



**Urban Academy Charter School
School Board Meeting
March 18, 2024
Saint Paul, Minnesota**

MINUTES

Meeting called to order by Melissa Jensen, Board Chair, at (TIME) 4:32pm

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	Anna Bader – Teacher
<input checked="" type="checkbox"/> Fong Lor		<input checked="" type="checkbox"/> Ralph Elliott	Hannah Merwin – Teacher
<input checked="" type="checkbox"/> Tamara Mattison			Virginia Ollie - Teacher
<input checked="" type="checkbox"/> Caley Long			
<input checked="" type="checkbox"/> Nancy Smith			
<input checked="" 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 checked="" type="checkbox"/> Yang	<input type="checkbox"/> Xiong
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Board Member seconding the motion:

<input type="checkbox"/> Jensen	<input type="checkbox"/> Lor	<input type="checkbox"/> Mattison	<input type="checkbox"/> Long	<input type="checkbox"/> Smith	<input checked="" 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

2/26/2024 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 type="checkbox"/> Yang	<input checked="" type="checkbox"/> Xiong
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Discussion: none

Unanimously approved

Reports/Presentation:

- None

Board Member Reports/Ex-Officio Member Presentations:

Board Chair – Melissa Jensen - None

Board Finance Chair – Dr. Tamara Mattison

FINANCIAL STATEMENT OVERVIEW-INCOME STATEMENT

GENERAL FUND - 01

As of February 29, 2024 the school has received in Fund 01 a total of \$4,163,283 of current Fiscal Year State, Federal, and Local revenues which is 53% of its current budgeted amount.

As of February 29, 2024 the school has expended in Fund 01 \$4,680,645 which is 59% of its current budgeted expense.

Urban Academy Charter School ended February 2024 with a current fiscal year to date Fund 01 deficit balance (revenues received less expenditures incurred) of (\$517,362).

SERVICE FUND - 02

As of February 29, 2024 the school has received in Fund 02 a total of \$275,281 of current Fiscal Year State, Federal, and Local revenues which is 68% of its current budgeted amount.

As of February 29, 2024 the school has expended in Fund 02 \$365,733 which is 91% of its current budgeted expense.

Urban Academy Charter School ended February 2024 with a current fiscal year to date Fund 02 deficit balance (revenues received less expenditures incurred) of (\$90,452).

COMMUNITY SERVICE FUND - 04

As of February 29, 2024 the school has received in Fund 04 a total of \$23,299 of current Fiscal Year State, Federal, and Local revenues which is 52% of its current budgeted amount.

As of February 29, 2024 the school has expended in Fund 04 \$4,712 which is 10 of its current budgeted expense.

Urban Academy Charter School ended February 2024 with a current fiscal year to date Fund 04 positive balance (revenues received less expenditures incurred) of \$18,586.

FINANCIAL STATEMENT OVERVIEW-BALANCE SHEET

Urban Academy Charter School had a total cash balance of \$3,701,791 at the end of February 2024 reflected across all funds.

Urban Academy Charter School had an overall audited fund balance of \$4,146,648 at June 30, 2023.

FINANCIAL STATEMENT OVERVIEW-BUDGETING AND OTHER FINANCIAL INFORMATION

The financial statement(s) reflect the revised budget of 440 ADM / 446.4 PPU (including 30 in PreK). The School is currently being paid on 440 ADM / 449 PPU. The School continues to maintain a healthy cashflow for operation.

DISCUSSION:

- Dr. Ly added that the current financials reflect a deficit of (\$589,228) on cash basis due to the 10% State holdback, and if we were to receive it by Feb 2024 – we would be aligned w/ the revised budget projection.

Superintendent – Dr. Mongsher Ly

OPERATIONS:

General:

- Planning for FY25 has begun.

Staffing Needs:

- FY25: Begin a teacher pool for interviews.
 - Additional SpEd teacher
 - SpEd Paraprofessionals
 - EL Teacher
- Social Studies Middle School Teacher – Teacher was released of her responsibilities.

