



**Urban Academy Charter School  
School Board Meeting  
October 18, 2010  
Urban Academy – St. Paul, MN  
5:00 PM**

**MINUTES**

☒ **Board Members Attending:**

**Advisory Members:**

<input checked="" type="checkbox"/> Ralph Elliott	<input checked="" type="checkbox"/> Mongsher Ly	<input checked="" type="checkbox"/> Rebecca Thaisen
<input checked="" type="checkbox"/> Sonia St. Charles	<input checked="" type="checkbox"/> Mai Saevang	<input type="checkbox"/> Pamela Young
<input checked="" type="checkbox"/> Bob Swisher		<input type="checkbox"/> Fong Lor
<input checked="" type="checkbox"/> Melissa Hansen		<input type="checkbox"/> Luis Brown-Pena
<input checked="" type="checkbox"/> Christopher Doeden		<input type="checkbox"/> Seaborn Yancy
<input type="checkbox"/> Kari McGowan		
<input checked="" type="checkbox"/> Jessica Tompkins		
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☒ **Staff and Guests Attending:**

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**Meeting called to order by Chair R. Elliott at 5:05 PM**

**Acceptance of Agenda** – Unanimously accepted.

**Approval of July 19, 2010 Minutes** – Unanimously approved.

**Board Chair Updates**

- **Conflict of Interest**
- **Review Annual Calendar**

Nothing New to Report

### Finance Chair Report – B. Swisher

- *Balance Sheets*  
Nothing new or questions on the finance sheets
- *Check Register*  
For the purpose of best practices, for the future, a couple of line items will be selected to get clarification on.

Service Provider	Amount	Purpose
Francine Fox	\$2,767.50	Special Education (Speech and Language Services)
Instructional Designs Inc	\$4,000.00	Curriculum/Instruction Consultant
Paddelford Packet Boat Co	\$1,620.00	Fall School Wide Field Trip for K-6 Students
Embroidme	\$1,512.50	School Uniform Shirts that parents buy
Mikel L Martin, Sr.	\$1,356.00	Contracted Janitorial Services

- *Board Snap Shot*  
Would like to create a snap shot form for the board to give them more information on what is happening at the finance level, District Level, and School Level. Bob will work with Mongsher on details and format.

### Executive Director Reports

1. School Improvement Grant (SIG) was not approved by MDE and UA will not receive any SIG funds.
  - 9 Charters and 4 Regular Public schools turned down.
  - John Cairns representing the schools (Letter of Request was sent to MDE).
  - Notification Letter, Rubric, and explanations were to be delivered to schools by August 10 but received phone call from MDE, stating they won't be ready until August 16 because many folks were on vacation?
2. MDE Food and Nutrition Contract for the FY11 -Approved
3. Title I Contract for FY11 – Approved
4. Annual Report is completed and sent to MDE - Approved
5. Received a \$38,000 grant money from Whitson Family Foundation Grant
6. Received \$500 Literacy Grant from Target (Read First Program)
7. Received \$5000 “Dollar General Back to School” grant
8. Audits:               Workers Comp – Completed  
                              Finance – Completed

9. Hamline University has decided to NOT authorize charter schools.
- September 18, 2010 Notice Letter
  - October 6, 2010 Ralph and I met with Hamline Committee members, they were very disappointed but are willing to do anything possible to get UA re-chartered with another authorizer.
  - October 20, 2010 Meeting with VP with Dean

The six groups currently approved from the first round of applications with MDE are:

- Volunteers of America? (15 Charters)
- Student Achievement Minnesota (0 charters)
- Novation Education Opportunities (3 Charters)
- Minneapolis Public School District (2 Charters)
- Friends of Education? (16 Charters)
- Anoka Technical College (1 Charter)

Potential Authorizer: Concordia University

**New Applicants 9/20/10:**

>>Current Sponsors which applied for Approved Authorizer Status  
Audubon Center for the North Woods  
Chisago Lakes Public Schools  
Concordia University of St. Paul  
Dunwoody College of Technology  
Fraser  
Intermediate School District 917  
Northfield Public Schools  
Northwood Childrens Foundation  
Ordway Center for the Performing Arts  
Pillsbury United Communities  
University of St. Thomas  
YMCA of Metropolitan Minneapolis

>> Organizations which applied that are not Current Sponsors  
Charter Authorizer Council  
Innovative Quality Schools  
Minnesota Guild of Public Charter Schools  
Rushford-Peterson Independent School District 239

Finding a new authorizer is in the works:

- Contacted 4 out of the 6 “current” authorizers via email
  1. Have relationships with all 4 charters.

- a. Student Achievement Minnesota – Information meeting on Tuesday, October 26
  - b. Novation Education Opportunities – Ralph and I met with Dr. Rossi. Dr. Enloe (from Hamline) sits on the board and has agreed to support our request
  - c. MPS – waiting to hear back from Jon Bacal (history from the beginning of UA)
  - d. Anoka Tech – Rod Haenke chaired the application for the school to MDE and also got his charter approved. Waiting to hear back from the Dean.
10. Appointed to the MACS MDE state Teacher licensing/relicensing State Board committee. Will represent teachers and charter teachers.

### **OPERATIONS:**

2. Principal has been Hired as of August 16, 2010: Mai Saevang
  - 10 years of Teaching
  - 5 years of Administration
3. Staffing Turn-over:
  1. Out of 48 Staff members – 13 are not returning (contracts not renewed, financial problems, or health problems)
    - Geiger – Teaching elsewhere for more pay
    - Xiong – Going back to school for Priesthood
4. Positive Behavioral Interventions and Supports (PBIS) training has begun. It is a two year grant through MDE.
5. HR Services are in place from DL- on-site on the 4<sup>th</sup> Tuesday of the month, otherwise available via phone/email. ED will continue to maintain the files and keep them on site and handle record keeping files.

