



**Urban Academy Charter School
School Board Meeting
February 24, 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 checked="" type="checkbox"/> Mai Saevang	<input type="checkbox"/> Pamela Young
<input checked="" type="checkbox"/> Fong Lor		<input type="checkbox"/> Ralph Elliott
<input checked="" type="checkbox"/> Kristin Evans		
<input type="checkbox"/> Roger Sykes		
<input checked="" type="checkbox"/> Nancy Smith		

☒ **Staff and Guests Attending:**

<input checked="" type="checkbox"/> Paul Donovan	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Jaclyn May	<input type="checkbox"/>	<input type="checkbox"/>
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Meeting called to order by Board Chair—M. Jensen at 5:35 PM
Board Minutes taken by Kristin Evans

Acceptance of Agenda

Correction made: added Board Nominations to old business

Board Motion: Approve the agenda with the addition.

Board Member motioning to approving agenda: Smith

Board Member seconding the motion: Lor

Unanimously approved

Approval of February 3, 2014 Minutes

Corrections made: none

Board Motion: to approve the February 3, 2014 Minutes

Board Member motioning to approve the February 3, 2014 minutes: Evans

Board Member seconding the motion: Smith

Unanimously approved

Conflict of Interest

none

Reports/Presentation

- Facility Presentation--Paul Donovan & Jaclyn May
 - Portables: 4 classrooms/portable, HVAC, restrooms
 - Option 1: small security deposit (\$152,000), landlord to buy out lease, build gym, portable classrooms, facility upgrades
 - Option 2: same as option 1 plus new construction down the road
 - Option 3: build addition (gym + educational space)→\$500,000 security deposit
 - Discussion:
 - Portables are favorable

Motion to pursue a lease with St. Greg's (Permanent Portables, Gym year 1, Facility Upgrades, Four Portables)

Board Member motioning to pursue a lease with St. Greg's (Permanent Portables, Gym year 1, Facility Upgrades, Four Portables): Smith

Board Member seconding the motion: Mattison

Unanimously approved

- OLPA test results (Principal Vang)
 - Practice Math MCA results
 - Compare 2013 and 2014 results
 - 3rd grade: Less students in did not meet category and more in partial and meet. None in exceed
 - 4th grade: slightly higher in did not meet, but more students in partial, meets, and exceeds
 - 5th grade: growing trend in less students not meeting and more in partial, meet. None in exceed
 - 6th grade: Same as 5th
 - Strengths and Weakness report→broken down by standards & benchmarks
 - MCA results from 2012-2013
 - 3rd grade: growing trend towards meeting or exceeding standards
 - 4th grade: same as 3rd grade
 - 5th grade: higher number of students in did not meet than 2012
 - 6th grade: growing trend towards meeting or exceeding standards

- Students will be taking a practice test for reading before the actual exam
- OLPA & MCA comparison
 - Overall, students did better on the MCA exam than the OLPA
 - Urban is providing interventions to student that are partially meeting
 - Differentiated instruction and interventions

Board Chair Updates – M. Jensen

- Board re-elections

Motion: to approve Dr. Mattison's and Ms. Evans's re-election to the board

Board Member motioning to approve Dr. Mattison's and Ms. Evans's re-election to the board: Smith

Board Member seconding the motion: Lor

Unanimously approved

Finance Chair Report – T. Mattison

Financial Statement Overview-Income Statement

General Fund – 01

- As of January 31, 2014 the school has received in Fund 01 a total of \$1,765,137 of current Fiscal Year State, Federal, and Local revenues which is 53% of its current budgeted amount.
- As of January 31, 2014 the school has expended in Fund 01 \$1,880,723 which is 57% of its budgeted expense.
- Urban Academy ended January 2014 with a current fiscal year to date fund 01 balance (revenues received less expenditures incurred) a deficit of 115,586.

Food Service Fund – 02

- As of January 31, 2014 the school has received in Fund 02 a total of \$91,971 of current Fiscal Year State, Federal, and Local revenues which is 43% of its current budgeted amount.
- As of January 31, 2014 the school has expended in Fund 02 \$118,959 which is 56% of its budgeted expense.
- Urban Academy ended January 2014 with a current fiscal year to date fund 02 balance (revenues received less expenditures incurred) a deficit of \$26,987.

Financial Statement Overview-Balance Sheet

- Urban Academy had a total cash balance of \$806,596 at the end of January 2014 reflected across all funds.
- Urban Academy is expected to receive an additional amount due from State Sources in the amount of \$12,966 calculated at June 30th, 2013 in school fiscal year 2013-2014. The majority is due in January 2014.
- There was a balance of \$27,508 in current liabilities for general accounts payable and payroll liabilities at January 31, 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 January 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 January 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 known 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 is currently working a mid-year budget revision for the board to review.

Executive Director Report – Dr. Ly

ADMINISTRATION DUTIES:

1. ADM: 271
2. School Nurse has been hired. Ms. Shayra McMahon is at UA on Tuesday's from 9-12.
3. School Closed: Friday, February 21 – Snow storm, ice and wind
4. MDE Hour requirements for instruction:
425 hours for kindergarten
935 hours for grades 1 – 6 (UA – $168 \times 7 = 1176$ hours)
1,020 hours for grades 7 – 12

Independent school districts are required to provide a minimum of 165 instructional days for grades 1 – 11.

OPERATIONS:

1. UA Basketball went 6-2 during the season and 2-2 during the tournament
2. Install a “daily” Meditation Session from 1:30-1:35 for the whole school. Everyone is to participate.

BUDGET/FINANCE DISCUSSIONS:

1. RFP – Transportation, Food Service
2. Budget revision in March – Running a deficit for FY14
 - Summer School
 - Salary Increase
 - Benefits Increase
 - Phone System (Finance 2 – terminated in December, lack of funding)

COMMUNITY OUTREACH/DONATIONS

- Soul Food Night with the Urban Academy on Wednesday, February 26 from 5:30 to 7:00pm.
- West 7th Community Center – Free resources for students and their families who may be struggling with academics, school behavior; or both.

Motion: to approve the reports

Board member motioning to approve the reports: Evans

Board member seconding the motion: Lor

Unanimously report

Committee Reports/Comments

Old Business

- Board nominations: see board chair report

New Business

none

Open Public Comments (Limited to 2 minutes)

Meeting adjourned at 6:49 pm

Board Motion: To adjourn the meeting at 6:49 pm

Board Member motioning to approve to adjourn the meeting: Lor

Board Member seconding the motion: Evans

Unanimously approved

Next meeting will be on March 17, 2014 at 5:30 pm!