



Urban Academy Charter School
School Board Meeting
March 17, 2014
St. Paul, MN
5:30 PM

MINUTES

Board Members:

Ex-Officio Members:

Advisory

Members:

<input checked="" type="checkbox"/> Melissa Jensen	<input checked="" type="checkbox"/> Mongsher Ly	<input type="checkbox"/> Luis Brown-Pena
<input checked="" type="checkbox"/> Tamara Mattison		<input type="checkbox"/> Pamela Young
<input 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 type="checkbox"/> Crystal Scott
<input type="checkbox"/> Nancy Smith		

☐ **Staff and Guests Attending:**

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Meeting called to order by Board Chair—M. Jensen at 5:54 PM

Board Minutes taken by Kristin Evans

Acceptance of Agenda

Corrections made: none

Board Motion: Approve the agenda.

Board Member motioning to approving agenda: Mattison

Board Member seconding the motion: Evans

Unanimously approved

Approval of February 24, 2014 Minutes

Corrections made: none

Board Motion: to approve the February 24, 2014 Minutes

Board Member motioning to approve the February 24, 2014 minutes: Evans

Board Member seconding the motion: Mattison

Unanimously approved

Conflict of Interest

none

Reports/Presentation

none

Board Chair Updates – M. Jensen

none

Finance Chair Report – T. Mattison

Financial Statement Overview-Income Statement General Fund – 01

- As of February 28, 2014 the school has received in Fund 01 a total of \$2,018,578 of current Fiscal Year State, Federal, and Local revenues which is 60% of its current budgeted amount.
- As of February 28, 2014 the school has expended in Fund 01 \$2,156,157 which is 65% of its budgeted expense.
- Urban Academy ended February 2014 with a current fiscal year to date fund 01 balance (revenues received less expenditures incurred) a deficit of 137,578.11.

Food Service Fund – 02

- As of February 28, 2014 the school has received in Fund 02 a total of \$108,315 of current Fiscal Year State, Federal, and Local revenues which is 51% of its current budgeted amount.
- As of February 28, 2014 the school has expended in Fund 02 \$141,517 which is 66% of its budgeted expense.
- Urban Academy ended February 2014 with a current fiscal year to date fund 02 balance (revenues received less expenditures incurred) a deficit of \$33,201.82.

` Financial Statement Overview-Balance Sheet

- Urban Academy had a total cash balance of \$779,064 at the end of February 2014 reflected across all funds.
- Urban Academy is expected to receive an additional amount due from State Sources in the amount of \$12,964 calculated at June 30th, 2013 in school fiscal year 2013-2014.

- There was a balance of \$31,164 in current liabilities for general accounts payable and payroll liabilities at February 28, 2014. A large 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 has a current year overall (audited) fund balance of \$1,309,054 at June 30th, 2013 which includes its investments in fixed assets.

Financial Statement Overview-Supplemental Reports

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

Financial Statement Overview -FY13 Budgeting and Other Financial Information

- The State is currently paying Urban Academy based on 267 ADM. The percentage of state aids payable during the current school year has been adjusted to a 90/24 percent payment schedule as a result of the state's budget outlook and aid shift forecast. Payments for school districts and charter schools were adjusted beginning with the October 15 payment to reflect the new 90 percent current state aid payment percentage.
- 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 know accounts payable activity. Amounts included may be paid for in the following month. Accounts Payable and Salary Accrual amounts are calculated at year end as part of the audit process.
- Projection items reflected in these statements are based on using the information provided by the schools leadership or state and federal estimates. Statements are prepared for internal purposes and do not reflect audited data.
- Administration has prepared a budget revision for FY14 based on current grades average daily memberships and revised revenue/expenditure estimates at Jan. 30th, 2014 for the March Board Meeting.

Motion: to approve the amended budget

Board member motioning to approve the amended budget: Evans

Board member seconding the motion: Mattison

Unanimously approved

Executive Director Report – Dr. Ly
ADMINISTRATION DUTIES:

1. ADM: 275
2. Facility:
 - Attorney Craig Kepler is representing UA
 - The lease is the hands of the lawyers
 - Blue print of the gym is being handled by St. Greg's architect with UA support and approval.
 - There may be a "special" board meeting called to approve the lease. Time is of the essence.

OPERATIONS:

1. Kindergarten teacher was terminated from her employment with UA. A long-term sub has replaced her until the end of the school year.
2. Added 2 special education paras to support the students and the work load. One para is being provided by Frazier Learning Center who works with one of our students in kindergarten and the other para is hired by UA.
3. KUNOS (ipads) for every student. The cost are \$1 per unit (rental for 24 months) through erate. Service fee is \$5 per unit.

ACADEMICS:

1. Preparation for MCA – student packets are being sent home for math and reading. MCA planners are being used to help students strategize on MCA testing
2. ESL – ACCESS test had just been completed (state test for reading; writing; listening; and speaking)
3. Science MCA for 5th graders take place on March 26th

BUDGET/FINANCE DISCUSSIONS:

1. Erate – Has increased from \$2.4 billion to \$4.9 Billion for Priority 1 – (Telephone services and internet services). Priority 2 – (server, wiring and installation) is no longer available for FY15.

COMMUNITY OUTREACH/DONATIONS

- Math Night and Reading Night for MCA preparation and also to support all families with student academics at home.
- Students participated in the St. Patrick's parade in downtown St. Paul (today)
- Reading buddies with Securian

- Minnesota Public Radio – UA will host violinist Robyn Bollinger from the New England Conservatory of Music on Friday, March 28th at 1:00pm.

Motion: to approve the reports

Board member motioning to approve the reports: Mattison

Board member seconding the motion: Evans

Unanimously approved

Committee Reports/Comments

Old Business

- none

New Business

- Board retreat possibility was discussed: looking into possible dates (August-November) and locations

Open Public Comments (Limited to 2 minutes)

- none

Meeting adjourned at 6:29 pm

Board Motion: To adjourn the meeting at 6:29 pm

Board Member motioning to approve to adjourn the meeting: Evans

Board Member seconding the motion: Mattison

Unanimously approved

Next meeting will be on April 21, 2014 at 5:30 pm!