



**Urban Academy Charter School  
School Board Meeting  
August 20, 2012  
Urban Academy – St. Paul, MN  
5:30 PM**

**MINUTES**

<b>Board Members:</b>	<b>Ex-Officio Members:</b>	<b>Advisory Members:</b>
<input checked="" type="checkbox"/> Melissa Hansen	<input checked="" type="checkbox"/> Mongsher Ly	<input checked="" type="checkbox"/> Luis Brown-Pena
<input type="checkbox"/> Tamara Mattison		<input type="checkbox"/> Pamela Young
<input checked="" type="checkbox"/> Barbara Shin		<input type="checkbox"/> Fong Lor
<input checked="" type="checkbox"/> Kristen Evans		<input type="checkbox"/> Mai Saevang
<input checked="" type="checkbox"/> Michael Ahrnt		<input type="checkbox"/> Ralph Elliott
<input checked="" type="checkbox"/> Roger Sykes		<input type="checkbox"/> Crystal Scott

☒ **Staff and Guests Attending:**

<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"/>	<input type="checkbox"/>

**Meeting called to order by Chair – M.Hansen at 5:32 PM**  
**Board Minutes taken by M. Ly**

**Acceptance of Agenda**

Board Motion: Approve the agenda.  
 Board Member motioning to approving agenda: Shin  
 Board Member seconding the motion: Evans  
 Unanimously approved.

**Approval of June 18, 2012 Minutes**

Board would like to table the June 18, 2012 minutes for September.

Board Motion:

Board Member motioning to approve minutes:  
Board Member seconding the motion:

**Conflict of Interest**

Nothing new to report

**Reports/Announcements**

**Board Chair Updates – M. Hansen**

- Nothing new to report

**Finance Chair Report – T. Mattison (M. Ly reported in the absence of T. Mattison)**

**1. Balance Sheet-All Funds**

- Urban Academy had a total cash balance of \$ 419,667 at the end of July 2012. This amount is lower than one year ago (July 2011) when the total cash balance was \$565,121.
- There was a balance of \$227,628 in current liabilities for general accounts payable, payroll liabilities, and unpaid advances from the Park Bank line of credit at July 31, 2012.
- Urban Academy has a current year overall unreserved fund balance of \$522,140.
- Urban Academy has repaid its line of credit in the amount of \$350,000 as of July 31<sup>st</sup>, 2012. The remaining balance of \$150,000 was paid in August 2012.

**Executive Director Report – M. Ly**

**ADMINISTRATION DUTIES:**

1. All reports and filings have been completed and approved by MDE for the new fiscal year 2013.
2. Facility is cleaned and repairs have been made
3. Staff arrives on Monday, August 27 at 8:00am for staff meeting
4. 5 Teaching positions have been filled
5. Theft issue that was resolved by cameras and authority (filing insurance claim)
6. Facility Meeting updates. Next meeting is scheduled in early September.
  - UA is uncertain whether it needs the additional 4<sup>th</sup> floor space for the coming school year. UA to determine if it is needed. If needed, it will be important to structure the lease to align with your current lease or structure something short-term to allow for flexibility. Let us know your thoughts?
  - UA is still working through its long-term goals-i.e.
  - Does UA need to stay in St. Paul CBD? If not, how far outside of CBD would be suitable?
  - Can the current facility serve as a permanent/long-term home for UA?
  - Does UA want to service additional grades in the near future?

- Does it make sense for UA to operate out of 2 locations or 1?
- 7. Try running 6 buses but will determine if 7 is needed once the routes are running
- 8. Dr. Bryan Rossi resigned from NEO as of 9/1/12
- 9. School Wide Plan Submission into MDE by September 1, 2012

Board Motion: Approve to give the Executive Director the authority to be the LEA Representative in the review and submission of the Improvement plan.

Board Member motion to approve the authority to the Executive Director: Ahrnt

Board Member seconding the motion: Evans

Unanimously approved.

### **OPERATIONS:**

1. Shift in academic priority – teachers will be teaching phy ed but hired a Science teacher full-time.
2. Ralph is semi - retired – Dr. Ly will handle the behavior and janitorial supervision. Christina will hand the cafeteria supervision.
3. Principal Vang will attend the September board meeting to talk about test results, which will include the MMR ratings.

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

1. Audit is in session for August 21 and 22.
2. Adjust where needed as the budget will be revisited several times throughout the year.
3. Board needs to approve a fund balance transfer of \$23,177.09.

Board Motion: Approve the fund balance transfer of \$23,177.09.

Board Member motion to approve the transfer of funds: Ahrnt

Board Member seconding the motion: Sykes

Unanimously approved.

### **Committee Reports/Comments**

#### **Old Business**

#### **New Business**

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

- *No comments requested*

Meeting adjourned at 6:53 PM

**Next meeting will be held on September 17, 2012 at 5:30pm.**