



**Urban Academy Charter School
School Board Meeting
November 15, 2010
Urban Academy – St. Paul, MN
5:06 PM**

MINUTES

☒ **Board Members Attending:**

Advisory Members:

<input checked="" type="checkbox"/> Ralph Elliott	<input checked="" type="checkbox"/> Mongsher Ly	<input type="checkbox"/> Rebecca Thaisen
<input type="checkbox"/> Sonia St. Charles	<input type="checkbox"/> Mai Saevang	<input checked="" type="checkbox"/> Pamela Young
<input checked="" type="checkbox"/> Bob Swisher		<input type="checkbox"/> Fong Lor
<input checked="" type="checkbox"/> Melissa Hansen		<input type="checkbox"/> Luis Brown-Pena
<input checked="" type="checkbox"/> Christopher Doeden		<input type="checkbox"/> Seaborn Yancy
<input checked="" type="checkbox"/> Kari McGowan		
<input checked="" type="checkbox"/> Art Allen		
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☒ **Staff and Guests Attending:**

<input checked="" type="checkbox"/> Elizabeth Summerville	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Jaclyn May(NorthMarq)	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Paul Donovan(NorthMarq)	<input type="checkbox"/>	<input type="checkbox"/>
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Meeting called to order by Chair -R. Elliott at 5:05 PM

Acceptance of Agenda – Unanimously accepted.

Board Motion: Approve November 15, 2010 Agenda.

Board Member motioning to approving agenda: M. Hanson

Board Member seconding the motion: B. Swisher

Approval of October 18, 2010 Minutes – Unanimously approved.

Board Motion: Approve October 18, 2010 Minutes.

Board Member motioning to approve minutes: B. Swisher

Board Member seconding the motion: C. Doeden

Board Chair Updates

- **Conflict of Interest**
Nothing new to report
- **Review Annual Calendar**
Nothing New to Report

Reports

- ***Jaclyn May and Paul Donovan from NorthMarq on Facilities***
 - The NorthMarq team came to answer questions. Also, provide information on their service.

Discussion: B. Swisher questioned if there was any issues with assigning NorthMarq immediately. Dr. Ly stated that after researching, he found that NorthMarq is one of the best because of their track record within the charter community. Pam Young, Advisory Board Member, also second Dr. Ly's opinion and also warned about several other companies that have not done such a good job with charter facilities. The board unanimously agrees to move forward with the services of NorthMarq.

Board Motion: The Board moves to assign NorthMarq as Urban Academy's Real Estate Advisors.

Board Member approving motion: C. Doeden

Board Member seconding motion: A. Allen

- ***Elizabeth Summerville from DL on Human Resources***

Goals:

- 1.) Continue to support Executive Director, Principle, and staff in human resource matters.
- 2.) Promote a positive culture amount teaching staff.
- 3.) Support and make recommendations to staff on handling personal concerns.
- 4.) Work with Executive Director in revision of job descriptions and policies/procedures.
- 5.) Assist administration with HR projects or assigned duties (ie. Handbooks, pay scale, etc.)

Discussion: The board requested Elizabeth Summerville to attend board meetings on a quarterly basis. Elizabeth agreed. B. Fisher commented that he has had the most

opportunity to work with Liz through the staff benefits and commenced Elizabeth on the wonderful work she does at UA.

Finance Chair Report – B. Swisher

- *Balance Sheets*
Nothing new or questions on the finance sheets
- *Check Register*
Nothing new or questions on the check register.
- *Board Snap Shot*
Report as of Oct, 31st, 2010- Hand out, given to members November 15th, 2010.
No questions regarding Board “Snap Shot Report”.

Executive Director Report – Mongsher. Ly

- *HR/services:*
 - Will review services at the end of December 2010.
 - Mr. Martin was employed by Urban Academy as the janitor beginning November 1, 2010.
- B. Swisher, now has access to the security folder.
- B. Swisher now has read only access to UA’s online bank statement.
- November 1st, started Urban Academy’s Toy Drive.
- The Holiday Meal is on December 18th, 2010.
 - 9-5 hours for volunteers.

Discussion: A. Allen stated that he would be willing to contact local television and newspapers to attempt to have the event reported. Board unanimously agreed.

- The board needs two new additional authorized signees for UA’s checking account as emergency signers if Dr. Ly or R. Elliott are not available. Policy is to have two signers on checks at all times.
 - The board nominated B. Swisher, Finance Chair, and K. McGowan, Board Secretary.

Board Motion: The Board moves elect B. Swisher and K. McGowan to be authorized signees of the Urban Academy checking account.

Board Member approving motion: A. Allen

Board Member seconding motion: M. Hanson

Principal Report –Mai Saevang

- Urban Academy’s Reading and Math BIG 5 Focus:
 - Commitment to provide quality staff development that will enhance staff teaching skills in reading and math so they can help improve the academic performance of their students.

- Current implementation of job-embedded staff development activities has been designed to impact student achievement in reading and math.
- Urban Academy's staff development is taking place every Monday from 2:45-4:30 p.m. Facilitated by Curriculum Accountability Consultants, principal and also teachers teaching teachers.
- Teachers in kindergarten through grade six, specialists and paraprofessional as well as administrators are involved in the BIG 5 reading and math staff development so everyone can help strengthen UA's student's academic achievements.

Board Chair Report –Ralph Elliot

- All board members are now certified.
 - Those of you that have not provided their copies, please do so a.s.a.p.
- St. Paul Eye Clinic has agreed to work with UA to provide eye exams to our students.
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Discussion: The board questioned if it would be a good idea to hold an assembly to inform the students of the great service that R. Elliot and staff provided to the heart attack victim. Also, the board agrees that this would be a great opportunity to bring a positive view of our school to the media, also for St. Paul Eye Clinic.

Committee Reports

Governance Committee (Chris Doeden) –Postponed to December 13, 2010 meeting.

- C. Doeden asked of us to arrive 15 minutes early to hold the closed meeting to review the Executive Director's annual review.

Old Business

Board Recruiting – R. Elliott has a form for everyone to use to recruit potential board members. He will email them to the board members and potential candidates will be announced are invited to the December board meeting.

New Business

Nothing new to report

Open Public Comments (Limited to 2 minutes)

No comments requested

Meeting adjourned at 7:37 PM

Next meeting will be held on December 13, 2010