



**Urban Academy Charter School  
School Board Meeting  
June 27, 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 checked="" type="checkbox"/> Bob Swisher	<input checked="" type="checkbox"/> Mai Saevang	<input type="checkbox"/> Pamela Young
<input checked="" type="checkbox"/> Melissa Hansen		<input type="checkbox"/> Fong Lor
<input checked="" type="checkbox"/> Christopher Doeden		<input type="checkbox"/> Luis Brown-Pena
<input type="checkbox"/> Art Allen		
<input checked="" type="checkbox"/> Barbara Shin		
<input checked="" type="checkbox"/> Tamara Mattison		
<input type="checkbox"/> Crystal Scott		
<input type="checkbox"/> Nikita Robinson		

☒ **Staff and Guests Attending:**

<input checked="" type="checkbox"/> Shelley Hickman	<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**

Board Motion: Approve the agenda as stated

Board Member motioning to approving agenda: B. Swisher

Board Member seconding the motion: C. Doeden

**Approval of May 16, 2011 Minutes** – Unanimously approved.

Board Motion: Approve the Minutes.

Board Member motioning to approve minutes: B. Swisher

Board Member seconding the motion: C. Doeden

### **Conflict of Interest**

Nothing new to report

### **Reports**

- Joseph Curiel from ACET reported on the findings from the year's NWEA Map scores and the parent/student survey results.

### **Board Chair Updates – R. Elliott**

- Ralph informed the board that Nikita Robinson has resigned her board position as the teacher representative. He has appointed Soua Her in the position to serve as the school teacher representative.

Board Motion: Approve Board Chair appointment of Soua Her to the board.

Board Member motioning: M. Hansen

Board Member seconding the motion: C. Doeden

Unanimously Approved

- Ralph and Dr. Ly gave an overview on the National Charter School Conference in Atlanta, GA during the week of June 20, 2011.

Board Motion: Approve Board Chair Updates.

Board Member motioning: B. Shin

Board Member seconding the motion: M. Hansen

Unanimously Approved

- Ralph discussed Dr. Ly's annual review. It was mentioned with some unknowns in Legislation, Dr. Ly's salary would be frozen at its current rate. This will be revisited in the next fiscal year.

Board Motion: Approve Dr. Ly's review report and salary.

Board Member motioning: B. Swisher

Board Member seconding the motion: B. Shin

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.
- *Journal Entry*

No questions regarding the Journal Entry.

- *Board Snap Shot*  
No questions regarding Board “Snap Shot Report”.
- FY11 Final Budget Revision

Discussion: B. Swisher and Dr. Ly updated the board on the final budget revision. Dr. Ly indicated that Urban Academy will be at a deficit for FY11 of (\$104,003.14). In fund 1 (\$82,140.14) and fund 2 (\$21,863.00).

Multiple points were made as to the deficit for FY11.

1. WADM did decline towards the end of the year. Not meaning that there were less students but that there were less students in the upper grades to generate a higher WADM. This dropped the revenue by \$50,000.00
2. Increase in Unemployment billing, which is the biggest contributor to the deficit. UA is in Corrective Action plan and with that, lay-offs and terminations took place as part of the plan.
3. Fuel Surcharge in transportation increased significantly in FY11
4. Increase in Special Education services
5. Fund 2 ~ there will always be a deficit because the state does not reimburse for cafeteria salary or benefits. Only the food service meals are reimbursed. Therefore, moving the deficit of Fund 2 to Fund 1 as of June 30, 2011.

Board Motion: Approve to move the deficit in Fund 2 to Fund 1 as of June 30, 2011.

Board Member motioning to approving the revision: B. Swisher

Board Member seconding the motion: C. Doeden

Unanimously approved

Board Motion: Approve the final budget revision for FY11.

Board Member motioning to approving the revision: B. Swisher

Board Member seconding the motion: M. Hansen

Unanimously approved

Board Motion: Approve the finance report.

Board Member motioning to approving the revision: Dr. Shin

Board Member seconding the motion: T. Mattison

Unanimously approved

### **Principal Report –Mai Saevang**

- Most of the report was made with ACET presentation. Principal Vang did inform the boards that action plans are being put in place to correct or enhance the findings from the parent/student surveys. There will be a 2 day planning session

with the leadership team in July to develop the action plan for curriculum instruction and surveys.

Board Motion: Approve the Principal Report.

Board Member motioning to approving the revision: M. Hansen

Board Member seconding the motion: Dr. Shin

Unanimously approved

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

- *Transportation*

Discussion: Dr. Ly would like to get the board involved in supporting the school to possibly getting a vehicle donated to the school for transporting students. UA has a 4 – 7% of students who are homeless and in shelters. It is too costly to get a bus to run the routes and the liability is too high for staff to pick-up and drop-off students. By law, a school must provide transportation for their students if they are in a shelter.

The board will gather information and make initial contacts and then forward the information on to Dr. Ly so that both Ralph and Dr. Ly can do follow-ups. The discussion will take place at the July board meeting with updates.

C. Doeden did express the concern for the liability of school by transporting students. He would like to have the school explore all options to ensure the best solution for getting students to school and back home.

- **School Uniform**

- Students will be able to wear “white” polo shirts as another option. The blue polo shirts and cache pants and tennis shoes will remain the same. The reason for the addition is because of the request of parents and the availability to buy “white” polo shirts seem to be more available.

- **Financial**

- Moved the savings account from a regular account to a “money market” account. The reasoning is because the regular account had a \$15.00 monthly charge. The money market account does not have a monthly charge but it does require a minimum balance of \$2500.00.
- \$150,000 was borrowed from the \$300,000 line of credit to cover the June 20<sup>th</sup> delayed payment.
- Maintained “maintenance of effort” in special education
- All reports and applications have been approved

### **Committee Reports**

- *Nothing new to report*

### **Old Business**

- *Nothing new to report*

### **New Business**

- *Nothing new to report*

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

- *No comments requested*

Meeting adjourned at 7:00 PM

**Next meeting will be held on July 18, 2011.**