



**Urban Academy Charter School  
School Board Meeting  
March 20, 2023  
Saint Paul, Minnesota**

**MINUTES**

<b>Board Members:</b>	<b>Ex-Officio Members:</b>	<b>Advisory Members:</b>
<input type="checkbox"/> Melissa Jensen	<input checked="" type="checkbox"/> Mongsher 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 checked="" type="checkbox"/> Nancy Smith		
<input checked="" type="checkbox"/> Caley Long		
<input checked="" type="checkbox"/> Yu Yin Liao		
<input checked="" type="checkbox"/> Ronsoie Xiong		
<input checked="" type="checkbox"/> Chao Yang		

**Staff and Guests Attending:**

<input checked="" type="checkbox"/> Dr. Jean Neuman from NEO	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Meeting called to order by Fong Lor, Vice Board Chair at 4:31 PM in-person**

**Acceptance of Agenda**

Corrections made: none  
 Board Motion: Approve the agenda  
 Board Member motioning to approving agenda: Xiong  
 Board Member seconding the motion: Yang  
 Discussion: none  
 Unanimously approved

**Conflict of Interest**

None to report

**Approval of February 27, 2023 Minutes**

Board Motion: to approve the minutes  
 Board Member motioning to approve the minutes: Yang  
 Board Member seconding the motion: Liao  
 Discussion: none  
 Unanimously approved

**Reports/Presentation:**

**Board Member Reports/Ex-Officio Member Presentations:**

Board Chair, Melissa Jensen: not present

Treasurer, Dr. Tamara Mattison was not present to review snapshot for February 2023; Dr. Ly presented. Please see Financial Snapshot PDF for review.

Superintendent, Dr. Ly:

### **OPERATIONS:**

#### **General:**

- NEO did their learning walk and annual site visit. Overall, went very well. UA is in our 4<sup>th</sup> year of our 5 year contract, next year will be our renewal year.
- Staff agreements are being worked on for next year with our HR department and finance. Contracts to be sent out mid-April. We're looking at a potential financial increase, estimated 3-5% increase for salaries across the board.

#### **Staffing:**

- Still lacking a 6<sup>th</sup> grade teacher but we have interviewed a candidate for next year who will join us this upcoming fall. Still seeking a SpEd teacher.

#### **Facility:**

- Still waiting on decision from Lumen Christi on upstairs build-out. They have a \$1.5 million dollar facility upgrade pending in their own building, so they are considering how to finance the million needed for UA build-out. Since there is no lease aid to be recuperated from any UA investment, this is not a viable option for us.

#### **COVID-19:**

- Mask mandate still in place at Urban Academy, at least for remainder of school year
- Staff and student COVID testing continue, weekly on Wednesdays

#### **School Calendar/Events:**

- April 3-7 Spring Break
- June 14 last day of school
- Summer school starts June 19

### **ACADEMICS:**

- MCAs kick off tomorrow March 21. Mr. Ronnie shared additional details around MDE expectations on classroom set-up. Students will be testing on Chrome Books. Back-ups have been put into place should Chrome Books not work/lose power. Staff have been trained on testing protocol. Gatorade and snacks will be provided to students. Spilt schedule throughout the day.

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

- Revised budget was sent to board. Our fund balance is approximately is nearly 60% at the end of this school year, possibly higher. That equates to \$4.5 million - \$5 million which we will need to consider spending down.
- We still have COVID-19 funding to spend down by next fall. We did give staff a 5% bonus this past semester. This April staff will be getting another 7% bonus utilizing this funding.
- Technology plan is always underway to utilize these funds. Science and social studies investments in tech are also being made.

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

- All around, we are receiving consistent support from our dedicated partners, including Highland Park District Council who are considering organizing additional clothing and food drives this fall.
- Online registration is ticking up. We mass-mailed 30,000-40,000 homes in St Paul and families seem to be replying to this advertisement.

**BOARD BUSINESS:**

- MACS emails are still being sent out to board. Check inbox ongoing for that.
- 4 Open Board Positions ~ Tamara Mattison, Yuyin Liao, Chao Yang, Ronsoie Xiong – Incumbents
- Review of Executive Director form was sent to board via email. Please review and come ready to discuss Dr. Ly's performance next board meeting. Please fill out and bring to meeting.

Motion: to approve the board member reports

Board member motioning to approve the board member reports: Smith

Board member seconding the motion: Long

Discussion: none

Unanimously approved

**Board Consent Agenda:**

Motion: to approve the board consent agenda

Board member motioning to approve the board consent agenda: Xiong

Board member seconding the motion: Yang

Discussion: none

Unanimously approved

**Old Business:**

- None

**New Business:**

- Caley will send email on activities for board retreat

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

- Dr. Neuman: very efficient! Thank you and good to see everyone.

Board Motion: To adjourn the meeting at 4:55 p.m.

Board Member motioning to approve to adjourn the meeting: Smith

Board member seconding the motion: Liao

Unanimously approved

Meeting adjourned at 4:55 PM

**Next meeting: April 24, 2023, at 4:30 p.m. in-person**