



**Urban Academy Charter School
School Board Meeting
October 17, 2011
Urban Academy – St. Paul, MN
5:00 PM**

MINUTES

Board Members Attending:

Advisory Members:

<input checked="" type="checkbox"/> Melissa Hansen	<input checked="" type="checkbox"/> Mongsher Ly	<input type="checkbox"/> Luis Brown-Pena
<input type="checkbox"/> Art Allen	<input checked="" type="checkbox"/> Mai Saevang	<input type="checkbox"/> Pamela Young
<input checked="" type="checkbox"/> Tamara Mattison	<input type="checkbox"/> Ralph Elliott	<input type="checkbox"/> Fong Lor
<input checked="" type="checkbox"/> Barbara Shin		
<input type="checkbox"/> Crystal Scott		
<input checked="" type="checkbox"/> Kristen Evans		
<input type="checkbox"/> OPEN		

Staff and Guests Attending:

<input checked="" type="checkbox"/> Bryan Rossi	<input type="checkbox"/>	<input type="checkbox"/>
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Meeting called to order by Chair – M.Hansen at 5:15 PM

Acceptance of Agenda

Board Motion: Approve the agenda with the changes of having M. Ly present before M. Vang because of the length and time of M. Vang’s presentation.

Board Member motioning to approving agenda: T. Mattison

Board Member seconding the motion: B. Shin

Unanimously approved.

Approval of September 19, 2011 Minutes

Corrections to the Board minutes:

- Christopher Doeden and Soua Her were no longer board members of UA. Therefore, they were not officially present.

Board Motion: Approve the Minutes with the corrections.

Board Member motioning to approve minutes: B. Shin

Board Member seconding the motion: K. Evans

Unanimously approved.

Conflict of Interest

Nothing new to report

Reports/Announcements

- Dr. Bryan Rossi introduced himself and informed the board that he was looking forward to a wonderful working relationship with UA, as the Authorizer. He encouraged the board to give him feedback as to how he can further support UA and also to become a better Authorizer.

Board Chair Updates – M. Hansen

- Nothing new to report

Finance Chair Report – T. Mattison

- *Balance Sheets*
Nothing new or questions on the balance sheets.
- *Check Register*
Nothing new or questions on the check register.
- *Journal Entry*
No questions regarding the Journal Entry.

Executive Director Report – M. Ly

ADMINISTRATION DUTIES:

1. ADM 317 – MARSS Report on October 11, 2011
2. October is Bullying Prevention Month. The school is doing multiple things to address the issues:
 - a. Bullying Project (thematic)
 - b. 15 minute classroom visit by Mr. E
 - c. Climb Theater
3. Corrective Action Plan is due into MDE in January (pending waiver from MDE to the FEDS regarding NCLB)
4. Annual Report has been electronically sent to all responsible parties

OPERATIONS:

1. Transportation – Found multiple vans, it is a 8 passenger van that runs “all-wheel drive”, that would work for transportation for UA.
 - a. Cap cost of \$10,000.00
 - b. Insurance – Liability coverage only because of the year and value of the van est.
 - i. \$1,000,000.00
 - ii. \$1,000/year

Discussion: Will the liability cover the driver and will there be licensed driver(s) handling the vehicle? M. Ly responded that “yes”, only licensed drivers will operate the vehicle and that he will develop a policy and procedure for the board to review and approve. M. Hansen did also state that UA should purchase a vehicle that will last for years to come.

Board Motion: Approve purchasing the vehicle with the understanding that the policy and procedures will be reviewed and approved.

Board Member motioning to approve: B. Shin

Board Member seconding the motion: K. Evans

Unanimously approved.

2. Health Inspector came in for the first (out of two) annual inspections of the cafeteria. The inspection passed code expectations ~ process and operations have not changed. The only change is the increase in student enrollment.
3. Washer and Dry Machines – Have been purchased and installed for student accidents and uniform washing as of Thursday, October 13, 2011.
4. Added 1 additional bus (total of 8 buses) to UA routes. With the increase in students, the routes were running 30 – 40 minutes past their regulated times of 60 minutes.
5. UA and The MN Association of Children’s Mental Health will be partnering in getting parents information on the PBIS process at the school. The grant is received by MDE to help get parents more involved in their child(rens) schools expectations. The funds will support (ie. Transportation, day-care, and food) for the families attending the workshops at the school.

BUDGET/FINANCE DISCUSSIONS:

- Approve the write off of any unclaimed checks written prior to January 1, 2009."
Board

Motion: Approve the write off of any unclaimed checks written prior to January 1, 2009.

Board Member motioning to approve: T. Mattison

Board Member seconding the motion: K. Evans

Unanimously approved.

- Will be renewing bank line of credit in early November. Because of the 60/40 financial formula, UA has asked the bank for a \$700,000 line of credit. The bank is aware of this because of the formula. Kathy will push for this as she gets the cash flow report.
- From George Holt at MDE: "Your budget has been approved and is funded and active. I am sorry that it has taken this long for the budget to end up in my inbox on SERVS Financial."
- Finance audit has been completed and will have HLB/DL come to present in November of findings.

Principal Report – M. Vang

- M. Vang presented MCA scores to the board and explained the outcomes of the test scores. She also walked the board through the planning, action plans, and end results that will show growth throughout the school.
- The Improvement Plan committee is finalizing the report to MDE and will be completed shortly.

Board Motion: Approve all reports.

Board Member motioning to approve: T. Mattison

Board Member seconding the motion: K. Evans

Unanimously Approved

Committee Reports/Comments

- B. Shin has proposed to rescind the board decision on appointing Luis Brown-Pena to the school board because of the legal ramifications that it would present.

Motion: Approve to rescind on appointing Luis Brown-Pena to the school board.

Board Member motioning to approve: B. Shin

Board Member seconding the motion: T. Mattison

Unanimously approved.

- M. Hansen has proposed to move board meetings to 5:30pm, instead of 5:00pm because of work and traffic.

Motion: Approve to move board meeting time to 5:30pm.

Board Member motioning to approve: B. Shin

Board Member seconding the motion: K. Evans

Unanimously approved.

Old Business

- *Nothing new to report*

New Business

- *Nothing new to report*

Open Public Comments (Limited to 2 minutes)

- *No comments requested*

Meeting adjourned at 6:20 PM

Next meeting will be held on November 21, 2011.