



**Urban Academy Charter School  
School Board Meeting  
February 27, 2017  
St. Paul, MN  
6:00 PM**

**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 type="checkbox"/> Tamara Mattison		<input checked="" type="checkbox"/> Ralph Elliott
<input type="checkbox"/> Fong Lor		
<input checked="" type="checkbox"/> Kristin Evans		
<input type="checkbox"/> Roger Sykes		
<input checked="" type="checkbox"/> Nancy Smith		
<input checked="" type="checkbox"/> Caley Long		

☒ **Staff and Guests Attending:**

	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Wendy Swanson-Choi, Director of NEO	<input type="checkbox"/>	<input type="checkbox"/>
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**Meeting called to order by Melissa Jensen--Board Chair at 6:03 pm**  
**Board Minutes taken by Kristin Evans**

**Acceptance of Agenda**

Corrections made: none

Board Motion: Approve the agenda.

Board Member motioning to approving agenda: Smith

Board Member seconding the motion: Long

Unanimously approved

**Approval of January 23, 2017 Minutes**

Corrections made: none

Board Motion: to approve the January 23, 2017 minutes

Board Member motioning to approve the minutes: Evans

Board Member seconding the motion: Long

Unanimously approved

**Conflict of Interest**

none

### **Reports/Presentation**

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

- Attempts have made to contact Roger Sykes via phone
  - A certified formal letter will be sent

#### **Finance Chair—T. Mattison**

- none

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

##### **ADMINISTRATION DUTIES:**

- Pre-K: waiting for a letter of approval from MDE
- Facility: build gym + wing
- Updated wellness policy will be reviewed next month

##### **OPERATIONS:**

- Student recruitment has started for next year
- NEO learning walk tomorrow

##### **ACADEMICS:**

- Currently preparing for the MCA tests
- Summer school and academic presentation next month

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

- Mini-Van: possible replacement in the summer?

##### **COMMUNITY OUTREACH/DONATIONS:**

- Messiah-Episcopal Church: uniform/clothing/supply drive
- Monarch Bussing: donated \$500 to our school

Motion: to approve the reports

Board member motioning to approve the reports: Long

Board member seconding the motion: Smith

Unanimously approved

### **Approval Consent Board Agenda**

Narrative Summary Report

January 2017

#### **FINANCIAL STATEMENT OVERVIEW-INCOME STATEMENT**

##### **GENERAL FUND - 01**

As of January 31, 2017 the school has received in Fund 01 a total of \$1,985,046 of current Fiscal Year State, Federal, and Local revenues which is 51% of its current budgeted amount.

As of January 31, 2017 the school has expended in Fund 01 \$2,102,626 which is 54% of its current budgeted expense.

Urban Academy Charter School ended January 2017 with a current fiscal year to date Fund 01 deficit balance (revenues received less expenditures incurred) of (\$117,580).

##### **FOOD SERVICE FUND - 02**

As of January 31, 2017 the school has received in Fund 02 a total of \$115,517 of current Fiscal Year State, Federal, and Local revenues which is 51% of its current budgeted amount.

As of January 31, 2017 the school has expended in Fund 02 \$126,745 which is 56% of its current budgeted expense.

Urban Academy Charter School ended January 2017 with a current fiscal year to date Fund 02 deficit balance (revenues received less expenditures incurred) of (\$11,228).

#### **FINANCIAL STATEMENT OVERVIEW-BALANCE SHEET**

Urban Academy Charter School had a total cash balance of \$894,625 at the end of January 2017 reflected across all funds, which includes a \$350,000 certificate of deposit.

Urban Academy Charter School had a balance of \$26,660 in accounts receivable at January 31, 2017. There was a balance of (\$1,275) in current liabilities for general accounts payable and payroll liabilities at January 31, 2017.

Urban Academy Charter School had an overall audited fund balance of \$1,052,868 at June 30, 2016.

#### **FINANCIAL STATEMENT OVERVIEW-BUDGETING AND OTHER FINANCIAL INFORMATION**

The state is currently paying Urban Academy based on 285 ADM. The 2016-2017 budget adopted by the board is based on 293 ADM.

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 unpaid but included in the statements will be paid for in the following month. Accounts Payable and Salary Accrual amounts are calculated at year end as part of the audit process.

These statements reflect information provided by school leadership and by state and federal entities. Statements are prepared for internal purposes and do not reflect audited data.

#### **Policy Review:**

- 6.04 Workload Analysis for Special Education Teachers
- 6.06 Basic Standards Testing, Accommodations, Modifications and Exemptions for IEP, Section 504 Accommodations and LEP students

Motion: to approve the consent agenda

Board member motioning to approve the consent agenda: Smith

Board member seconding the motion: Long

#### **Old Business**

- Discussion of location options & dates

#### **New Business**

- none

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

Meeting adjourned at 6:41 pm

Board Motion: To adjourn the meeting at pm

Board Member motioning to approve to adjourn the meeting: Evans  
Board Member seconding the motion: Smith  
Unanimously approved

**Next meeting will be on Monday, March 27, 2017 at 6 pm!**