



**Urban Academy Charter School  
School Board Meeting  
September 18, 2023  
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 type="checkbox"/> Nancy Smith		
<input 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 (NEO)	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Jeff Huff (JP4)	<input type="checkbox"/>	<input type="checkbox"/>
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**Meeting called to order by Dr. Mattison, Treasurer, at 4:33 p.m.  
Board Minutes by Ronsoie Xiong**

**Acceptance of Agenda**

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

**Conflict of Interest**

None to report

**Approval of August 21, 2023 Minutes**

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

**Reports/Presentation:**

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

Board Chair, Melissa Jensen: None

Treasurer, Dr. Tamara Mattison presented finance snapshot.

- As of August 31, 2023, **General Fund 01** has received a total of \$998,024 of Federal, and local state revenues which is 14% of its budgeted amount. We have spent \$839,426 which is 11% of its current budgeted amount.
- Urban Academy Charter School ended August 31, 2023, with a year-to-date **General Fund 01** with a positive balance of \$158,599.
- As of August 31, 2023, **Food Service Fund 02** has received a total of \$0 of Federal, and local state revenues which is 0% of its budgeted amount. We spent \$27,967 which is 6% of its current budgeted amount.
- Urban Academy Charter School ended August 31, 2023, with a year-to-date **General Fund 02** with a balance of (\$27,967).
- As of August 31, 2023, **Community Service Fund 04** has received a total of \$6,875 of Federal, and local state revenues which is 15% of its budgeted amount. We spent \$1,135 which is 2% of the current budgeted amount.
- Urban Academy Charter School ended August 31, 2023, with a year-to-date **General Fund 04** with a balance of \$5,740.
- Urban Academy Charter School had a total cash balance of \$3,858,442 at the end of August 31, 2023, reflected across all funds.

**The financial statement(s) reflect the original budget of 440 ADM / 446.4 PPU (including 30 in PreK).**

Superintendent, Dr. Ly:

**OPERATIONS:**

**General:**

- Liability Insurance renewed for the FY24. It has increased by 1.2%. Work Comp was the main purpose for the increase. (FY23 - \$91,902.83 and FY24 - \$110,221.04)
  - Added: Cyber attack/breach insurance
- Benefits renewal (100% premium paid by UA) ~ FY24 6.3% increase (plan adjustment but will remain with MEDICA)
- Board Ask: Do a school supply drive for UA by the Board member and their organizations every year to support UA students and families.

**Staffing Needs:**

- FY24: 6<sup>th</sup> Grade or Title I Reading teacher.

**Facility:**

- Lumen Christi finance committee will be meeting on Thursday, September 21<sup>st</sup> to finalize the finance plan. Lumen has already notified St. Paul about the elevator installment, therefore, plans should go as planned.
- Expanding the parking lot by adding 30 spots to the northside of the building and expanding the entrance?

- Purchase another shed for storage (12x24 Loft Storage Shed) est. \$12,000.00?

Motion: to approve the purchase of the storage shed and budget of \$12,000.00

Board member motioning to approve the shed and budget: Mattison

Board member seconding the motion: Lor

Discussion: none

Unanimously approved

#### **COVID19:**

- State is continuing to give schools “FREE” COVID test kits ~ UA ordered 150 boxes (6 tests per box).

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

- Tuesday, September 5 (grades 1-8)
- Thursday, September 7 (grades Prk-K)
- MEA weekend ~ October 19 & 20

#### **ACADEMICS:**

- Rolling out the new curriculum in full force (Math, Reading, Science and Soc. St.)
- Joe Thompson (school Principal) will report to the board on a quarterly basis

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

- Wrapped up the FY23 Finance Audit with the auditors ~ CLEAN AUDIT (NO Findings)
- Single audit is to be completed by 3/31/24 but it has been completed as well and will be finalized by 9/29/23.
- Final audit reports will be submitted to MDE and OSA and NEO before 12/31/23.
- Urban ended June 30 2023:
  - Fund 01 – Surplus (net income) \$323,445
  - Fund 02 – we ended the year w/ a net loss – reducing the prior fund balance to \$0. This was mostly due to the food service finding where the School had to pay back prior year payments.
- **TOTAL FUNDBALANCE** at the end of JUNE 30, 2023 (60%):
  - \$4,146,648.00
- Met Maintenance of Effort (MOE) ~ SpEd from MDE

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

- Lumen Christi
  - **Coat/Clothes drive: October - November**

#### **CHARTER SCHOOL LEGISLATION NEWS:**

- Sending MACS updates to the UA board to read the current news.

#### **BOARD BUSINESS:**

- Possible Board retreat discussions:
  1. Review of By-Laws
  2. Strategic Plan for the next 3-5 years
- **Board retreat at Madden’s is scheduled for:**

- August 2-4, 2024
- It's on hold for us for the moment

Motion: to approve the board member reports

Board member motioning to approve the board member reports: Lor

Board member seconding the motion: Yang

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: Liao

Discussion: none

Unanimously approved

**Old Business:**

- None

**New Business:**

- None

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

- Jeff Huth from JP4 (after school program partner with Urban Academy) introduced himself and proposed a Board ask to possibly have a member take on an advisory role to JP4.
- Dr. Neuman continues to be impressed with the Board on handling its business and its promptness at Board meetings.

Board Motion: To adjourn the meeting at 5:05 p.m.

Board Member motioning to approve to adjourn the meeting: Xiong

Board member seconding the motion: Mattison

Unanimously approved

Meeting adjourned at 5:05 PM

**Next meeting: October 16, 2023 at 4:30 PM**