Facility:

- Lease draft is back from Craig Kepler with only a few minor corrections. Lumen Christi has reviewed and agrees with the changes, will be signed, and sent to UA for signature by Board President.
- Lease Aid applications will begin shortly, look out for the “conflict of interest” form.
- Show Blueprint of the new expansion area upstairs and all that entails (ie. elevator, staircase, etc.)

COVID19:

- No major issues.
- CDC and MDH have lessened their approach with COVID ~ no longer need to be home or contained for 5 days. If you are 24 hours free of any symptoms/medication, then you can return to work.
- 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
- Summer School: June 17 – July 12, 2024

ACADEMICS:

- MCA testing began as of 3/18/24.

- MDE has set a “Reading Act” that is going to be rolled out, which is going to require more of classroom teachers when it comes to licensing and relicensing. MN is transitioning to the LETRS (Language Essentials for Teachers of Reading and Spelling) approach.

1. Teaches teachers basic phonics and phonemic awareness knowledge. This includes sounds, the articulation of those sounds and rules around when we use one sound over others. This knowledge helps teachers help students by not only providing them with the why but how we use sounds to build words through a systematic and explicit procedure around reading (decoding) and spelling (encoding).

2. Encourages and helps teachers understand how deep the English orthography is and why oral language is such a critical piece of the puzzle. Furthermore, it teaches the morphology of English and why it's important for students to be taught Greek & Latin roots/ prefixes/suffixes and the rules that accompany them.

3. Helps teachers be more intentional in their read aloud instruction. The background on how the brain processes information and how teachers can best help students to make meaning from text. LETRS also focuses on vocabulary instruction and how to teach it with fidelity.

4. Helps teachers understand why teaching handwriting explicitly is crucial as it leads to less hand fatigue and automaticity with letter formation. Which, in turn, frees up cognitive space for their writing assignments.

5. For Urban Academy specifically, LETRS training is especially important in the upper grades because we often get newcomers who have limited oral and written language abilities. Most teachers did not get the training in college and have little experience on how to teach beginning reading or how to do effective interventions.

Reading is a complex process, to be a skilled reader students must seamlessly incorporate all 5 pillars noted by the National Reading Panel. LETRS provides teachers with the background and skills necessary to teach students to be skilled readers.

- Possible future needs in academics ~ In house LETRS coach/Literacy Specialist, Music Teacher and Elementary Science Teacher.

BUDGET/FINANCE DISCUSSIONS:

- Maintained Maintenance of Effort for SpEd in FY23
- Transportation (9) buses (1) SpEd buss FY25 – 4.8% increase (FY24 \$544,878.00 to FY25 \$562,428.00) due to increase in pay for bus drivers and new PTO law.
- Renewing agreements for FY25 going out in April – 3% - 5% salary increase.

Board Motion: to approve the 3%-5% Salary Increase for FY25

Board Member motioning to approving the increase:

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

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

COMMUNITY OUTREACH/DONATIONS:

- JP4 After school program – Applied for the MDE “After School” Grant \$450,000.00 for service, transportation, etc.
- Highland Park Council wants to help UA promote our school and programs.
- Highland Park Golf Course is willing to host a couple classes (for Free) for our students to expose them to golf.

CHARTER SCHOOL LEGISLATION NEWS:

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

BOARD BUSINESS:

- **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

Board Member/Ex-Officio Member Reports

Board Motion: to approve the Board Member/Ex-Officio Member Reports

Board Member motioning to approving Reports:

<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

Consent Board Agenda

- Finance Report & Revised Budget: Budget Revision
- Policy/Bylaws Reviews:

Board Motion: to approve the Consent Board 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 checked="" type="checkbox"/> Yang	<input type="checkbox"/> Xiong
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Discussion: none

Unanimously approved

Old Business:

- None

New Business:

- None

Open Public Comments (Limited to 2 minutes)

- None

Adjournment

Board Motion: to adjourn meeting

Board Member motioning to adjourn:

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

Unanimously approved

Adjourned at (time): 5:15pm

Next meeting: April 15, 2024