**Urban Academy Charter School**

**School Board Meeting**

**November 18, 2019**

**Saint Paul, Minnesota**

**MINUTES**

**Board Members: Ex-Officio Members: Advisory Members:**

|  |  |  |
| --- | --- | --- |
| Melissa Jensen | Mongsher Ly | Luis Brown-Pena |
| Tamara Mattison |  | Ralph Elliott |
| Fong Lor |  |  |
| Nancy Smith |  |  |
| Caley Long |  |  |
| Yu Yin Liao |  |  |
| Ying Thao |  |  |
| Ronsoie Xiong |  |  |
| Chao Yang |  |  |

**Staff and Guests Attending:**

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**Meeting called to order by Fong Lor, Vice Board Chair at 6:06 PM**

**Acceptance of Agenda**

Corrections made: none

Board Motion: Approve the agenda:

Board Member motioning to approving agenda: Xiong

Board Member seconding the motion: Liao

Discussion: none

Unanimously approved

**Conflict of Interest**

None to report

**Approval of October 2019 Minutes**

Board Motion: to approve the minutes

Board Member motioning to approve the minutes: Long

Board Member seconding the motion: Yang

Discussion: none

Unanimously approved

**Board Member Reports/Ex-Officio Member Presentations:**

Board Chair, Melissa Jensen: not present

Board Finance Chair, Tamara Mattison: not present, review last month’s Financial Snapshot for details

Superintendent, Dr. Ly:

**ADMINISTRATION DUTIES:**

* Affidavit for expansion to 7 – 8 grade is in revision with MDE; NEO is doing finishing touches on report; MDE had four additional questions on our application which is comparatively very good compared to other schools NEO has worked with in the past
* Lease aid under review with MDE; we can’t yet bill for new construction until the building is fully in use which will likely be March; that portion of lease aid on hold until then
* Parking lot mostly complete, but staff can’t yet use the lot due to large equipment needed that need access to new building by construction company; estimated opening of parking lot after winter break

**OPERATIONS:**

* $250,000 line of credit was briefly utilized for construction in lieu of hold-back money, which was received on October 16. LOC was paid back in full with a bit of interest (3%)
* Clothes drive now underway! Please share flyer. We’re looking for hats, coats, boots, and clothing for students and their families
* December 12 is UA’s holiday meal from 5:30 – 7:30 when we’ll also pass out clothing
* December 18 is Securian holiday toy giveaway
* December 19 is last day to donate toys to UA and they’ll be distributed on December 20, the last day of school; Toys for Tots is sponsoring us again, and Lumen Christi is running a toy drive too
* January 6 is end of winter break; SPPS now gives a full two weeks for holiday break
* UA has been taking Code Black drills very seriously (in the event of an intruder in the building or threatening activity); talks are also in discussion about maintain security of students once new addition is available; MDE may be allocating more money to schools to ramp up their security measures (security guards, dogs, etc.)

**ACADEMICS:**

* Fall testing completely done
* Parent-teacher conferences completed with a 90% attendance rate

**COMMUNITY:**

* St Paul Fire Dept has chosen UA has one of five schools to be part of Operation Warm, an initiative to show kids the city’s fire trucks, teach about safety, and distribute brand-new coats!

**BOARD:**

* Board training to take place in February with Rod Haenke

Motion: to approve the board member reports

Board member motioning to approve the board member reports: Yang

Board member seconding the motion: Xiong

Discussion: none

Unanimously approved

**Board Consent Agenda:**

Motion: to approve the consent board agendaBoard member motioning to approve the reports: LongBoard member seconding the motion: LiaoDiscussion: noneUnanimously approved

**Old Business:**

* Board Retreat Update: Caley emailed board member of list of five options for an upcoming board retreat in late July/early August; she asked members connect with her to express their preferences. She will coordinate quotes from the final contenders and dates. Dr. Ly would like to revise/update our bylaws at the board retreat.

**New Business:**

* None

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

* None

Board Motion: To adjourn the meeting at 6:35 PM

Board Member motioning to approve to adjourn the meeting: Xiong

Board member seconding the motion: Long

Unanimously approved

Meeting adjourned at 7:03 PM

**No December meeting! Join us at the Holiday Meal, December 12, if you’re able.**