



**Urban Academy Charter School  
School Board Meeting  
May 22, 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 checked="" type="checkbox"/> Tamara Mattison		<input checked="" type="checkbox"/> Ralph Elliott
<input type="checkbox"/> Fong Lor		<input type="checkbox"/>
<input checked="" type="checkbox"/> Kristin Evans		
<input checked="" type="checkbox"/> Nancy Smith		
<input checked="" type="checkbox"/> Caley Long		
<input checked="" type="checkbox"/> Yu Yin Liao		

☐ **Staff and Guests Attending:**

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**Meeting called to order by Kristin Evans-Secretary Chair at 6:02 pm**  
**Board Minutes taken by Kristin Evans**

**Acceptance of Agenda**

Corrections made: none

Board Motion: Approve the agenda.  
 Board Member motioning to approving agenda: Smith  
 Board Member seconding the motion: Long  
 Unanimously approved

**Approval of April 24, 2017 Minutes**

Corrections made: none

Board Motion: to approve the April 24, 2017 minutes  
 Board Member motioning to approve the minutes: Long  
 Board Member seconding the motion: Smith  
 Unanimously approved

**Conflict of Interest**

none

### **Reports/Presentation**

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

- Roger Sykes has officially resigned from the board and will not be on the advisory board

#### **Finance Chair—T. Mattison**

- Food service fund
- Replacement of 3 computers

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

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

- All reports and applications into MDE
- ADM 293
- Lease Aid

##### **OPERATIONS:**

- staff: 2 teachers not returning next year
- new hires: additional special ed teacher, esl teacher, preschool, 4<sup>th</sup> & 5<sup>th</sup>
- open positions: special ed paras
- contracts have been submitted to staff with 2% raise
- all consultant contracts have been renewed
- Facility planning:
  - add 2 mobile units this summer
  - add cafeteria & gym in late spring 2018
  - expand parking lot on north end of building

##### **ACADEMICS:**

- kindergarten graduation-June 8<sup>th</sup>
- 6<sup>th</sup> grade graduation-June 8<sup>th</sup> at 5 pm
- June 9<sup>th</sup>: students last day
- June 12<sup>th</sup>: teachers last day
- Summer school starts June 19
- MAP testing has started
- Push for technology, testing strategies and reading/math strategies next year

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

- lease aid is in the process
- budget revisions at next meeting
- audit will happen in August

##### **COMMUNITY OUTREACH/DONATIONS:**

- Continuing to work on recruiting for fall
- preschool is full
- projected enrollment: 350 students (60-70% ESL)

Motion: to approve the reports

Board member motioning to approve the reports: Evans

Board member seconding the motion: Smith

Unanimously approved

### **Approval Consent Board Agenda**

#### **Narrative Summary Report**

April 2017

## **FINANCIAL STATEMENT OVERVIEW-INCOME STATEMENT**

### **GENERAL FUND - 01**

As of April 30, 2017 the school has received in Fund 01 a total of \$2,895,580 of current Fiscal Year State, Federal, and Local revenues which is 75% of its current budgeted amount.

As of April 30, 2017 the school has expended in Fund 01 \$3,053,675 which is 79% of its current budgeted expense.

Urban Academy Charter School ended April 2017 with a current fiscal year to date Fund 01 deficit balance (revenues received less expenditures incurred) of (\$158,094).

### **FOOD SERVICE FUND – 02**

As of April 30, 2017 the school has received in Fund 02 a total of \$205,461 of current Fiscal Year State, Federal, and Local revenues which is 91% of its current budgeted amount.

As of April 30, 2017 the school has expended in Fund 02 \$196,382 which is 87% of its current budgeted expense.

Urban Academy Charter School ended April 2017 with a current fiscal year to date Fund 02 positive balance (revenues received less expenditures incurred) of \$9,079.

## **FINANCIAL STATEMENT OVERVIEW-BALANCE SHEET**

Urban Academy Charter School had a total cash balance of \$898,063 at the end of April 2017 reflected across all funds.

Urban Academy Charter School had a balance of \$24,639 in accounts receivable at April 30, 2017.

There was a balance of \$26,760 in current liabilities for general accounts payable and payroll liabilities at April 30, 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**

Administration is working on a final 2016-2017 budget revision as well as an initial 2017-2018 budget, both of which will be presented to the board in June.

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:**

- none

Motion: to approve the consent agenda

Board member motioning to approve the consent agenda:  
Board member seconding the motion:

**Old Business**

- Board retreat update
  - team building: committee to plan activities

**New Business**

- none

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

Meeting adjourned at 6:40 pm

Board Motion: To adjourn the meeting at 6:40 pm

Board Member motioning to approve to adjourn the meeting: Smith

Board Member seconding the motion: Long

Unanimously approved

**Next meeting will be on Monday, June 26, 2017 at 6 pm!**