



**Urban Academy Charter School  
School Board Meeting  
April 24, 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 checked="" type="checkbox"/> Fong Lor		<input type="checkbox"/> Roger Sykes
<input checked="" type="checkbox"/> Kristin Evans		
<input checked="" type="checkbox"/> Nancy Smith		
<input type="checkbox"/> Caley Long		
<input checked="" type="checkbox"/> Yu Yin Liao		

☒ **Staff and Guests Attending:**

<input checked="" type="checkbox"/> Wendy Swanson-Choi, NEO executive director	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Meeting called to order by Melissa Jensen--Board Chair at 6:03 pm**  
**Board Minutes taken by Kristin Evans**

**Acceptance of Agenda**

Corrections made: add NEO report

Board Motion: Approve the agenda.

Board Member motioning to approving agenda: Smith

Board Member seconding the motion: Evans

Unanimously approved

**Approval of March 27, 2017 Minutes**

Corrections made: none

Board Motion: to approve the March 27, 2017 minutes

Board Member motioning to approve the minutes: Smith

Board Member seconding the motion: Evans

Unanimously approved

**Conflict of Interest**

none

### **Reports/Presentation**

#### **NEO update—Wendy Swanson-Choi**

- New staff member: information support specialist
- New spreadsheet for school performance—shared document through google sheet (board members will be able to see how the school is doing on their goals electronically)
- May 22<sup>nd</sup>: Celebration of Leading and Learning event (10 am-2 pm)

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

- Currently working on executive director evaluation

#### **Finance Chair—T. Mattison**

- Currently on track for budget
- ADM: 293

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

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

- Facility meeting
  - Pope architect redesigning expansion plans
  - Collaboration with Lumen Christi on gym (both to use and rent out to community)
  - Gym and expansion to be built this year
- Pre-K program
  - nearly full: currently 20 (?) 4 year olds signed
  - MDE will evaluate our pre-K program
  - Pre-K will be in mobile units
  - Transportation: will ride buses with K-6 for those who have siblings. Those who don't have siblings will be provided with door to door transportation.

##### **OPERATIONS:**

- Meet with department heads to plan for next year (staff & material needs)
- Contracts will be given out mid-May
- Break in over spring break
- Cameras to be installed at the north end of the building this spring
- End of School Year on June 9<sup>th</sup>
  - Kindergarten graduation: June 7<sup>th</sup>
  - 6<sup>th</sup> grade graduation: June 8<sup>th</sup>
- Summer School: 150 students attending (starts June 19<sup>th</sup> and runs for 4 weeks)

##### **ACADEMICS:**

- MCA Math testing started last Tuesday
- MAP testing will happen in May

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

- Would like to invest \$10,000 into buying 50 Chromebooks for the classrooms (1-6) & testing
  - need to buy more? 100? Dr. Ly will relook at pricing
- iPads to be used by Pre-K & K
- Staff salary review through MACS
  - UA is on average or above other charter schools salary wise
    - about \$15,000 below SPPS & MPS
- Raise staff salaries?
  - Discussion to raise salaries 2-3%
  - Dr. Ly will check with Susan at Designs for Learning
- Earned Finance Award

Motion: to raise staff salaries for next year 2-3%  
Board member motioning to raise staff salaries for next year 2-3%: Lor  
Board member seconding the motion: Smith  
Unanimously approved

**COMMUNITY OUTREACH/DONATIONS:**

- Continuing to work with community partners
- continuing outreach & putting flyers out

Motion: to approve the reports  
Board member motioning to approve the reports: Lor  
Board member seconding the motion: Smith  
Unanimously approved

**Approval Consent Board Agenda**  
**Narrative Summary Report**  
**March 2017**

**FINANCIAL STATEMENT OVERVIEW-INCOME STATEMENT**  
**GENERAL FUND - 01**

As of March 31, 2017 the school has received in Fund 01 a total of \$2,616,374 of current Fiscal Year State, Federal, and Local revenues which is 67% of its current budgeted amount.

As of March 31, 2017 the school has expended in Fund 01 \$2,721,958 which is 70% of its current budgeted expense.

Urban Academy Charter School ended March 2017 with a current fiscal year to date Fund 01 deficit balance (revenues received less expenditures incurred) of (\$105,584).

**FOOD SERVICE FUND - 02**

As of March 31, 2017 the school has received in Fund 02 a total of \$173,724 of current Fiscal Year State, Federal, and Local revenues which is 77% of its current budgeted amount.

As of March 31, 2017 the school has expended in Fund 02 \$173,658 which is 77% of its current budgeted expense.

Urban Academy Charter School ended March 2017 with a current fiscal year to date Fund 02 positive balance (revenues received less expenditures incurred) of \$67.

**FINANCIAL STATEMENT OVERVIEW-BALANCE SHEET**

Urban Academy Charter School had a total cash balance of \$942,380 at the end of March 2017 reflected across all funds.

Urban Academy Charter School had a balance of \$25,894 in accounts receivable at March 31, 2017.

There was a balance of \$27,085 in current liabilities for general accounts payable and payroll liabilities at March 31, 2017. 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.

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.

**Policy Review:**

- 3.01 Protection and Privacy of Pupil Records
- 3.02 Student Gender Nondiscrimination
- 3.03 Student Disability Nondiscrimination

Motion: to approve the consent agenda

Board member motioning to approve the consent agenda: Smith

Board member seconding the motion: Lor

Unanimously approved

**Old Business**

- Board retreat update
  - focus: teambuilding

**New Business**

- none

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

Meeting adjourned at 6:56 pm

Board Motion: To adjourn the meeting at 6:56 pm

Board Member motioning to approve to adjourn the meeting: Lor

Board Member seconding the motion: Evans

Unanimously approved

**Next meeting will be on Monday, May 22, 2017 at 6 pm!**