



**Urban Academy Charter School  
School Board Meeting  
April 21, 2014  
St. Paul, MN  
5:30 PM**

**MINUTES**

**Board Members:  
Members:**

**Ex-Officio Members:**

**Advisory**

<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 type="checkbox"/> Pamela Young
<input checked="" type="checkbox"/> Fong Lor		<input type="checkbox"/> Mai Saevang
<input checked="" type="checkbox"/> Kristin Evans		<input checked="" type="checkbox"/> Ralph Elliott
<input checked="" type="checkbox"/> Roger Sykes		<input type="checkbox"/> Crystal Scott
<input checked="" type="checkbox"/> Nancy Smith		

☒ **Staff and Guests Attending:**

<input checked="" type="checkbox"/> Paul Donovan	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Jaclyn May	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Damon Fraser, NEO	<input type="checkbox"/>	<input type="checkbox"/>
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**Meeting called to order by Board Chair—M. Jensen at 5:35 PM  
Board Minutes taken by Kristin Evans**

**Acceptance of Agenda**

Corrections made: none

Board Motion: Approve the agenda.

Board Member motioning to approving agenda:

Board Member seconding the motion:

Unanimously approved

**Approval of March 17, 2014 Minutes**

- Notes were unable to be reviewed during the meeting. They will be reviewed and approved at the next board meeting in May.

### **Conflict of Interest**

none

### **Reports/Presentation**

- Update of St. Greg's Project
  - Lease is in its final stages-->expect to see after May 15
    - Having a summary of the lease available was discussed
  - Waiting to hear back on construction costs—have preliminary costs now
  - Working to start a capital improvement fund
  - Discussion surrounding new gym
    - Can we find a sponsor? Look at existing partnerships that UA already has
    - Attached or not attached to the building?
    - Need to see a blueprint drawing from the architect
  - Need to give notice of vacancy to current landlord by June 30<sup>th</sup>

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

- Possible new board member: Caley Long
  - Board reviewed information
  - attend next board meeting

### **Finance Chair Report – T. Mattison**

#### **Financial Statement Overview-Income Statement General Fund – 01**

- As of March 31, 2014 the school has received in Fund 01 a total of \$2,271,445 of current Fiscal Year State, Federal, and Local revenues which is 67% of its current budgeted amount.
- As of March 31, 2014 the school has expended in Fund 01 \$2,427,774 which is 70% of its budgeted expense.
- Urban Academy ended March 2014 with a current fiscal year to date fund 01 balance (revenues received less expenditures incurred) a deficit of \$156,329.52.

#### **Food Service Fund – 02**

- As of March 31, 2014 the school has received in Fund 02 a total of \$125,991 of current Fiscal Year State, Federal, and Local revenues which is 61% of its current budgeted amount.
- As of March 31, 2014 the school has expended in Fund 02 \$167,457 which is 73% of its budgeted expense.

- Urban Academy ended March 2014 with a current fiscal year to date fund 02 balance (revenues received less expenditures incurred) a deficit of \$37,637.50.

#### **` Financial Statement Overview-Balance Sheet**

- Urban Academy had a total cash balance of \$752,935 at the end of March 2014 reflected across all funds.
- Urban Academy is expected to receive an additional amount due from State Sources in the amount of \$12,378 calculated at June 30<sup>th</sup>, 2013 in school fiscal year 2013-2014.
- There was a balance of \$27,635 in current liabilities for general accounts payable and payroll liabilities at March 31, 2014. A large portion of the liability is for payroll withholdings on the last day of the month which are not paid until the first days of the next month, thus they are reflected on the current balance sheet.
- Urban Academy has a current year overall (audited) fund balance of \$1,309,054 at June 30<sup>th</sup>, 2013 which includes its investments in fixed assets.

#### **Financial Statement Overview-Supplemental Reports**

Also provided within the March board package prepared for Urban Academy are copies of all payments recorded from all accounts held at Park Bank. All expenditures have been reconciled to the March 2014 bank statements. A journal entry listing has also been provided for board review.

#### **Financial Statement Overview -FY13 Budgeting and Other Financial Information**

- The State is currently paying Urban Academy based on 267 ADM. The percentage of state aids payable during the current school year has been adjusted to a 90/24 percent/payment schedule as a result of the state's budget outlook and aid shift forecast. Payments for school districts and charter schools were adjusted beginning with the October 15 payment to reflect the new 90 percent current state aid payment percentage.
- 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 included may be paid for in the following month. Accounts Payable and Salary Accrual amounts are calculated at year end as part of the audit process.
- Projection items reflected in these statements are based on using the information provided by the schools leadership and/or state and federal estimates. Statements are prepared for internal purposes and do not reflect audited data.
- The current budget reflected in the reports is a mid-year revision adopted by the board on March 17, 2014.

#### **FY15 Salaries**

- Freeze Salaries for the FY15 to ensure capacity of enrollment and increase of benefits.

- Give the staff a print-out of their benefit package to understand the freeze in salaries.

Motion: to have freeze FY15 salaries: Sykes

Board member seconding the motion: Smith

Unanimously approved

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

### **ADMINISTRATION DUTIES:**

- ADM 267
- An addendum needs to be added to the lease for FY15 under lease aid for MDE
- New bullying bill recently signed into law
  - everything requested by the state is already in our bullying policy (see school website)
- August 12<sup>th</sup> & 13<sup>th</sup> : Yearly Audit
  - need board approval to use HLB to continue with financial audit

Motion: to have HLB conduct our financial audit on August 12<sup>th</sup> and 13<sup>th</sup>

Board member motioning to have HLB conduct our financial audit on August 12<sup>th</sup> and 13<sup>th</sup>: Lor

Board member seconding the motion: Sykes

Unanimously approved

### **OPERATIONS:**

- Self-Study with ACET
  1. have met with teachers and parents
  2. will be here at the next board meeting to interview the board
- Summer School
  1. June 16-July 11 (Monday-Thursday 8 am – 2 pm)
- MCAs
  1. Science finished (5<sup>th</sup> grade—100% attendance)
  2. Reading was last week
  3. Math starts tomorrow (4/22/14)
- MAP testing in May
- Reading night on Thursday 5:30-7

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

- 1% increase for general education funding
- UA and all charters will need pay 10% of special education expenses next year
- Received MDE finance award
- Title I application sent in and approved
- Clicks program approved

## **COMMUNITY OUTREACH/DONATIONS**

- MPR partnership
  1. Robyn Bollinger (violinist) performed for the students on March 28<sup>th</sup>
  2. Other artists will be playing at UA through MPR
- Water safety program continuing through YMCA

Motion: to approve the reports

Board member motioning to approve the reports: Evans

Board member seconding the motion: Mattison

Unanimously approved

## **Committee Reports/Comments**

none

## **Old Business**

- Discussed updates to the board retreat late summer or early fall
- Two possible locations:
- Knotty Pines (Nevis, MN): 3 hours away, cabins, restaurants nearby, the owners can work with us on pricing and catering if needed
- Villa Maria Retreat & Conference Center (Frontenac, MN) 1 hour away, variety of lodging, meeting space, food possibly on-site depending on availability.
- Other location suggestions?

## **New Business**

- none

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

Meeting adjourned at 6:52 pm

Board Motion: To adjourn the meeting at 6:52 pm

Board Member motioning to approve to adjourn the meeting: Sykes

Board Member seconding the motion: Smith

Unanimously approved

**Next meeting will be on May 19, 2014 at 5:30 pm!**