<b>Board Members:</b>	<b>Ex-Officio Members:</b>	<b>Advisory Members:</b>
<input checked="" type="checkbox"/> Melissa Jensen	<input checked="" type="checkbox"/> Mongsher Ly	<input 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"/> Kristin Evans		
<input type="checkbox"/> Roger Sykes		
<input checked="" type="checkbox"/> Nancy Smith		
<input checked="" type="checkbox"/> Caley Long		

☒ **Staff and Guests Attending:**

<input checked="" type="checkbox"/> Wendy Swanson-Choi, executive director of NEO	<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: Smith

Board Member seconding the motion: Long

Unanimously approved

**Approval of June 22 and August 22, 2016 Minutes**

Corrections made: none

Board Motion: to approve the June 22 and August 22, 2016 minutes

Board Member motioning to approve the minutes: Evans

Board Member seconding the motion: Long

Unanimously approved

**Conflict of Interest**

none

### **Reports/Presentation**

#### **Board Chair/Vice Chair Updates – M. Jensen**

- none

#### **Finance Chair—T. Mattison**

- none

#### **Executive Director Report – Dr. Ly**

#### **ADMINISTRATION DUTIES:**

- Enrollment—322 students
  - ADM projection 293
- All reports and applications are into MDE—still waiting to hear back on lease aid
- Starting the process for a pre-k program
- starting to look at building a gym

#### **OPERATIONS:**

- School started on September 6<sup>th</sup>
- Security card access installation began on Saturday

#### **ACADEMICS:**

- Fall district testing (MAP) starts tomorrow
- Focus for the year: ESL program

#### **BUDGET/FINANCE DISCUSSIONS:**

- Audit is complete
  - HLB will be here at October board meeting to go over the financial report

#### **COMMUNITY OUTREACH/DONATIONS:**

- September 27<sup>th</sup>—partnership with Minnesota United (soccer team) to shoot a commercial
- UPS—donating money from bowling event
- Regions—bring medical doctors & nurses to visit classrooms and bring supplies
- St. Paul Rec Center—students able to participate in sports teams through St. Paul League
- Girls & Boys Club—students still attending
- BEC & another agency—school supply drive
- Subway—gave gift cards
- Villager Newspaper—wrote an article about Urban Academy
- School Commercial played throughout the summer

Motion: to approve the reports

Board member motioning to approve the reports: Smith

Board member seconding the motion: Long

Unanimously approved

#### **Approval Consent Board Agenda**

Narrative Summary Report

August 2016

#### **FINANCIAL STATEMENT OVERVIEW-INCOME STATEMENT**

##### **GENERAL FUND - 01**

As of August 31, 2016 the school has received in Fund 01 a total of \$490,354 of current Fiscal Year State, Federal, and Local revenues which is 13% of its current budgeted amount.

As of August 31, 2016 the school has expended in Fund 01 \$457,548 which is 12% of its current budgeted expense.

Urban Academy Charter School ended August 2016 with a current fiscal year to date Fund 01 positive balance (revenues received less expenditures incurred) of \$32,806.

#### FOOD SERVICE

##### FUND - 02

As of August 31, 2016 the school has received in Fund 02 a total of \$2,984 of current Fiscal Year State, Federal, and Local revenues which is 1% of its current budgeted amount.

As of August 31, 2016 the school has expended in Fund 02 \$2,988 which is 1% of its current budgeted expense.

Urban Academy Charter School ended August 2016 with a current fiscal year to date Fund 02 deficit balance (revenues received less expenditures incurred) of (\$4).

#### FINANCIAL STATEMENT OVERVIEW-BALANCE SHEET

Urban Academy Charter School had a total cash balance of \$811,550 at the end of August 2016 reflected across all funds.

Note: No Balance Sheet is provided for the month of August 2016, as the Balance Sheet is incomplete until year-end entries for 2015-2016 are finalized.

#### FINANCIAL STATEMENT OVERVIEW-BUDGETING AND OTHER FINANCIAL INFORMATION

The state is currently paying Urban Academy based on 285 ADM. The 2016-2017 budget adopted by the board is based on 293 ADM.

Urban's FY16 annual fiscal audit was held August 30-September 2. The audit is expected to be finalized and reports released and presented in October.

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.

**Policy Review:** Policies 07.01 (Board Development) and 07.04 (Board Procedures)

Motion: to approve the consent agenda

Board member motioning to approve the consent agenda: Long

Board member seconding the motion: Evans

#### Old Business

- none

#### New Business

- Board training on November 12
- Board Position elections
  - Melissa Jensen – Chair
  - Fong Lor – Vice Chair
  - Kristin Evans – Secretary
  - Dr. Tamar Mattison - Finance

Motion: to approve current board positions

Board member motioning to approve current board positions: Smith

Board member seconding the motion: Long  
Unanimously approved

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

- Wendy Swanson-Choi
  - Celebration of Leading & Learning—able to talk with and visit other schools (October 18th)

Meeting adjourned at 6:39 pm

Board Motion: To adjourn the meeting at

Board Member motioning to approve to adjourn the meeting: Evans

Board Member seconding the motion: Smith

Unanimously approved

**Next meeting will be on Monday, October 24, 2016 at 6 pm!**