



**Urban Academy Charter School  
School Board Meeting  
September 16, 2014  
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 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 type="checkbox"/> Ralph Elliott
<input type="checkbox"/> Roger Sykes		
<input checked="" type="checkbox"/> Nancy Smith		
<input checked="" type="checkbox"/> Caley Long		

☒ **Staff and Guests Attending:**

<input checked="" type="checkbox"/> Wendy Swanson-Choi	<input type="checkbox"/>	<input type="checkbox"/>
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**Meeting called to order by Board Chair—M. Jensen at 6:00 PM**  
**Board Minutes taken by Kristin Evans**

**Acceptance of Agenda**

Corrections made: none

Board Motion: Approve the agenda.

Board Member motioning to approving agenda: Lor

Board Member seconding the motion: Mattison

**Approval of August 19, 2014 Minutes**

**Corrections made: none**

Board Motion: to approve the August 19, 2014 minutes

Board Member motioning to approve the minutes: Smith

Board Member seconding the motion: Mattison

## **Conflict of Interest**

## **Reports/Presentation**

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

- ❖ Board position elections—will stay as is
  - Current positions:
    - Melissa: Board Chair
    - Fong: Vice Chair
    - Tamara: Treasurer
    - Kristin: Secretary

Motion: to continue current board positions as is

Board member motioning to continue current board positions as is: Long

Board member seconding the motion: Lor

Unanimously approved

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

#### **Financial Statement Overview-Income Statement**

##### **General Fund – 01**

- As of August 30, 2014 the school has received in Fund 01 a total of \$507,792 of current Fiscal Year State, ☐ Federal, and Local revenues which is 14% of its current budgeted amount.
- As of August 30, 2014 the school has expended in Fund 01 \$413,865 which is 12% of its budgeted expense.
- Urban Academy ended August 2014 with a current fiscal year to date fund 01 balance (revenues received ☐ less expenditures incurred) of \$93,927. ☐

##### **Food Service Fund – 02**

- As of August 30, 2014 the school has not received any Revenue in Fund 02.
- As of August 30, 2014 the school has expended in Fund 02 \$391 which is less than 1% of its budgeted ☐ expense.
- Urban Academy ended August 2014 with a current fiscal year to date fund 02 balance (revenues received ☐ less expenditures incurred) a deficit of \$391. ☐

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

1. Urban Academy had a total cash balance of \$748,065 at the end of August 2014 reflected across all funds.
2. Urban Academy is expected to receive an additional amount due from Local, State, and Federal Sources in ☐ the amount of \$81,929 calculated at June 30<sup>th</sup>, 2014 in school fiscal year 2013-2014.

3. There was a balance of \$26,419 in current liabilities for general accounts payable and payroll liabilities at ☐ August 30, 2014. A 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.
4. Urban Academy has a current year overall (un-audited) fund balance of \$1,109,570 at June 30<sup>th</sup>, 2014 which ☐ includes its investments in fixed assets. ☐

**Financial Statement Overview-Supplemental Reports ☐**

Also provided within the August 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 August 2014 bank statements. A journal entry listing has also been provided for board review.

**☐ Financial Statement Overview -FY14 Budgeting and Other Financial Information**

1. The State is currently paying Urban Academy based on 285 ADM. Urban Academy's current budget is based on 285 ADM.
2. 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.
3. Expenditures included in the Summary Income Statement are reported on actual activity and known accounts payable activity. Amounts included August be paid for in the following month. Accounts Payable and Salary Accrual amounts are calculated at year end as part of the audit process.
4. 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.
5. Urban Academy FY14 Audit field work has been completed. The school has engaged the independent auditing firm of Redpath and Company and is expecting completed audit reports during the month of September 2014..

**Executive Director Report – Dr. Ly**

**ADMINISTRATION DUTIES:**

- Board Positions – Nominations for the FY15 Board Positions (Board Elect and Approve)
- MDE Assurances have been signed and sent via email to MDE (Cultural Compliances)

**OPERATIONS:**

- ADM: 325

**ACADEMICS:**

- Principal Vang will present at the October 21, 2014 Board meeting.

- Currently – Students are taking the Fall baseline MAP testing.

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

- Audit is complete. Estimate of -\$230,000 short fall
  - Summer School
  - Van Purchase
  - Lunch Program
  - Salary Raises (majority)
  - Benefits (majority)
  - Rolled FY15 Expenses into FY14
- Tom Hodenfield from HLB will be present to discuss the audit and its findings at the October 21, 2014 board meeting.

#### **POLICY REVIEWS:**

- 08.01 Facility Neutrality and Equal Access
- 08.03 Religious Accommodation

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

- Yoobi Family Non-profit to donate school supplies to our K-3 students (backpack with supplies).
- Health Partners School Supply Drive
- YMCA Gym usage for basketball
- Securian Reading buddies program
- Boys and Girls Club of Mt. Airy – After school program
- Dr. Vue Eye clinic – Eye exams for UA students

Motion: to approve the reports

Board member motioning to approve the reports: Evans

Board member seconding the motion: Long

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#### **Policy Review**

- ❖ Policy 08.01: Facility Neutrality and Equal Access for Boy Scouts of America, Title 36 Groups and Other Outside Youth and Community Groups
- ❖ Policy: 08.03: Religious Accommodation

#### **Old Business**

- ❖ Board Retreat Update: The board retreat will be held at Maddens on Gull Lake October 11-12.

#### **New Business**

- ❖ Strategic Planner for board retreat
  - Dr. Ly has received recommendations from the board and will see who is available the weekend of our board retreat.

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

Meeting adjourned at 6:39 pm

Board Motion: To adjourn the meeting at 6:39 pm

Board Member motioning to approve to adjourn the meeting: Smith

Board Member seconding the motion: Lor

**Next meeting will be on Tuesday, October 21st at 6 pm!**