



**Urban Academy Charter School  
School Board Meeting  
January 22, 2024  
Saint Paul, Minnesota**

**MINUTES**

Meeting called to order by Melissa Jensen, Board Chair, at (TIME) 4:35pm

**Roll Call Mr. Ron Xiong:**

Board Members	Ex-Officio Members	Advisory	Guest
<input checked="" type="checkbox"/> Melissa Jensen	<input checked="" type="checkbox"/> Mongsher Ly	<input checked="" type="checkbox"/> Luis Brown-Pena	Mr. Joe Thompson
<input checked="" type="checkbox"/> Fong Lor		<input checked="" type="checkbox"/> Ralph Elliott	Mr. Tony Lang
<input type="checkbox"/> Tamara Mattison			Mr. Ted Anderson (NEO)
<input type="checkbox"/> Caley Long			
<input type="checkbox"/> Nancy Smith			
<input type="checkbox"/> Yu Yin Liao			
<input checked="" type="checkbox"/> Chao Yang			
<input checked="" type="checkbox"/> Ronsoie Xiong			

**Acceptance of Agenda**

Corrections made: none

Board Motion: Approve the agenda

Board Member motioning to approving agenda:

<input type="checkbox"/> Jensen	<input type="checkbox"/> Lor	<input type="checkbox"/> Mattison	<input type="checkbox"/> Long	<input type="checkbox"/> Smith	<input type="checkbox"/> Liao	<input type="checkbox"/> Yang	<input checked="" type="checkbox"/> Xiong
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Board Member seconding the motion:

<input type="checkbox"/> Jensen	<input checked="" type="checkbox"/> Lor	<input type="checkbox"/> Mattison	<input type="checkbox"/> Long	<input type="checkbox"/> Smith	<input type="checkbox"/> Liao	<input type="checkbox"/> Yang	<input type="checkbox"/> Xiong
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Discussion: none

Unanimously approved

**Conflict of Interest**

- None to report

**Approval of 11-20-2023 Minutes**

Board Motion: to approve the Minutes

Board Member motioning to approving Minutes:

<input type="checkbox"/> Jensen	<input type="checkbox"/> Lor	<input type="checkbox"/> Mattison	<input type="checkbox"/> Long	<input type="checkbox"/> Smith	<input type="checkbox"/> Liao	<input checked="" type="checkbox"/> Yang	<input type="checkbox"/> Xiong
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Discussion: none

Unanimously approved

## Reports/Presentation:

### Academic reports Thompson/Lang

- Analyzing some “Parent Aware” certified curriculums using a rubric used by other academic teams. (Frog Street, InvestiGator Club and HighScopes)
- All of these curriculums will integrate Literacy, Math, Science, & Social Studies.
- The goal is to choose the curriculum and have all the cost information by Spring Break.
- Met all Performance Framework goals

### **K-8**

- Acadience benchmarking in progress.
- WIDA Access Testing for EL students begins at the end of the month.
- Fish Tank going well. Teachers are using Fish Tank Effectively gaining confidence in building students’ writing skills with EL teacher support. Ms. Earle has been providing support to teachers who are struggling with Reading strategies/skills (Close reading, Turn and talks, vocabulary development and how to summarize effectively)
- Math: Mr. Cavanaugh is in his 2nd round of supporting teachers (4th, 2nd and 7/8 math teacher). Working with them on Number Sense, domain specific vocab and RISA Dialogues to help build academic talk and proficient students getting close to grade level.
- Student Successes: 5 students have exited Reading Corps and 3 have exited Title One Reading.
- Field Trips: Biztown (4th -6th) - Tuesday, February 13, JA Finance (7th and 8th) - Tuesday, Feb. 6th; Any interest in volunteering?, State Capital (7th Grade)
- **National History Day** (6th-7th)
  - Building Research Skills, Finding Credible Evidence and Proving that their theory is correct.
  - “2024 CONTEST THEME”
    - Turning Points in History
    - A turning point is an idea, event, or action that directly, or sometimes indirectly, causes change. The National History Day® (NHD) 2024 contest theme invites you to consider questions of time and place, cause and effect, change over time, and impact and significance.”
  - **Feb. 22nd Dragon Pride Schedule & Tentative Plan**  
Where: UA Cafeteria (tentative location & times)  
2:00-2:30 All-school walk-through and show-n-tell with student projects (informal)  
2:45-3:45 Parent/Public/Judges (Any volunteers from the board?)
- MCA Prep: With the new Fishtank curriculum, it provides open ended questions that are very similar to MCA questions. We have been prepping since the first day of school.
- **MCA dates: April 22nd (Math) April 29th (Reading) March 19th (Science)**

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10/16

This is what we do, how we do it, and how we know what we know.

