



**Urban Academy Charter School  
School Board Meeting  
October 17, 2022  
Saint Paul, Minnesota**

**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 checked="" type="checkbox"/> Luis Brown-Pena
<input checked="" type="checkbox"/> Tamara Mattison		<input checked="" type="checkbox"/> Ralph Elliott
<input checked="" type="checkbox"/> Fong Lor		
<input type="checkbox"/> Nancy Smith		
<input type="checkbox"/> Caley Long		
<input checked="" type="checkbox"/> Yu Yin Liao		
<input checked="" type="checkbox"/> Ronsoie Xiong		
<input checked="" type="checkbox"/> Chao Yang		

<b>Staff and Guests Attending:</b>		
<input checked="" type="checkbox"/> Mr. Harold Lang	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Mr. Joe Thompson	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Ms. Jean Neuman (NEO)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Meeting called to order by Melissa Jensen, Board Chair at 4:31 PM in-person**

**Acceptance of Agenda**

Corrections made: none

Board Motion: Approve the agenda

Board Member motioning to approving agenda: Xiong

Board Member seconding the motion: Yang

Discussion: none

Unanimously approved

**Conflict of Interest**

None to report

**Approval of September 19, 2022 Minutes**

Board Motion: to approve the minutes

Board Member motioning to approve the minutes: Yang

Board Member seconding the motion: Lor

Discussion: none

Unanimously approved

**Reports/Presentation:**

- Lang and Thompson gave academic updates at the meeting. Key points:
  - Acadiance assessment tool for all students for progress tracking
  - New Reveal Math program
  - New Reading program focused on fluency and comprehension
  - Pushing the Big 5
  - Teacher training in “LETTERS”, which is recognized by MDE

- MCA Planning Team – Academic accountability
- Middle School – Basic strategies in learning vocabulary and alignment of themes with standards (ex. Finding a place in the world, Responsibly sharing our planet and Keep going with everything around you)

**Board Member Reports/Ex-Officio Member Presentations:**

Board Chair, Melissa Jensen: none to report.

Treasurer, Dr. Tamara Mattison reviewed snapshot for September financials; see PDF for additional information; Dr. Ly went over verbally. Fund balance \$4,129,480.00 (52%), which 20% is recommended by NEO.

Superintendent, Dr. Ly:

**OPERATIONS:**

**General:**

- Selected to attend the Annual Superintendent Summit in December in Florida. Only 70 superintendents throughout the nation get invited to attend. Most expenses maybe out of pocket but the summit is willing to reimburse on individual's plane ticket or travels. The Summit has been put on hold due to the hurricane damages in Florida. The Summit will be rescheduled.

Board Motion: to approve a budget of expense up to \$3000.00

Board Member motioning to approve expense budget for the Summit: Mattison

Board Member seconding the motion: Lor

Discussion: none

Unanimously approved

- NEO Fall Celebration is scheduled for Wednesday, November 9, 2022, from 10:00 AM – 3:00 PM.
- All reporting to MDE and NEO are up to date and current.

**Staffing:**

- Still in need of a 4<sup>th</sup> and 6<sup>th</sup> grade teacher., Special Ed, and Tech.

**Facility:**

- Build-out upstairs: Current bill remains at \$1.3 million. The upstairs is estimated at about \$1 million with the new elevator being the most expensive and the wait is about 6-8 months for installation.
  - Proposal (1): Have the church's bank do the whole loan
  - Proposal (2): Have Urban Academy portion about \$300,000.00 (but will have to make sure lease aid covers it, if paid up front).
- Gym bleachers will be installed during MEA weekend

**COVID19:**

- Mask mandate at Urban Academy – will always follow CDC and MDH requirements
  - Will plan to bring Recess/Lunch back into the cafeteria for all students
  - Will plan to bring "school wide" monthly school assembly back for all students
- Staff and student COVID testing continue, weekly on Wednesdays

**School Calendar/Events:**

- MEA Break – October 20 and 21
- October 31<sup>st</sup> – NO SCHOOL (Conference Prep)

**ACADEMICS:**

- Joe and Tony will at the October board meeting to give all academic updates

**BUDGET/FINANCE DISCUSSIONS:**

- Finance Audit has ended with minor “ties” and to clean-up Individual Audit due to federal funding with ESSER funds. Ms. Ann Yang from Designs for Learning will be present at the November board meeting to present the audit.
- Need to increase Capitalization threshold from \$3000 to \$5000.
  - Retro back to January 2022 Board meeting and approval.
  - State threshold = \$3000 & Federal threshold = \$5000
  - Smart Boards (Promethean Board) – Actual cost \$2850 but with accessories it came out to be \$3300 (\$300 over the threshold of \$3000 per purchase item).

Board Motion: to approve to increase the capitalization threshold from \$3000 to \$5000 and have this agreement retro back to January 2022.

Board Member motioning to approve the increase of the capitalization threshold from \$3000 to \$5000 and have this agreement retro back to January 2022: Lor

Board Member seconding the motion: Xiong

Discussion: none

Unanimously approved

- Reinvest in our CDARS account for another 1 year with the bank. Renewal agreements (\$5 million = 3 years, \$1 million = 1 year). Amount in the account at the end of September is \$1,018,874.13

Board Motion: To continue to reinvest the \$1,018,874.13 in the CDARS for FY23

Board Member motioning to approve reinvest the \$1,018,874.13 in the CDARS for FY23: Mattison

Board member seconding the motion: Lor

Discussion: none

Unanimously approved

**COMMUNITY OUTREACH/DONATIONS:**

- JP4 – After School program organization during the school year and summer school. Still working out details to see if it will be a good match with our students.
  - Begin October 13<sup>th</sup>
  - 4:00-5:30 PM
  - Grades: 2-4
  - Number of students: 20
- Support from Toys for Tots – Holiday Toys

- Support from Securian (Angel Tree) – Holiday Toys
- Support from Lumen Christi – Coat Drive

**CHARTER SCHOOL LEGISLATION NEWS:**

- Will continue to send MACS updates and newsletters to the UA board to read the current news.

**BOARD BUSINESS:**

- Board retreat FY23: Brain storm on ideas/themes but each board member will do a presentation.

Motion: to approve the board member reports

Board member motioning to approve the board member reports: Lor

Board member seconding the motion: Liao

Discussion: none

Unanimously approved

**Board Consent Agenda:**

Motion: to approve the board consent agenda.

Board member motioning to approve the board consent agenda: Yang

Board member seconding the motion: Liao

Discussion: none

Unanimously approved

**Old Business:**

- None

**New Business:**

- None

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

- None

Board Motion: To adjourn the meeting at 5:15 PM

Board Member motioning to approve to adjourn the meeting: Xiong

Board member seconding the motion: Yang

Unanimously approved

Meeting adjourned at 5:15 PM

**Next meeting: November 21, 2022, at 4:30 p.m. in-person**