



**Urban Academy Charter School
School Board Meeting
November 20, 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 checked="" type="checkbox"/> Fong Lor		<input type="checkbox"/>
<input checked="" type="checkbox"/> Kristin Evans		
<input type="checkbox"/> Nancy Smith		
<input checked="" type="checkbox"/> Caley Long		
<input checked="" type="checkbox"/> Yu Yin Liao		
<input type="checkbox"/> Ying Thao		

Staff and Guests Attending:

<input checked="" type="checkbox"/> Tony Lang, Academic Lead Teacher	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Andy Herring Red Path	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Kyle Stasica Red Path	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Jean Neuman, NEO advisor	<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 Melissa Jensen—Board 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 approve the agenda: Lor

Board Member seconding the motion: Mattison

Unanimously approved

Conflict of Interest

none

Approval of October 23, 2017 Minutes

Corrections made: none

Board Motion: to approve the October 23, 2017 minutes

Board Member motioning to approve the minutes: Evans

Board Member seconding the motion: Lor
Unanimously approved

Reports/Presentation

HLB Finance Audit Report (Red Path)

- Results:
 - Clean opinion (good results from the audit)
 - No findings to report

Academic Report—Tony Lang

- SOAR plans
- Assessment results
- Conferences: 84% of parents participated

Motion: to accept the reports

Board member motioning to accept the reports: Mattison

Board member seconding the motion: Long

Unanimously approved

Board Member/Ex-Officio Member Reports

Board Chair/Vice Chair Updates – M. Jensen

- none

Finance Chair—T. Mattison

- snap shot

Executive Director Report – Dr. Ly

ADMINISTRATION DUTIES:

- World's Best Workforce is completed and posted
- NEO Fall meeting held in October
 - Award received on growth
- Strategic Planning starting for 7th & 8th grade
- Facility expansion: hope to start in the spring

OPERATIONS:

- Art teacher has resigned
- Facility is doing okay
- Holiday Meal on Thursday, December 14th, 5-7 pm
- Securian is doing gift wish lists again this year and will give gifts on December 20th
- UA Holiday Toy give away on December 21st
- Winter break begins on December 22nd

ACADEMICS:

- Prepping students for MCA tests in the spring

BUDGET/FINANCE DISCUSSIONS:

- Strong fund balance
- Budget revision in February

COMMUNITY OUTREACH/DONATIONS:

- Currently: clothes and toy drive
- Church: currently doing a coat drive

Motion: to approve the reports

Board member motioning to approve the reports: Lor

Board member seconding the motion: Evans
Unanimously approved

Approval Consent Board Agenda
Narrative Summary Report
October 2017

FINANCIAL STATEMENT OVERVIEW-INCOME STATEMENT
GENERAL FUND – 01

As of October 31, 2017 the school has received in Fund 01 a total of \$1,319,103 of current Fiscal Year State, Federal, and Local revenues which is 28% of its current budgeted amount.

As of October 31, 2017 the school has expended in Fund 01 \$1,161,929 which is 27% of its current budgeted expense.

Urban Academy Charter School ended October 2017 with a current fiscal year to date Fund 01 positive balance(revenues received less expenditures incurred) of \$157,174.

FOOD SERVICE FUND - 02

As of October 31, 2017 the school has received in Fund 02 a total of \$848 of current Fiscal Year State, Federal, and Local revenues which is 0% of its current budgeted amount.

As of October 31, 2017 the school has expended in Fund 02 \$82,232 which is 30% of its current budgeted expense.

Urban Academy Charter School ended October 2017 with a current fiscal year to date Fund 02 deficit balance (revenues received less expenditures incurred) of (\$81,384).

FINANCIAL STATEMENT OVERVIEW-BALANCE SHEET

Urban Academy Charter School had a total cash balance of \$1,302,526 at the end of October 2017 reflected across all funds.

Urban Academy Charter School had a balance of \$10,187 in accounts receivable at October 31, 2017.

There was a balance of \$35,445 in current liabilities for general accounts payable and payroll liabilities at October 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:

- 03.01 Protection and Privacy of Pupil Records
- 03.02 Student Gender Nondiscrimination

Motion: to accept the consent agenda

Board member motioning to accept the consent agenda: Long

Board member seconding the motion: Lor

Unanimously approved

Old Business

- none

New Business

- none

Open Public Comments (Limited to 2 minutes)

Meeting adjourned at 6:41 pm

Board Motion: To adjourn the meeting at 6:41 pm

Board Member motioning to adjourn the meeting: Lor

Board Member seconding the motion: Long

Unanimously approved

Next meeting will be on Monday, January 22, 2018 at 6 pm!