



**Urban Academy Charter School  
School Board Meeting  
February 25, 2019  
Saint Paul, Minnesota**

**MINUTES**

<b>Board Members:</b>	<b>Ex-Officio Members:</b>	<b>Advisory Members:</b>
<input type="checkbox"/> Melissa Jensen	<input checked="" type="checkbox"/> Mongsher Ly	<input type="checkbox"/> Luis Brown-Pena
<input checked="" type="checkbox"/> Tamara Mattison		<input checked="" type="checkbox"/> Ralph Elliott
<input type="checkbox"/> Fong Lor		
<input checked="" type="checkbox"/> Nancy Smith		
<input 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		

<b>Staff and Guests Attending:</b>		
<input checked="" type="checkbox"/> Jean Neuman from NEO	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Tony Lang	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Meeting called to order by Ronsoie Xiong, in replacement of Board Chair at 6:00 PM**

**Acceptance of Agenda**

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

**Conflict of Interest**

None

**Approval of November 11, 2018 Minutes**

Board Motion: to approve the minutes  
Board Member motioning to approve the minutes: Smith  
Board Member seconding the motion: Liao  
Discussion:  
Unanimously approved

### **Reports/Presentations:**

- Tony Lang, Academic Lead at UA, presented on the academic progress.
  - Access testing will be completed by Friday, March 1. This test is only for EL students.
  - MCA testing begins in March
  - Reviewed student tracker data and how it works for individual student progress
  - Process and outcome for Response to Intervention (RTI) academic monitoring
  - Student Goal setting worksheets for Map Testing
  - MAP testing results show that, in math, 31% of students have already met their goals and in reading, 39% of students have already met their goals. By these outcomes, MCA testing results should be very positive.
- Dr. Ly, Tony Lang and Jean Neuman (from NEO), presented on UA Framework and outcomes.
  - Academics 30/56 = 56%
  - Climate 4/6 = 66.67%
  - Operations 20/20 = 100%
  - Finance 18/18 = 100%

**TOTAL Average = 72%**

***This results in a 5 year re-newel for Urban Academy.***

Board Motion: to approve the reports

Board Member motioning to approve the reports: Liao

Board Member seconding the motion: Mattison

Discussion:

Unanimously approved

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

- None

### **Finance Chair Updates—Dr. Tamara Mattison**

- See financial snapshot attachment for January 2019

### **Superintendent Report – Dr. Ly**

#### **ADMINISTRATION DUTIES:**

- Enrollment ADM: 368
- MDE **APPROVED** UA “Extended Time Revenue” request for additional funding.

#### **OPERATIONS:**

##### **General:**

- Urban Academy was “**approved**” by MDE and given the 4 Star Parent Rating for PreK – this is the highest rating in MN for prek programs. This will bring more opportunity for additional funding and resources to UA.
- National Charter School (Las Vegas, NV) – Leadership team to attend (June 30 – July 3)
- Minnesota Statutes, Section 120A.41 requires public schools to provide, at a minimum, the following annual instructional hours:
  - 425 hours for kindergarten
  - 935 hours for grades 1 – 6
  - 1,020 hours for grades 7 – 12
  - Independent school districts are required to provide a minimum of 165 instructional days for grades 1 – 11.

UA Annual hours (173 Days x 7 hrs/day) = 1211 Hours  
FY 19 estimated hours (167 days x 7 hrs/day) = 1169 Hours (lost 6 days due to winter weather)

**6 Closed Days:**

January 28 – February 1  
February 8 & February 20

**Staffing:**

- General pool of interviews is now posted for FY20.
- Need: Add - 1 EL and 1 Special Ed

**Facility:**

- See “Facility Expansion” section.

