



**Urban Academy Charter School
School Board Meeting
January 24, 2011
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 type="checkbox"/> Rebecca Thaisen
<input type="checkbox"/> Sonia St. Charles	<input 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 type="checkbox"/> Christopher Doeden		<input type="checkbox"/> Seaborn Yancy
<input type="checkbox"/> Kari McGowan		
<input checked="" type="checkbox"/> Art Allen		
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☒ **Staff and Guests Attending:**

<input checked="" type="checkbox"/> Elizabeth Summerville - DL	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Tom Hodenefield - HLB	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Dr. Bryan Rossi - NEO	<input type="checkbox"/>	<input type="checkbox"/>
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Meeting called to order by Chair -R. Elliott at 5:05 PM

Acceptance of Agenda – Elizabeth Summerville was added to the agenda to give updates on HR services.

Board Motion: Approve January 24, 2011 with the addition.

Board Member motioning to approving agenda: B. Swisher

Board Member seconding the motion: A. Allen

Approval of November 15, 2010 Minutes – Unanimously approved.

Board Motion: Approve November 15, 2010 Minutes.

Board Member motioning to approve minutes: B. Swisher

Board Member seconding the motion: M. Hansen

Conflict of Interest

Nothing new to report

Reports

Audit Report - Tom Hodenfield (Tautges Repath, Ltd.)

- Audit – Two audits were conducted for FY 10 because of the Federal stimulus funds, a single audit had to be conducted. Both audits were conducted, completed, and deemed as clean audits without any findings.

Board Motion: Approve the audit report by Tom Hodenfield.

Board Member motioning to approving the report: B. Swisher

Board Member seconding the motion: A. Allen

Unanimously approved

School Authorizer – Dr. Bryan Rossi (Novation Education Opportunities)

- Dr. Rossi indicated that NEO is a Single Purpose Authorizer and their goal is to be in partnership with the charter schools and not to only authorize them. NEO has received all the information from Urban Academy with the exception of Urban Academy's board approval for the switch of authorizer. Once that approval has been made, Dr. Rossi will proceed with NEO's board approval on February 3, 2011.
- Next Steps – Hamline is to provide NEO with findings from their current visitation at Urban Academy. Once NEO receives the report, NEO and Urban Academy will work together to develop action plans on how to resolve the findings.
- Partnership – NEO also would like to have several members of Urban Academy be a part of their review team with new or current schools. The expectation is to either have (1) application reviewers or (2) site-visits for renewal.

Human Resources Director – Elizabeth Sommerville (Designs for Learning)

- Her role has settled in at Urban Academy with the staff and students. Liz was initially at Urban Academy on Monday's and Tuesday's but in the New Year, her days have changed to Wednesday's and Thursday's because of scheduling at DL.
- Projects – Liz and Steve worked with Dr. Ly on revising the job descriptions and they have been completed. The next step is to develop evaluations for the job

positions. Also, Dr. Ly and Liz have been working on reviewing the policies and procedure manual.

Board Chair Updates – R. Elliott

- New Board Members – several new board members were introduced to the board for board approval as of January 24, 2011. Nikita Robinson is a 6th grade teacher at Urban Academy; Tamara Mattison is the Dean of Education at Globe College; Crystal Scott is a Urban Academy parent; Dr. Barbara Shin is a retired teacher/administrator from the Minneapolis School District.

Board Motion: Approve the new board members.

Board Member motioning to approving the members: B. Swisher

Board Member seconding the motion: A. Allen

Unanimously approved

- Vice Board Chair – Ralph appointed Melissa Hansen as Vice Board Chair of Urban Academy. Melissa did accept the appointment.

Board Motion: Approve the new Vice Board Chair.

Board Member motioning to approving the position: A. Allen

Board Member seconding the motion: B. Swisher

Unanimously approved

Finance Chair Report – B. Swisher

- *Balance Sheets*
Nothing new or questions on the finance sheets.
- *Check Register*
Nothing new or questions on the check register.
- *Board Snap Shot*
No questions regarding Board “Snap Shot Report”.
- *Revised Budget* – a revision of the budget was presented. Bob indicated several factors in the budget. The ADM was at 265 but was lowered to 264. Dr. Ly has always operated in the same capacity, which has proved to be successful but will continue to monitor as needed. Another point of reference is in the “student support services” and the reason for the change is that some of the positions that were open were not replaced. Dr. Ly was able to make adjustments with staffing to meet the needs of the students. With the changes made, there is a fund balance of \$32,841.69. The budget will be revisited again in June for a final revision to FY11.

