



**Urban Academy Charter School**  
**School Board Meeting**  
**August 21, 2017**  
**St. Paul, MN**  
**6:00 PM**

**MINUTES**

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

**Staff and Guests Attending:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Meeting called to order by Fong Lor—Vice Chair at 6:00 pm**  
**Board Minutes taken by Kristin Evans**

**Acceptance of Agenda**

Corrections made: none

Board Motion: Approve the agenda.  
 Board Member motioning to approving agenda: Smith  
 Board Member seconding the motion: Long  
 Unianimously approved

**Approval of June 26, 2017 Minutes**

Corrections made: none

Board Motion: to approve the June 26, 2017 minutes  
 Board Member motioning to approve the minutes: Long  
 Board Member seconding the motion: Smith  
 Unianimously approved

**Conflict of Interest**

## **Reports/Presentation**

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

- none

### **Finance Chair—T. Mattison**

- none

### **Executive Director Report – Dr. Ly**

#### **ADMINISTRATION DUTIES:**

- Currently in audit prep for finances
- September 14th—will be displayed in Junior Achievement with Securian
- All MDE reports have been submitted
- Rewarded by MDE to be fully funded for preschool

#### **OPERATIONS:**

- 8 new staff members joining this fall
- still looking for an ESL teacher
- staff returns on Monday
- 2 mobile units have not arrived yet, hopefully this week
- Open house on Thursday (8/24) 3-7 pm
- Carpets & hard floors being cleaned last week and this week
- School calendar set for the year

#### **ACADEMICS:**

- Big 5 strategies in reading and math to be focused on this year

#### **BUDGET/FINANCE DISCUSSIONS:**

- Lease Aid has been approved
- Audit on the 29<sup>th</sup>
- Allow Dr. Ly to maintain a \$2000.00 balance on the debit card account for operational needs.

Motion: to approve the \$2000 on the debit card account

Board member motioning to approve the account: Lor

Board member seconding the motion: Long

Unanimously approved

#### **COMMUNITY OUTREACH/DONATIONS:**

- Securian: would like to see an increase of students attending per week (80-90 students total)
- Tennis Lessons at the fort: would like to see more students attending (3 days per week)
- Lumen Christi is continuing to do a coat drive
- Lumen Christi will be stopping be next Wednesday to meet the staff
- HUD center is doing a school supply drive
- Messiah Episposial church is doing a clothing drive
- Golf course: possible range time for free?

Motion: to approve the reports

Board member motioning to approve the reports: Evans

Board member seconding the motion: Smith

Unanimously approved

**Approval Consent Board Agenda**  
**Narrative Summary Report**  
**July 2017**

**FINANCIAL STATEMENT OVERVIEW-INCOME STATEMENT**  
**GENERAL FUND – 01**

As of July 31, 2017 the school has received in Fund 01 a total of \$321,184 of current Fiscal Year State, Federal, and Local revenues which is 7% of its current budgeted amount.

As of July 31, 2017 the school has expended in Fund 01 \$172,927 which is 4% of its current budgeted expense.

Urban Academy Charter School ended July 2017 with a current fiscal year to date Fund 01 positive balance (revenues received less expenditures incurred) of \$148,257.

**FOOD SERVICE FUND – 02**

As of July 31, 2017 the school has received in Fund 02 a total of \$12,843 of current Fiscal Year State, Federal, and Local revenues which is 5% of its current budgeted amount.

As of July 31, 2017 the school has expended in Fund 02 \$9 which is 0% of its current budgeted expense.

Urban Academy Charter School ended July 2017 with a current fiscal year to date Fund 02 positive balance (revenues received less expenditures incurred) of \$12,834.

**FINANCIAL STATEMENT OVERVIEW-BALANCE SHEET**

Urban Academy Charter School had a total cash balance of \$843,345 at the end of July 2017 reflected across all funds.

During the month of July a balance sheet was not produced since year end entries are being made, and thus the balance sheet accounts would be incomplete.

**FINANCIAL STATEMENT OVERVIEW-BUDGETING AND OTHER FINANCIAL INFORMATION**

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

Urban Academy's FY17 Audit is planned for August 29-31.

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 schools leadership or state and federal estimates. Statements are prepared for internal purposes and do not reflect audited data.

**Policy Review:**

- none

**Old Business**

- Board reflection of the retreat--comments
  - Learned a lot from the presentation on the Karen culture
  - Learned to appreciate the similarities and differences
  - Helps to learn from someone else's point of view
  - The refugee experience/simulation was also helpful
  - Felt comfortable to talk to each other about differences and emotions
  - Nice for everyone to be able to get together and talk
  - Future retreats: thematic & involve all?
  - Events on Friday afternoon-Saturday evening and leave on Sunday after breakfast?

**New Business**

- none

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

Meeting adjourned at 6:47 pm

Board Motion: To adjourn the meeting at 6:47 pm

Board Member motioning to approve to adjourn the meeting: Long

Board Member seconding the motion: Evans

Unanimously approved

**Next meeting will be on Monday, September 25, 2017 at 6 pm!**