



**Urban Academy Charter School**  
**School Board Meeting**  
**January 23, 2012**  
**Urban Academy – St. Paul, MN**  
**5:30 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:**

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**Meeting called to order by Chair – M.Hansen at 5:30 PM**

**Acceptance of Agenda**

Board Motion: Approve the agenda as is.  
 Board Member motioning to approving agenda: Mattison  
 Board Member seconding the motion: Shin  
 Unanimously approved.

**Approval of November 21, 2011 Minutes**

Board Motion: Approve the Minutes.  
 Board Member motioning to approve minutes: Evans

Board Member seconding the motion: Mattison  
Unanimously approved.

**Conflict of Interest**

Nothing new to report

**Reports/Announcements**

- Nothing to report

**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.

Discussion: Mattison did a snap shot from the Payment Register, indicating the item and expense.

**Principal Report – M. Vang**

- Principal Vang gave an overview of instruction, strategies, and data collection to the Board.

Discussion: Board would like to have the presentation information before hand to have a chance to review and prepare questions at the Board meeting.

**Executive Director Report – M. Ly**

**ADMINISTRATION DUTIES:**

1. Re-newel contract with Authorizer is in progress.

Discussion: Board members did ask if there were other potential Authorizer's that would be a better fit for Urban Academy, if NEO and UA agreed that it wasn't a good fit? The

Board did have an extensive and detailed discussion on the topic of Authorizer and deferred and will support and respect the decision of the Executive Director.

Board Motion: Approve the Executive Director's decision on Authorizer.

Board Member motioning: Shin

Board Member seconding the motion: Mattison

Unanimously approved.

2. Title I Audit – Audit was conducted in early January 2012 by MDE evaluator. It was a clean audit. The only requirement that was needed was the paragraph indicating the “Parents Right-to-Know” policy. Stating that a “parent has a right to request for the instructional staff(s) qualifications”. This statement has been put into the Parent Handbook and will go in February's newsletter and webpage for future references to parents.

## **OPERATIONS:**

### **December:**

1. Van was purchased on December 7, 2011 (Honda Odyssey)
2. Toy Drive ~ Huge success, toys and funds from within Urban Academy and greater community support.
3. Holiday Meal ~ Another huge success. Lots of folks participated coming for a hot meal, giving gifts and donations, and giving their personal time to volunteer to help around the school.
4. UA Basketball team – Plays on Saturday's at Jimmy Lee's. Co-ed team with 12 players from grades 4-6. Mr. Agard and Mr. Martin coach the team.

### **January:**

1. Q Comp – Urban Academy would like to apply for Q Comp in March. Q comp would help with teacher performance and student achievement in the five components under Q Comp that includes Career Ladder/Advancement Options, Job-embedded Professional Development, Teacher Evaluation, Performance Pay, and an Alternative Salary Schedule.

Discussion: Dr. Shin indicated that it is a very concrete plan that is developed by a committee at the school. She is currently working with teachers at a school that has implemented Q Comp. Dr. Ly has indicated that he would like to have a committee of teachers, administrators, and Board members to develop the plan together so that there is ownership. Principal Vang did mention that it needs at least 70% support from the teachers for it to be approved.

Board Motion: If the required support is given by the Urban Academy teachers, the Board approves to apply for Q Comp.

Board Member motioning: Evans

Board Member seconding the motion: Mattison

Unanimously approved.

2. JULY and DECEMBER – No Board meeting will take place, unless, a Special Session is needed because of the common conflicts that occur during the two months for everyone. Updates will be given the following month.

Board Motion: Board approves to go into recession during the months of July and December because of conflicting schedules.

Board Member motioning: Shin

Board Member seconding the motion: Mattison

Unanimously approved.

3. Two Board trainings (refreshers) annually – Governance and Finance. Dr. Ly will ask several folks who have the expertise in HR and Finance to come to give training refreshers to the Board annually.
4. Strategic Planning Session – Dr. Ly would like the Board to come together to do an overview of Urban Academy and do a 3 year strategic planning session that would focus on the academics, governance, and fiscal responsibilities of the school.

Discussion: Dr. Shin recommended doing the planning session at a neutral location. Hanson, Board Chair, recommended doing the session on the third weekend of August. Dr. Ly has requested for everyone to look into a facility and place that will meet the needs of Urban Academy. Details of the agenda and location will be given to the Board during the summer months.

5. 2 Board positions are up for election, 1 position remains open ~ officially 3 positions are open:
  - Art Allen (community member) - Open
  - Crystal Scott (parent) – This position must be replaced by only a UA parent, under MN Charter Law.
  - Community Member - Open

Discussion: The Board Members would like to limit the Board to 7 members. What the Board and Dr. Ly sees as needed expertise on the Board would be folks with legal experience and business/fundraiser experience to assist the Board.

**(Timeline for Board elections:)**

- Board Nominations will be from January 24, 2012 – February 24, 2012
  - Board will approve nominations on Monday, February 27, 2012
- Board Elections will be from February 25, 2012 – March 16, 2012
  - Board will approve elections/ballot winners on Monday, March 19, 2012

Discussion: Dr. Ly did inform that Board that only UA Board members, staff, and parents are allowed to vote.

- Winners will be seated as new Board members as of July 1, 2012.

Board Motion: Board approves the Board election process as stated.

Board Member motioning: Evans

Board Member seconding the motion: Mattison

Unanimously approved.

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

1. \$500,000.00 credit line was approved by Park Midway Bank.
2. Get approval of Audit Report and Audit Presentation

Board Motion: Board approves Audit Report and presentation by HLB.

Board Member motioning: Shin

Board Member seconding the motion: Mattison

Unanimously approved.

3. Budget Review and Revision in February.
4. Title I funds are pending. Application is submitted because there is a delayed reviewing process at MDE.

5. **January 24, 2012: H.F. 1860 would generate over \$3 million a year for students who reside in St. Paul and attend charter schools located in the city limits of St. Paul.**

This is an important piece of legislation in that it would have levy aid follow the student – it is a matter of equity and fairness – since charter school students are counted in figuring out how much local levies will generate, but that money is not spent on those students' education because it is kept by the resident district.

Board Motion: Approve all reports.  
Board Member motioning: Evans  
Board Member seconding the motion: Shin  
Unanimously Approved

### **Committee Reports/Comments**

- Hanson, Board Chair, asked about the Executive Director's review. Dr. Ly will have the HR Director work on developing the evaluation off of the Job Description and get the Board a draft for approval. Only the seven members of the Board will do the evaluation of Executive Director during the month of June.

Board Motion: Approve Executive Directors evaluation process.  
Board Member motioning: Shin  
Board Member seconding the motion: Mattison  
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 7:05 PM

**Next meeting will be held on February 27, 2012.**

**HAPPY NEW YEAR!!!**