



**Urban Academy Charter School  
School Board Meeting  
Monday, August 21, 2023 via Zoom  
Saint Paul, Minnesota**

**MINUTES**

| <b>Board Members:</b>                               | <b>Ex-Officio Members:</b>                      | <b>Advisory Members:</b>                            |
|---|---|---|
| <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 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 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"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Meeting called to order by Melissa Jensen, Board Chair, at 4:34 p.m. via Zoom**

**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 June 26, 2023 and July 29, 2023 Minutes**

Board Motion: to approve the minutes  
 Board Member motioning to approve the minutes: Lor  
 Board Member seconding the motion: Mattison  
 Discussion: none  
 Unanimously approved

**Reports/Presentation:** none

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

Board Chair, Melissa Jensen: board position nominations for FY 24

Caley to step down as Secretary by January 2024 to prepare for baby, Dr. Mattison to remain Treasurer, Fong Lor to remain as Vice-Chair, Melissa Jensen to stay as President; we will recruit for a Secretary or rotate after January 2024.

Melissa shared that Secretary will be required to send out minutes to full board members after meetings. Melissa asked whether we should also send to NEO at that time. Dr. Ly agreed that it's easier and better that way and would recommend we do so (contact is Tu Nguyen at NEO). Noted that NEO has given us top ratings when they do attend our meetings per our minutes. Melissa encouraged everyone to do recruitment of new members so we can fill board positions accordingly.

Motion: to approve board position nominations with Melissa Jensen as Chair, Fong Lor as Vice Chair, Tamara Mattison as Treasurer, Caley Long as Secretary until January 2024.

Board member motioning to approve: Smith

Board member seconding the motion: Yang

Discussion: None

Unanimously approved

Treasurer, Dr. Tamara Mattison reviewed snapshot for June and July 2023; Please see Financial Snapshot PDFs for review. \$4.4 million fund balance or 60% (NEO holds us to 20%).

Superintendent, Dr. Ly:

### **OPERATIONS:**

#### **General:**

- Please get Dr. Ly required audit form signed and returned.
- Audit will last until October and Dr. Ly is actively involved.
- Summer school went very well; assessments were very positive for the 140 students in the program.
- Craig Kepler is our legal counsel as we move forward into new expansion build-out; once church completes their end, Craig will review and represent us as we need him.
- Pre-K program has expanded. Normally we are granted 10 kids at a time for full funding, but MDE has now funded us for up to 40 students (full capacity). We've been rated as a Top Star Pre-K program through the state.

#### **Staffing:**

- Full capacity; we could use perhaps 1-2 more paras and Dr. Ly is doing interviews now.
- All staff report as of next Monday.
- Next Thursday August 31 from 4-7 p.m. is our open house.
- Lease aid application has been approved by MDE and we are ready to go for new school year.

#### **Facility:**

- Expansion plans and discussions continue; all on track.

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

- Mask mandate has been lifted; we do ask if students are coughing or have any symptoms, they wear a mask.
- Air compressors and purifiers, as well as fans and AC are supporting our safety protocols.
- We will continue to temperature check kids off of bus and request parents to pick up kids with fevers.

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

- August 28 staff return for week of training.

### **ACADEMICS:**

- All set for next year

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

- All set for next year; fund balance remains very strong.

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

- September 9, Lumen parish block party happening at UA's field. Dr. Ly will confirm time.
- If you have friends or family with extra clothes or coats, please drop them off for our December coat drive event.

### **BOARD BUSINESS:**

- MACS emails are still being sent out to board. Check inbox ongoing for that.
- New laws and regulations coming down the pipeline so please be on the lookout for that.

### **ADDITIONAL BOARD MEMBER ITEMS:**

- Caley raised issue of ensuring our minutes are properly recorded and submitted to all board members and NEO per charter school guidelines/standards. To ensure quality control, we should follow Melissa's recommendations noted above.

Motion: to approve the board member reports

Board member motioning to approve the board member reports: Lor

Board member seconding the motion: Smith

Discussion: none

Unanimously approved

### **Board Consent Agenda:**

Motion: to approve the board consent agenda

Board member motioning to approve the board consent agenda: Yang

Board member seconding the motion: Smith

Discussion: none

Unanimously approved

### **Old Business:**

- Observations of board retreat that took place end of July: Thanks to Caley for setting up retreat; Maddens has been kind to us. For those who have been unable to attend, can we please land on a date that everyone is able to make (goal of 98% attendance). Ronnie shared Maddens is very accommodating and family oriented. Mid-July is best timeframe because of nice weather, and we want to avoid National Charter Conference in June. Caley will ask Maddens about end of July dates.

### **New Business:**

- Dr Ly noted that this is our final year with NEO so we will hear and see a lot from NEO in the coming year. Everything looks good for another five years, hopefully we will move forward with another 5-year renewal. Please stay on the lookout for any communication from NEO, especially the Board Chair.

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

Board Motion: To adjourn the meeting at 5:10 p.m.

Board Member motioning to approve to adjourn the meeting: Lor  
Board member seconding the motion: Smith  
Unanimously approved  
Meeting adjourned at 5:10 PM

**Next meeting: September 18, 2023 in-person**