**School Calendar/Events:**

- Family Holiday Meal – Friday, December 14<sup>th</sup> (5:30 – 7:00)
- UA Toy give away – Thursday, December 20<sup>th</sup>
- Winter Break – December 21- January 2
- Soul Food Night – Thursday, February 28, 2019 (5:30 -7:00)

**ACADEMICS:**

- Summer School planning and finances (\$50,000)

Board Motion: to approve the Summer School Budget of \$50,000  
Board Member motioning to approve the budget of \$50,000: Smith  
Board Member seconding the motion: Mattison  
Discussion:  
Unanimously approved

**BUDGET/FINANCE DISCUSSIONS:**

- Budget ADM: 350
- **GET APPROVAL:** FY19 Audit by Red Path - \$16,250.00

Board Motion: to approve Red Path for FY19 Audit  
Board Member motioning to approve Red Path for FY19 Audit: Xiong  
Board Member seconding the motion: Smith  
Discussion:  
Unanimously approved

**COMMUNITY OUTREACH/DONATIONS:**

- Student recruitment has begun with returning and new families.

- Securian – Lori Koutsky has retired – Nicole Hansen is our new contact.
- Lumen Christi has asked for us to propose a “needs” list to their board of trustees so that UA can be included in their annual “drives” (ie. School supplies, clothes, toys, etc.)

### **BOARD BUSINESS**

- Summer Board Retreat Planning – August 2 - 4
- Board Training will continue through the remainder of the school year
- Board Assessment tool will be proposed by May.

### **FACILITY EXPANSION**

#### **Term Sheet for Gym + Cafeteria**

##### **Rent and Business Terms**

15 year lease term: July 1, 2019 through June 30, 2034

Net Rent for three years from July 1, 2019 through June 30, 2022 (FY 20 – 22) : \$800,000

Minimum net rent beginning year 4: \$750,000

Annual rent increases: 0% (note the State of MN determines increases, Urban is comfortable passing along the maximum of their available lease aid)

Landlord shall have use of the gym beginning at 5:00 pm Monday-Friday and all day Saturday and Sunday. Landlord shall have access to the gym only.

A shared use agreement will be part of the building rules and regulations outlining how both parties can go about expanding their use of the gym outside the hours specified or accessing the cafeteria in the case of the Landlord.

##### **Letter of Credit**

Today, Tenant has a Letter of Credit beneficial to Landlord of \$300,000. Landlord requires a \$700,000 increase in this Letter Of Credit to be established at the execution of the Lease Amendment to a total amount of \$1,000,000. The term of the LOC shall begin at lease amendment execution (anticipated to be March 1, 2019) and expire after landlord has collected four full years of rent based upon the new schedule (expected to be June 30, 2023). After four full years of collected rent, the LOC shall be reduced back to \$300,000 for the next five years (expected to be June 30, 2028).

##### **Construction**

Desired completion date 9/1/19; Tenant would like construction to commence before the current school year starts. Tenant requests involvement in the design of the new facility to assure it meets their needs.

Tenant shall be responsible for the cost of upfront fees including architectural fees, city approval, third parties studies, etc..... Such amount will be reimbursed to Tenant upon completion of the building expansion. These amounts are estimated to not exceed \$150,000.

Landlord is agreeing to spend up to \$3,000,000 on the expansion of a gym and cafeteria. Additional classrooms are not part of the scope. In the event, the costs exceed \$3,000,000, Landlord and Tenant shall work to reduce the scope to maintain the budget. In the event the scope comes in under \$3,000,000 additional classrooms will be considered understanding the maximum budget is \$3,000,000.

Motion: to approve the facility expansion report and expenses  
Board member motioning to approve the facility expansion report and expenses: Mattison  
Board member seconding the motion: Smith  
Discussion: none  
Unanimously approved

**Board Consent Agenda:**

- Financial Report
- Policy/Bylaws reviews: None

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

**Old Business:**

- None

**New Business:**

- None

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

- Jean Neuman commented that Urban Academy continues to be a wonderful school and the Board does a wonderful job on getting through the agenda, communicating and working together. Congratulations on the 5 year renewal with NEO!

Board Motion: To adjourn the meeting at 7:35 PM  
Board Member motioning to approve to adjourn the meeting: Liao  
Board member seconding the motion: Yang  
Unanimously approved  
Meeting adjourned at 7:35

**Next meeting will be in March 18, 2019!**