### **PreK and Kindergarten**

- Assessments
  - PreK
    - Work sampling Checklist ([example](#))
  - K - 8

- Acadience Reading & Math (K only) fall, winter, spring
  - MAP Reading & Math fall & spring and WIDA Screener - Fall & WIDA Access - Winter for EL.
- Academic progress and instruction
  - Curriculum
    - Literacy
      - PK - Creative Curriculum
      - K-2- Phonemic Awareness, Heggerty (2022); Phonics- From Phonics to Reading (2022) and UFLI (new in 2023)
      - 3-5 Phonics- From Phonics to Reading (grade 3); Morphology- Morpheme Magic (4-5th)
      - K-8 Comprehension- Fishtank ELA (2023)
      - 1-8 Writing- The Writing Revolution (EL Driven)
      - 3-8 - 6 + 1 Traits of Writing
    - Math
      - Core Curriculum: K-8 - Reveal Math
      - Supplemental Curriculum: IXL; Generation Genius; Arrive; ALEKS; & SciMath MN
  - Data analysis during PLCs of Standardized assessments & Curriculum assessments that are called Common Forms of Assessment.
  - WIN - What I Need
    - This is the primary time for SpEd teachers to pull SpEd Ss.
    - During this time Ss may receive: extra support; extra practice; enrichment; extra time to read or complete incomplete work in order to meet them where they are at with their academic progress relative to their grade level.
  - RTI
    - Students that are close to grade level proficiency are brought to the RTI team to determine what interventions are needed to get them to grade level ASAP.
- Support
  - Informal Observations & Modeling
    - Math (Matt & Tony)
    - Literacy (Brooklyn & Tony)
  - Team Meetings
  - Peer Observations
  - Training in key [teacher competency](#) areas during PLCs, PD days. and one on one when necessary.
- Tracking Student & Teacher Progress
  - [Student](#) -

- Teacher
  - Informal Observations
  - Formal Observations

### Grades K-5

- Dragon Pride
  - This seems to be motivating Ss to be on F.I.R.E. Peacemakers that implement Wise Skills. This happens once a month.
- Other student initiatives
  - Student Council is currently being re-established for 3-5.
  - JP4
  - Fall Field Trips
    - K-2 will go to Children's Museum
    - 3-5 will go to Lebanon Hills; each grade will do a different program.

### Grades 6-8

- Dragon Clubs
  - We are working towards having club ideas gradually shift to student led inquiry activities.
- Other student initiatives
  - Student Leadership Team is currently being established.
  - Student Council is currently being re-established.
    - [The Constitution of Urban Academy Middle School Student Congress](#)
  - Monday Soccer after school.
  - Fall Field Trip
    - Minneapolis Bouldering Project

### Specialists

- How are they supporting student learning
  - Art - Ss are: developing domain specific skills and vocabulary; connecting classroom knowledge to art projects.
  - P.E. - Ss are: receiving a break from a typical classroom environment while developing more kinesthetic skills. The T has also helped with individual behavior plans by being a trusted adult to check in and check out with.
  - Tech. - Ss are: learning to type efficiently; spending time on IXL Math & Literacy to practice topics of individual needs; receiving support in the development of vocabulary.

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

Board Chair – Melissa Jensen - None

Board Finance Chair – Dr. Tamara Mattison

### **Dr. Mattison (Dr. Ly reporting) BUDGET/FINANCE DISCUSSIONS:**

- As of December 31, 2023, **General Fund 01** has received a total of \$3,068,809 of Federal, and local state revenues which is 44% of its budgeted amount. We have spent \$3,426,908 which is 46% of the current budgeted amount.

