



**Urban Academy Charter School
School Board Meeting
January 29, 2017
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 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		
<input checked="" type="checkbox"/> Ying Thao		

Staff and Guests Attending:

<input checked="" type="checkbox"/> Rod Haenke, Consultant & Board Trainer	<input type="checkbox"/>	<input type="checkbox"/>
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**Meeting called to order by Melissa Jensen—Board Chair at 6:04 pm
Board Minutes taken by Kristin Evans**

Acceptance of Agenda

Corrections made: board training added to the agenda

Board Motion: to approve the corrected agenda
Board Member motioning to approve the corrected agenda: Long
Board Member seconding the motion: Smith
Unanimously approved

Conflict of Interest

none

Approval of November 20, 2017 Minutes

Corrections made: uncheck box to show that Nancy Smith was not in attendance at the November 2017 board meeting

Board Motion: to approve the corrected November 20, 2017 minutes

Board Member motioning to approve the corrected November 20, 2017 minutes: Smith
Board Member seconding the motion: Long
Unanimously approved

Reports/Presentation

Board Training (Performance Framework, Governance & Employment)—Rod Haenke

Motion: to approve the presentation
Board member motioning to approve the presentation: Smith
Board member seconding the motion: Mattison
Unanimously approved

Board Member/Ex-Officio Member Reports

Board Chair/Vice Chair Updates – M. Jensen

- none

Finance Chair—T. Mattison

- Narrative summary
- Currently being paid on 330 students

Executive Director Report – Dr. Ly

ADMINISTRATION DUTIES:

- NEO site visit on January 9th
 - Report next month
- Hired an art teacher recently
- 2 staff members recently let go
- Fire doors within the main building must stay closed
- Fire lane by mobile units must be fully plowed

OPERATIONS:

- Recruiting has started
 - Waiting list has been started
- 7-8th grade to start in Fall 2020?
- New minivan needed soon

Motion: to approve funding (up to \$15,000) for purchasing a minivan for Urban Academy

Board member motioning to approve funding (up to \$15,000) for purchasing a minivan for Urban Academy: Smith

Board member seconding the motion: Mattison

Unanimously approved

ACADEMICS:

- ACCESS testing starting soon
- MCAs at the end of April

BUDGET/FINANCE DISCUSSIONS:

- Additional purchase (100) of Chromebooks at the end of the year?
- Summer school (4 weeks--last 2 weeks of June and first 2 weeks of July)
 - Pre-K through 5th
 - 170-180 students projected

Motion: to approve funding (\$50,000) for the summer school program

Board member motioning to approve funding (\$50,000) for the summer school program: Mattison

Board member seconding the motion: Long

Unanimously approved

COMMUNITY OUTREACH/DONATIONS:

- Holiday meal and toy drive was a huge success!
- Support from local businesses on donating uniforms

Motion: to approve the reports

Board member motioning to approve the reports: Evans

Board member seconding the motion: Long

Unanimously approved

Approval Consent Board Agenda

Narrative Summary Report

December 2017

FINANCIAL STATEMENT OVERVIEW-INCOME STATEMENT

GENERAL FUND - 01

As of December 31, 2017 the school has received in Fund 01 a total of \$2,021,720 of current Fiscal Year State, Federal, and Local revenues which is 43% of its current budgeted amount.

As of December 31, 2017 the school has expended in Fund 01 \$1,902,365 which is 44% of its current budgeted expense.

Urban Academy Charter School ended December 2017 with a current fiscal year to date Fund 01 positive balance (revenues received less expenditures incurred) of \$119,355.

FOOD SERVICE FUND - 02

As of December 31, 2017 the school has received in Fund 02 a total of \$72,293 of current Fiscal Year State, Federal, and Local revenues which is 26% of its current budgeted amount.

As of December 31, 2017 the school has expended in Fund 02 \$151,698 which is 55% of its current budgeted expense.

Urban Academy Charter School ended December 2017 with a current fiscal year to date Fund 02 deficit balance (revenues received less expenditures incurred) of (\$79,406).

FINANCIAL STATEMENT OVERVIEW-BALANCE SHEET

Urban Academy Charter School had a total cash balance of \$1,353,502 at the end of December 2017 reflected across all funds.

Urban Academy Charter School had a balance of \$9,935 in accounts receivable at December 31, 2017. There was a balance of \$120,698 in current liabilities for general accounts payable and payroll liabilities at December 31, 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 \$1,850,738 at June 30, 2017 which includes its investments in fixed assets.

FINANCIAL STATEMENT OVERVIEW-BUDGETING AND OTHER FINANCIAL INFORMATION

The state is currently paying Urban Academy on 330 ADM for the 2017-2018 school year. The FY18 budget is currently based on 350 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.

Information reflected in these statements are based on data provided by school leadership and/or state and federal entities. These Statements are prepared for internal purposes and do not reflect audited data.

Policy Review:

- District Test Security Policy

Discussion: none

Motion: to approve the consent agenda

Board member motioning to approve the consent agenda: Evans

Board member seconding the motion: Smith

Unanimously approved

Old Business

- Board retreat planning committee
 - Events on Friday & Saturday
 - Where?
 - Kristin will contact Madden's
 - Thematic
 - Plan own team building
- Look at strategic plan this spring

New Business

- Board appreciation next month—the sunshine committee will bring soup for the next board meeting

Open Public Comments (Limited to 2 minutes)

- none

Meeting adjourned at 7:15 pm

Board Motion: To adjourn the meeting at 7:15 pm

Board Member motioning to approve to adjourn the meeting: Long

Board Member seconding the motion: Mattison

Unanimously approved

Next meeting will be on Monday, February 26th at 6 pm!