#### **HR Services**

- Tried Full Monday's and Tuesday's with rep on-site. Not a whole lot of usage.
- Staff were more willing to email and make phone calls with questions or concerns and "if needed" then face to face meeting would be setup (ie. exit interviews, etc.)
- Slight Change: HR services will be at the school only the 3<sup>rd</sup> Monday of the month, all day. Besides that, they will always be available by email or phone for assistance. The staff is informed of this and know Liz.

*Discussion: The board would like to keep the original HR schedule until December. It is too soon to know the services needed and the relationship building is also important to the staff. But the board did leave it up to Dr. Ly to determine what is best for the school.*

6. Nursing Services are in place from DL- 4 hrs per week. Switching from MVNA.
7. Corrective Action Plan – Working with Metro ECSU (George Sand) on the plan to be submitted to MDE on November 10, 2010. This plan will be a live document moving forward and ECSU will continue to work with UA to enhance the academics of the students and progress to making AYP.

*Board Motion: The board gives the authority to Dr. Ly to handle the application with Metro ECSU. Dr. Ly is to approve, implement, and evaluate the plan as needed.*

*Board member approving agenda: B. Swisher*

*Board member seconding the approval: S. St. Charles*

*Acceptance of motion: Unanimous*

Supplemental Educational Services (SES) – Has begun as of October and the students are attending as agreed, to the YWCA. 10 students per session. Along with another 25 students attending the YW Reads program at the Y. Two different programs but fighting for the same cause.

8. Saint Paul Public Schools won a five year, federally funded grant for turnaround school leadership.
  - Overall, the grant includes six schools, three charter, Urban Academy, Saint Paul City School (formerly New Spirit), and The High School for the Recording Arts, in addition to three SPPS schools: Phalen Lake Elementary, Battle Creek Middle, and Harding High School.
  - Some complications with finance and structure of the grant that needs to be worked out. Not sure what the final results are to be or the demands of time and effort.
  - Still in early stages to make a change, if needed!

*Discussion: There is an overall concern from all members that since there are many uncertainties with the grant that it could take away from the staff and administration the time needed to commit to the transformation of the school. It*

*was a unanimous decision that UA should commit our time to our students and staff first.*

9. CONGRATS to Ralph Elliott and Dave Foster – Red Cross Heart Association Recognition for Citizenship of saving another person's life!!

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

1. UA was able to sustain its finances without dipping into the Bank Loan, as initially thought with about \$15,000 in the bank!
2. FY10 Hold Back funds will be paid on:
  - Aug 30 - \$208,727.99
  - Sep 30 – 278,304.01
  - Oct 30 - \$184,085.03
  - Jan 30 - \$24,642.98

Total: \$695,760.01
3. The Ed Jobs program:
  - **One-time** federal program that provides \$10 billion in assistance to states, (including \$167 million to Minnesota), to save or create education jobs for the 2010-2011 school year. Jobs funded under this program include those that provide educational and related services for early childhood, elementary, and secondary education. The Ed Jobs program is authorized in Public Law No. 111-226, which was signed into law on August 10, 2010.
  - \$70,000 allocated to UA for 2010-2011 (Based on ADM)
4. Third Party Billing
  - Federal program - Funds provided by the Department of Human Services and Medicaid
  - Additional funds for the special education program and not the individual student
  - Can only claim “MEDICAL” needs (ie. speech and language; Occupational Therapy; Def of hearing; nurse services, etc.), Can NOT claim academic needs.
  - UA can also bill for transportation of the child but only on the days that the child is receiving the special ed services.

*Board Motion: Urban Academy will abide by the 3<sup>rd</sup> Party billing regulations and requirements that is required for 3<sup>rd</sup> party billing.*

*Board member approving agenda: B. Swisher*

*Board member seconding the approval: S. St. Charles*

*Acceptance of motion: Unanimous*

5. HLB moved the Finance Audit to September 27 and 28, the original dates were August 16 and 17. But the audit has been completed but there is also a standalone audit that will take place for the federal funds, since it was over \$500,000.

*Board Motion: Be it resolved that the board approves a fund transfer of \$29,265.46 from the general fund (fund one) into the food service fund (fund 02) to cover the deficit in food and nutrition programs at June 30, 2009.*

*Board member approving agenda: S. St. Charles  
Board member seconding the approval: C. Doeden  
Acceptance of motion: Unanimous*

*Board Motion: Be it resolved that the board approves writing off the outstanding (uncashed) Accounts Payable check as of June 30, 2010.*

*Board member approving agenda: M. Hansen  
Board member seconding the approval: S. St. Charles  
Acceptance of motion: Unanimous*

### **Committee Reports**

*Compensation Committee (S. St. Charles) – Would like to have HR at every other board meeting, beginning in November, to give updates on HR services to the board.*

### **Old Business**

*Board Retreat – A. Allen is still waiting on everyone to go on-line to complete the survey for their availability dates. Once everyone has completed the survey he can begin to set a date.*

*Board Training – B. Thaisen has access to MACS website and will begin to monitor opportunities and information for the board.*

*Board Recruiting – R. Elliott will develop a form for everyone to use to recruit potential board members. Once the form is developed, he will email them to the board members.*

### **New Business**

Nothing new to report

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

No comments requested

Meeting adjourned at 7:30 PM

**Next meeting will be held on November 15, 2010**