



Urban Academy Charter School
School Board Meeting
November 16, 2015
St. Paul, MN
6:00 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 type="checkbox"/> Tamara Mattison		<input type="checkbox"/> Ralph Elliott
<input checked="" type="checkbox"/> Fong Lor		
<input checked="" type="checkbox"/> Kristin Evans		
<input type="checkbox"/> Roger Sykes		
<input checked="" type="checkbox"/> Nancy Smith		
<input type="checkbox"/> Caley Long		

☐ **Staff and Guests Attending:**

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Meeting called to order by Board Chair— M. Jensen at 6:05 PM
Board Minutes taken by Kristin Evans

Acceptance of Agenda

Corrections made: Wendy Swanson added under reports

Board Motion: Approve the amended agenda.
 Board Member motioning to approving amended agenda: Lor
 Board Member seconding the motion: Smith

Approval of October 16, 2015 Minutes

Board Motion: to approve the October 16, 2015 minutes
 Board Member motioning to approve the minutes: Lor
 Board Member seconding the motion: Smith

Conflict of Interest

none

Reports/Presentation**Board Chair Updates – M. Jensen**

- By laws changed

Motion: to make changes to article 3 section 2, article 6 section 2 definitions, article 3 section 10 part c (added)

Board member motioning to make changes to article 3, section 2, article 6 section 2 definitions, article 3 section 10 part c (added): Smith

Board member seconding the motion: Lor

Executive Director Report – Dr. Ly**ADMINISTRATION DUTIES:**

- Attended NEO conference on 10/26→presentation on academic results
 - Received an award for exceeding growth in math and reading on the MCAs
- We qualified for the celebration school award→need to score well again in order to be a celebration school next year
- Finance audit—Dr. Spiker

OPERATIONS:

- Last day before break 12/22, return on 1/2/16
- Looking at alternative options for security at entrances
- NEO will be here on November 18th 9 am- 12 pm for an informal visit

Motion: approve up to \$12,000 for keycard access to be installed over winter break, if it is over, a special meeting will be called

Board member motioning to approve up to \$12,000 for keycard access to be installed over winter break, if it is over, a special meeting will be called: Smith

Board member seconding the motion: Lor

ACADEMICS:

- OLPA (pre-MCA test) finished
- Parent-teacher conferences 11/18-11/20
- Reading Corps
 - Currently 2 members
- A new kindergarten and 6th grade teacher recently hired

BUDGET/FINANCE DISCUSSIONS:

- Benefits recently reviewed
 - staying with Health Partners & Delta Dental
 - rates went up 3%
- Van
 - Smaller van→ needs to be replaced

Motion: approve up to \$35,000 to buy a new 20 passenger van, if over, a special meeting will be called

Board member motioning to approve up to \$35,000 to buy a new 20 passenger van, if over, a special meeting will be called: Smith

Board member seconding the motion: Evans

COMMUNITY OUTREACH/DONATIONS:

- Annual toy drive
- Holiday dinner: Thursday, December 17th (6-8 pm)
 - Can donate clothes: winter wear
- Securian reading buddies and mentors start on December 1st
- Commercial to start running in January
-

Motion: to approve the reports

Board member motioning to approve the reports: Lor

Board member seconding the motion: Smith

Approval Consent Board Agenda**Financial Statement Overview-Income Statement (October 2015)****GENERAL FUND - 01**

As of October 31, 2015 the school has received in Fund 01 a total of \$1,089,333 of current Fiscal Year State, Federal, and Local revenues which is 30% of its current budgeted amount.

As of October 31, 2015 the school has expended in Fund 01 \$1,048,022 which is 29% of its current budgeted expense.

Urban Academy Charter School ended October 2015 with a current fiscal year to date Fund 01 positive balance (revenues received less expenditures incurred) of \$41,311.

FOOD SERVICE FUND - 02

As of October 31, 2015 the school has received in Fund 02 a total of \$22,467 of current Fiscal Year State, Federal, and Local revenues which is 9% of its current budgeted amount.

As of October 31, 2015 the school has expended in Fund 02 \$39,608 which is 15% of its current budgeted expense.

Urban Academy Charter School ended October 2015 with a current fiscal year to date Fund 02 deficit balance (revenues received less expenditures incurred) of (\$17,141).

FINANCIAL STATEMENT OVERVIEW-BALANCE SHEET

Urban Academy Charter School had a total cash balance of \$1,003,501 at the end of October 2015 reflected across all funds.

Urban Academy Charter School had a balance of \$102,601 in accounts receivable at October 31, 2015.

There was a balance of \$35,104 in current liabilities for general accounts payable and payroll liabilities at October 31, 2015. 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 \$1,866,444 at June 30, 2015 which includes its investments in fixed assets.

FINANCIAL STATEMENT OVERVIEW-BUDGETING AND OTHER FINANCIAL INFORMATION

The State is currently paying Urban Academy based on 285 ADM. Urban Academy's Original Budget is based on 285 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.

Projection items reflected in these statements are based on using the information provided by the school's leadership and/or state and federal estimates. Statements are prepared for internal purposes and do not reflect audited data.

Policy Review: no policies were reviewed at this board meeting

Motion: to approve the consent agenda

Board member motioning to approve the consent agenda: Evans

Board member seconding the motion: Lor

Old Business

- none

New Business

- none

Open Public Comments (Limited to 2 minutes)

Meeting adjourned at 7 pm

Board Motion: To adjourn the meeting at 7 pm

Board Member motioning to approve to adjourn the meeting: Lor

Board Member seconding the motion: Smith

Next meeting will be on Monday, January 25th at 6 pm!