Board Motion: Approve the budget revision.

Board Member motioning to approving the revision: A. Allen

Board Member seconding the motion: M. Hansen
Unanimously approved

Executive Director Report – Dr. Ly

- *Toy Drive and Holiday Meal*- Dr. Ly just thanked everyone for participating for both events. They were both successful again for the 5th year. Dr. Ly indicated that left over toys were given to Toys for Tots and the Goodwill. Left over meals were given to the local family shelters.
- *125 Plan* – The 125 Premium Conversion Plan has been updated with the assistance of Bob Swisher and Hitesman & Associates, P.A.
- *Hamline University* – Hamline University has developed their formal notification letter to the Minnesota Department of Education on the termination of authorization and the approval of transfer of authorization to NEO. The official letter was sent to Board Chair, R. Elliott, and cc: to Dr. Ly.

Board Motion: Motion to accept Hamlin University's termination letter of authorization as of June 30, 2011.

Board Member motioning to approving the termination: B. Swisher

Board Member seconding the motion: A. Allen

Unanimously approved

- *Novation Education Opportunities* – Dr. Ly discussed the next steps of having NEO authorize Urban Academy and needed a motion for approval before the next steps could proceed.

Board Motion: Motion to apply for transfer of authorizer from Hamline University to Novation Education Opportunities (NEO) on or before June 30, 2011.

Board Member motioning to approving the transfer: M. Hansen

Board Member seconding the motion: B. Swisher

Unanimously approved

- *Northmarq* – Dr. Ly will be working with Jaclyn from Northmarq to develop an action plan for facility planning into the future for Urban Academy. He may ask Jaclyn or a representative from Northmarq to the next board meeting to discuss the plan so that there is clarity. Dr. Ly has also asked Board chair to develop a facility committee to help with the planning.
- *MDE Special Ed File Audit* – On Thursday, January 13, 2011, Erin Levin from MDE was at Urban Academy to conduct a special education file audit. Dr. Ly reported that the visit went well and that Erin had some wonderful remarks for the school and the staff. He also indicated that the file review will be completed, sometime, in February and once the findings report comes out, the Special Ed director and the administration will come up with an action plan to correct the findings. Urban Academy will have until December to make the corrections.

- *Summer School Program* – In the past, Urban Academy has always funded the summer school program for its students. Because of the unknown funding sources or adjustments from the state, summer school was not in the budget for FY11. But Dr. Ly would like to see it be put back in the budget and funded by the fund balance. The program has benefitted every child by attending and it is an academic support factor that does help increase the students' math and reading level. A budget of \$40,000 would be needed to fund the summer school program.

Board Motion: Motion to approve and continue the summer school program assuming that most of the expenses can be covered by gen ed.

Board Member motioning to approving the program: B. Swisher

Board Member seconding the motion: A. Allen

Unanimously approved

- *990 Report* - The report was given to the board to review and was open for discussion with Tom Hodenfield from HLB. No questions were asked.

Board Motion: Motion to accept the 990 Report as presented.

Board Member motioning to approving the report: A. Allen

Board Member seconding the motion: B. Swisher

Unanimously approved

Principal Report –Mai Saevang

- Principal Vang was not available to give her report. Dr. Ly did indicate that all focus and planning are on the MCA testing in April. The second round of testing for MAP will take place in February. The MAP testing results are good indicators as to how students will do on the MCA. The data from MAP will be used to improve instruction along with the MCA planner.

Committee Reports

- *Nothing new to report*

Old Business

Advisory Board Recruiting – M. Hansen asked if advisory board members were still being recruited. She has a potential candidate for the advisory board. R. Elliott did respond that there is still need for advisory members.

New Business

Nothing new to report

Open Public Comments (Limited to 2 minutes)

No comments requested

Meeting adjourned at 6:37 PM

Next meeting will be held on February 28, 2011.