



**Urban Academy Charter School
School Board Meeting
October 22nd, 2018
Saint Paul, Minnesota**

MINUTES

Board Members:	Ex-Officio Members:	Advisory Members:
<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 checked="" type="checkbox"/> Ralph Elliott
<input checked="" type="checkbox"/> Fong Lor		
<input checked="" type="checkbox"/> Nancy Smith		
<input checked="" type="checkbox"/> Caley Long		
<input checked="" type="checkbox"/> Yu Yin Liao		
<input checked="" type="checkbox"/> Ying Thao		
<input checked="" type="checkbox"/> Ronsoie Xiong		
<input checked="" type="checkbox"/> Chao Yang		

Staff and Guests Attending:		
<input checked="" type="checkbox"/> Anita Dualeh from NEO	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Mr. Tony	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Meeting called to order by Board Chair – Melissa Jensen at 6:00 PM

Acceptance of Agenda

Corrections made: none
Board Motion: Approve the agenda
Board Member motioning to approving agenda: Mattison
Board Member seconding the motion: Smith
Discussion: none
Unanimously approved

Conflict of Interest

None

Approval of September 17, 2018 Minutes

Board Motion: to approve the minutes
Board Member motioning to approve the minutes: Long
Board Member seconding the motion: Lor
Discussion:
Unanimously approved

Reports/Presentations:

Academic Framework Presentation – Mr. Tony

- Presentation on last year's students' performance; overall UA received 72% of the total points; NEO sets that school must earn 50 – 70 percent to be eligible for a three year contract renewal and we are eligible for a 5 year renewal as we have reached at least 50 percent of the points possible in each area of scoring.

Board Chair Updates – M. Jensen

- None

Finance Chair Updates—Dr. Tamara Mattison**FINANCIAL STATEMENT OVERVIEW-INCOME STATEMENT GENERAL FUND - 01**

As of September 30, 2018 the school has received in Fund 01 a total of \$995,363 of current Fiscal Year State, Federal, and Local revenues which is 14% of its current budgeted amount. As of September 30, 2018 the school has expended in Fund 01 \$906,691 which is 20% of its current budgeted expense. Urban Academy Charter School ended September 2018 with a current fiscal year to date Fund 01 positive balance (revenues received less expenditures incurred) of \$88,672.

FOOD SERVICE FUND - 02

As of September 30, 2018, the school has received in Fund 02 a total of \$3,172 of current Fiscal Year State, Federal, and Local revenues which is 1% of its current budgeted amount. As of September 30, 2018, school has expended in Fund 02 \$76,159 which is 26% of its current budgeted expenses. Urban Academy Charter School ended September 2018 with a current fiscal year to date Fund 02 deficit balance (revenues received less expenditures incurred) of (\$72,987).

FINANCIAL STATEMENT OVERVIEW-BALANCE SHEET

Urban Academy Charter School had a total cash balance of \$1,335,516 at the end of September 2018, reflected across all funds. Urban Academy Charter School had a balance of \$197,383 in accounts receivable at September 30, 2018. There was a balance of \$108,434 in current liabilities for general accounts payable and payroll liabilities at September 30, 2018. A portion of the liability is for payroll withholdings on the last day of the month which are not paid out until the first days of the next month. Urban Academy Charter School had an overall fund balance of \$1,410,279 at June 30, 2018. This does not include its net investment in fixed assets, which was \$194,043.

FINANCIAL STATEMENT OVERVIEW-BUDGETING AND OTHER FINANCIAL INFORMATION

The FY2019 budget is based on 350 ADM. We have requested that our FY2019 state payments be calculated on an estimate of 340 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.

Information reflected in these statements is based on data provided by school leadership and/or state and federal entities. These Statements are prepared for internal purposes and do not reflect audited data.

Executive Director Report – Dr. Ly

ADMINISTRATION DUTIES:

- Expansion into 7th and 8th grade but we will not move forward until FY 2021 and will do so one grade at a time
- Annual charter school insurance to be completed next month
- Renewed staffing health insurance and dental benefits; nothing has changed and we are paying 100 percent of premiums

OPERATIONS:

- Facility expansion is still under discussion to build cafeteria and gym without building out classrooms due to high expenses; we can cut expenses by a quarter in doing so (2.4 million estimate). UA will pay 1/3 of that cost in rent through FY 2022 plus provide a letter of credit for four years (estimate of 1 million). Bank has given their support. Church needs to move forward in executing and paying for the project; there is still some opposition but we are gaining momentum and Board of Trustees is mostly in favor. Decision hopefully to be made in the next 2 weeks and breaking ground next year. That should allow us to host 500 students in the short-term future.
- Financial Report coming soon in the next few weeks and we will review in November with Designs for Learning

EVENTS:

- December 14, Family Holiday Meal
- NEO site visit on December 11

ACADEMICS:

- See Mr. Tony's report

COMMUNITY OUTREACH/DONATIONS:

- Started clothing and coat drive; share with family and friends to distribute at holiday meal, drop off 8 – 4:30 PM during office hours
- Securian mentorship started and they will also help with wish list for holiday presents, toy drive to start in November; toys to give out on December 21 with help from Toys for Tots

BOARD BUSINESS:

- Board training in November with Rod to complete annual requirements
- Bylaws revision by Dr. Speiker; he provided samples and suggested revisions made by Dr. Ly; he would like to forward these changes to NEO and we can approve them during November board meeting

Motion: to approve revision to bylaws

Board member motioning to approve the reports: Lor

Board member seconding the motion: Xiong

Discussion: none

Unanimously approved

Motion: to approve the reports

Board member motioning to approve the reports: Lor

Board member seconding the motion: Smith

Discussion: none

Unanimously approved

Policy Review: Open—no policies were discussed

Motion: to approve the consent board agenda
Board member motioning to approve the reports: Xiong
Board member seconding the motion: Mattison
Discussion: none
Unanimously approved

Old Business:

- Approve Ms. Chao Yang to the board

Motion: to approve the old business and election of Ms. Yang to board
Board member motioning to approve: Mattison
Board member seconding the motion: Lor
Discussion: none
Unanimously approved

New Business:

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Open Public Comments (Limited to 2 minutes)

- None

Board Motion: To adjourn the meeting at 6:46 PM
Board Member motioning to approve to adjourn the meeting: Lor
Board member seconding the motion: Xiong
Unanimously approved
Meeting adjourned at 6:46 PM

Next meeting will be on Monday November 19, 2018