- Urban Academy Charter School ended December 31, 2023, with a year-to-date **General Fund 01** with a deficit balance of (\$358,098).
- As of December 31, 2023, **Food Service Fund 02** has received a total of \$178,197 of Federal, and local state revenues which is 36% of its budgeted amount. We spent \$242,941 which is 49% of the current budgeted amount.
- Urban Academy Charter School ended December 31, 2023, with a year-to-date **General Fund 02** with a negative balance of (\$64,744).
- As of December 31, 2023, **Community Service Fund 04** has received a total of \$17,668 of Federal, and local state revenues which is 39% of its budgeted amount. We spent \$4,712 which is 10% of the current budgeted amount.
- Urban Academy Charter School ended December 31, 2023, with a year-to-date **General Fund 04** with a positive balance of \$12,955.
- Urban Academy Charter School had a total cash balance of \$3,839,614 at the end of December 31, 2023, reflected across all funds.
- Urban Academy Charter School had an overall audited fund balance of \$4,146,648 at the end of December 31, 2023, the school had net loss of (\$409,887).

## **Superintendent – Dr. Mongsher Ly**

### **OPERATIONS:**

#### **General:**

- Reviewing NEO Performance Framework to make any adjustments for the new contract.
- Student recruitment – Outreach is on-going for the FY25. Online and Massive mailers have been great responses throughout the year. The best seller is still ~ by parents and attending community events with families.

#### **Staffing Needs:**

- FY25: Begin a teacher pool for interviews.

#### **Facility:**

- Blueprints are done/redone.
- Technical and Electrical needs are mapped out.
- Elevator requirements and requests are in with the city. Hopefully towards the end of February or March, the work begins.
- Build-out to start in April and be completed by late July/early August.
- Lease will be redone. 4 addendums will all be combined into 1 redone lease. Once completed by Lumen Christi, we will have our lawyer Craig Kepler review it.

#### **COVID19:**

- No major issues.
- Staff and students are continuously monitored for any health concerns.
- Everyone is encouraged to be vaccinated with COVID and Flu shots.

**School Calendar/Events:**

- Testing Season for the next several months.
- Spring Break April 8-12
- Last Day of School June 7

**ACADEMICS:**

- Joe Thompson and Tony Lang review

**BUDGET/FINANCE DISCUSSIONS:**

- Propose: \$20,000.00 Budget for the National Charter School Conference in Boston, MA
  - June 30 - July 3, 2024

Board Motion: to approve the \$20,000.00 proposed budget for the National Charter School Conference

Board Member motioning to approving budget:

<input type="checkbox"/> Jensen	<input type="checkbox"/> Lor	<input type="checkbox"/> Mattison	<input type="checkbox"/> Long	<input type="checkbox"/> Smith	<input type="checkbox"/> Liao	<input checked="" type="checkbox"/> Yang	<input type="checkbox"/> Xiong
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- Board Member seconding the motion:

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- Discussion: none
- Unanimously approved

- Propose: Mileage reimbursement rate
  - 65.5 cents per mile to be consistent with the national rate.

Board Motion: to approve to keep the Reimbursement Mileage at \$0.65.5 per Mile

Board Member motioning to approving reimbursement:

<input type="checkbox"/> Jensen	<input type="checkbox"/> Lor	<input type="checkbox"/> Mattison	<input type="checkbox"/> Long	<input type="checkbox"/> Smith	<input type="checkbox"/> Liao	<input type="checkbox"/> Yang	<input checked="" type="checkbox"/> Xiong
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**COMMUNITY OUTREACH/DONATIONS:**

- Thank you “shoutout” to Monarch Bus Company and Sunrise Bank for their continued support of donations of beverages to the Urban Academy Holiday Meal. Served over 450 meals to families and the community.
- Thank you to Securian, Lumen Christi staff and community for supporting our students in Holiday gift giving.

**CHARTER SCHOOL LEGISLATION NEWS:**

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

**BOARD BUSINESS:**

- No Board term renewals or elections until 2025.
- **Board retreat at Madden’s is scheduled for:**
  - August 2-4, 2024
  - Possible Board retreat discussions:
    - By Laws revision & Strategic Plan for the next 3-5 years

**Old Business:**

- None

**New Business:**

- None

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

- Ted Anderson
  - Thank you from NEO and they appreciate all the good and hard work the school is doing for its students and its community.

**Adjournment**

Board Motion: to adjourn meeting

Board Member motioning to adjourn:

<input type="checkbox"/> Melissa	<input type="checkbox"/> Fong	<input type="checkbox"/> Tamara	<input type="checkbox"/> Caley	<input type="checkbox"/> Nancy	<input type="checkbox"/> Yu Yin	<input checked="" type="checkbox"/> Chao	<input type="checkbox"/> Ronsoie
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Discussion: none

Unanimously approved

Adjourned at (time): 5:04pm

**Next meeting: at Feb 26th, 2024 4:30 p.m. in-person**