



**Urban Academy Charter School
School Board Meeting
April 15, 2024
Saint Paul, Minnesota**

MINUTES

Meeting called to order by Melissa Jensen, Board Chair, at (TIME) 4:30pm

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	
<input checked="" type="checkbox"/> Fong Lor		<input checked="" type="checkbox"/> Ralph Elliott	
<input checked="" type="checkbox"/> Tamara Mattison			
<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 checked="" 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 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

3/18/2024 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

- As of February 29, 2024, **General Fund 01** has received a total of \$4,163,283 of Federal, and local state revenues which is 53% of its budgeted amount. We spent \$4,680,645 which is 59% of the current budgeted amount.
- Urban Academy Charter School ended February 29, 2024, with a year-to-date **General Fund 01** with a deficit balance of (\$517,362).
- As of February 29, 2024, **Food Service Fund 02** has received a total of \$275,281 of Federal, and local state revenues which is 68% of its budgeted amount. We spent \$365,733 which is 91% of the current budgeted amount.
- Urban Academy Charter School ended February 29, 2024, with a year-to-date **General Fund 02** with a negative balance of (\$90,452).
- As of February 29, 2024, **Community Service Fund 04** has received a total of \$23,299 of Federal, and local state revenues which is 52% of its budgeted amount. We spent \$4,712 which is 10% of the current budgeted amount.
- Urban Academy Charter School ended February 29, 2024, with a year-to-date **General Fund 04** with a positive balance of \$18,586.
- Urban Academy Charter School had a total cash balance of \$3,701,791 at the end of February 29, 2024, reflected across all funds.

Payouts: February 2024

Minnesota Healthcare Consortium	\$ 28,815.08
Xcel Energy	\$10,691.62
Pope Design Group	\$ 18,364.36

Superintendent – Dr. Mongsher Ly

OPERATIONS:

General:

- Planning for FY25 has begun.
- Staff Agreements are available to staff as of today, April 22, 2024.
- 2024 “High Quality” Charter School Comprehensive Performance Framework listing.
 - The high-quality charter school methodology is very rigorous and being identified through the methodology underscores the school's student achievement and growth as well as compliance with requirements for MDE submissions and financial health! Whether you are approved for a CSP expansion grant or not, it is a cause for celebration to be identified through the rigorous high-quality charter school methodology!! Congratulations again!!!

Staffing Needs:

- FY25: Begin a teacher pool for interviews.
- EL, SpEd, 2 Classroom

Facility:

- Lease Aid applications will apply for the current used space. An addendum will be attached to the application in early Fall when the new expansion is completed. MDE wants the actual used space, currently.

COVID19:

- No major issues.
- CDC and MDH has 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 is on the way ~ Reading is finishing up and Math begins in several weeks.
- Summer School will be focused on math and literacy. Students will also attend 1 field trip.

BUDGET/FINANCE DISCUSSIONS:

- An additional \$200,000.00 will be spent on the new expansion ~ Est. total cost is \$1.1 million. Had originally budgeted \$850,000.00. The contingency plan has \$50,000.00 on it, it may or may not be needed.

Board Motion: to approve the funds of additional \$200,000.00 to the \$350,000.00 total \$550,000.00 for the new facility expansion.

Board Member motioning to approving the additional cost:

<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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- Board Member seconding the motion:

<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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- Discussion: none
- Unanimously approved

COMMUNITY OUTREACH/DONATIONS:

- JP4 After school program – MDE Grant \$450,000.00 for service, transportation, etc. – MDE DID NOT fund.

CHARTER SCHOOL LEGISLATION NEWS:

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

BOARD BUSINESS:

- Sign the Facility Lease Aid form for Conflict of Interest
- Superintendent Annual Review ~ Board members to fill out the review and forward results to Board Chair. Report will be given at the May Board meeting.
- **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:
- 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 checked="" 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

Old Business:

- None

New Business:

- None

Open Public Comments (Limited to 2 minutes)

- Luis Brown-Pena ~ new contract with MN DOT need about 20 people for construction work. 2 week training, starting May 13th – 24th, 2024.

Adjournment

Board Motion: to adjourn meeting

Board Member motioning to adjourn:

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

Unanimously approved

Adjourned at (time): 5:15pm

Next meeting: May 20, 2024