



**Urban Academy Charter School  
School Board Meeting  
September 18, 2017  
St. Paul, MN  
6:00 PM**

**MINUTES**

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

**Staff and Guests Attending:**

<input checked="" type="checkbox"/> Tony Lang, Academic Lead	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Ying Thao, Parent	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Jean Newman, NEO	<input type="checkbox"/>	<input type="checkbox"/>
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**Meeting called to order by Melissa Jensen—Board Chair at 6:02 pm**  
**Board Minutes taken by Kristin Evans**

**Acceptance of Agenda**

Corrections made: none

Board Motion: Approve the agenda.  
 Board Member motioning to approving agenda: Evans  
 Board Member seconding the motion: Long  
 Unanimously approved

**Conflict of Interest**

none

**Approval of August 21, 2017 Minutes**

Corrections made: none

Board Motion: to approve the August 21, 2017 minutes  
 Board Member motioning to approve the minutes: Smith  
 Board Member seconding the motion: Evans  
 Unanimously approved

### **Reports/Presentation**

- New Parent Board Member—Ying Thao

Motion: to approve the new board member, Ying Thao

Board member motioning to approve the new board member, Ying Thao: Mattison

Board member seconding the motion: Long

Unanimously approved

Ying Thao seated as a board member.

- Academic Performance—Tony Lang
  - Student data: electronic tracker to help see how students are doing in reading and math and to incorporate the framework
    - assesses grade level standards for all students in reading and math every week
    - teacher reflect on successes and challenges and develop a plan on how to help students
    - Tony will return in November to give academic updates.
  - Students will take the Measures of Academic Test three times this year. The pre-MCA test is no longer being offered.

### **Board Member/Ex-Officio Member Reports**

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

- none

#### **Finance Chair—T. Mattison**

- Snapshot
- Budget based off of 350 ADM (currently at 348 ADM)

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

##### **ADMINISTRATION DUTIES:**

- School started after Labor Day (September 5<sup>th</sup>)
  - 1<sup>st</sup> week of school went well
- Strategic planning—expansion to pre-K and eventually to grades 7-8
- Liability insurance is renewed—coverage has not changed
- Benefits—will remain with Health Partners
  - renewal on December 1<sup>st</sup>
  - adding HSA package (to save money towards future medical bills)
  - Vision and dental stay the same
  - Cobra will be changed

##### **OPERATIONS:**

- Fully staffed
- Mobile units are in place—still have minor things to finish

Motion: to approve the up to \$10,000 for wiring for additional security cameras

Board member motioning to approve up to \$10,000 for wiring for additional security cameras: Smith

Board member seconding the motion: Long

Unanimously approved

##### **ACADEMICS:**

- MEA break: October 19-20
- Karen family night: October 26th

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

- Finance audit complete

- Renewal of line of credit in October

**COMMUNITY OUTREACH/DONATIONS:**

- HUD center dropped off additional school supplies
- Going to Securian on Tuesdays (grades 1-3) and Thursdays (grades 4-6)
- Fort: Tennis on Mondays and Wednesdays
- Lumen Christi: coat drive
- Messiah Episcopal: clothing drive
- Voyager (local newspaper): discount on advertising in the newspaper

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**

**August 2017**

**FINANCIAL STATEMENT OVERVIEW-INCOME STATEMENT**

**GENERAL FUND – 01**

As of August 31, 2017 the school has received in Fund 01 a total of \$643,119 of current Fiscal Year State, Federal, and Local revenues which is 14% of its current budgeted amount.

As of August 31, 2017 the school has expended in Fund 01 \$437,586 which is 10% of its current budgeted expense.

Urban Academy Charter School ended August 2017 with a current fiscal year to date Fund 01 positive balance (revenues received less expenditures incurred) of \$205,533.

**FOOD SERVICE FUND – 02**

As of August 31, 2017 the school has received in Fund 02 a total of \$84 of current Fiscal Year State, Federal, and Local revenues which is 0% of its current budgeted amount.

As of August 31, 2017 the school has expended in Fund 02 \$41,159 which is 15% of its current budgeted expense.

Urban Academy Charter School ended August 2017 with a current fiscal year to date Fund 02 deficit balance (revenues received less expenditures incurred) of (\$41,075).

**FINANCIAL STATEMENT OVERVIEW-BALANCE SHEET**

Urban Academy Charter School had a total cash balance of \$1,052,876 at the end of August 2017 reflected across all funds.

Urban Academy Charter School had a balance of \$342,207 in accounts receivable at August 31, 2017.

There was a balance of \$27,834 in current liabilities for general accounts payable and payroll liabilities at August 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 350 ADM for the 2017-2018 school year, and the FY18 budget is also 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.

- **Debit Account and Balance**

Motion: to approve \$2,000 balance on the Debit card for expenses

Board member motioning to approve \$2,000 balance on the Debit card for expenses: Smith

Board member seconding the motion: Mattison

Unanimously approved

- **The Creative Culture Conference for Educators, Boston, MA**

Motion: to approve \$5,000 budget for conference, travels, housing and transportation

Board member motioning to approve \$5,000 budget for Culture Conference for Educators: Mattison

Board member seconding the motion: Evans

Unanimously approved

**Policy Review:**

- Wellness Policy

Motion: to approve the consent agenda

Board member motioning to approved the consent agenda: Long

Board member seconding the motion: Smith

Unanimously approved

**Old Business**

- none

**New Business**

- none

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

Meeting adjourned at 6:39 pm

Board Motion: To adjourn the meeting at 6:39 pm

Board Member motioning to approve to adjourn the meeting: Mattison

Board Member seconding the motion: Long

Unanimously approved

**Next meeting will be on Monday, October 23, 2017 at 6 pm!**