



**Urban Academy Charter School  
School Board Meeting  
May 20, 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 type="checkbox"/> Melissa Jensen	<input checked="" type="checkbox"/> Mongsher Ly	<input type="checkbox"/> Luis Brown-Pena	Ann Yang – Designs for Learning
<input type="checkbox"/> Fong Lor		<input checked="" type="checkbox"/> Ralph Elliott	Joe Thompson – Urban Academy Principal
<input type="checkbox"/> Tamara Mattison			
<input checked="" type="checkbox"/> Caley Long			
<input checked="" type="checkbox"/> Nancy Smith			
<input checked="" type="checkbox"/> Yuyin 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 checked="" 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

**Conflict of Interest**

- None to report

**4/22/2024 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 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:

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Discussion: none

Unanimously approved

## **Reports/Presentation:**

### **Financial Management – Ann Yang (Designs for Learning)**

#### **FINANCIAL STATEMENT OVERVIEW-INCOME STATEMENT**

##### **GENERAL FUND - 01**

As of April 30, 2024 the school has received in Fund 01 a total of \$5,209,105 of current Fiscal Year State, Federal, and Local revenues which is 67% of its current budgeted amount.

As of April 30, 2024 the school has expended in Fund 01 \$5,870,429 which is 74% of its current budgeted expense.

Urban Academy Charter School ended April 2024 with a current fiscal year to date Fund 01 deficit balance (revenues received less expenditures incurred) of (\$661,324).

##### **FOOD SERVICE FUND - 02**

As of April 30, 2024 the school has received in Fund 02 a total of \$370,189 of current Fiscal Year State, Federal, and Local revenues which is 92% of its current budgeted amount.

As of April 30, 2024 the school has expended in Fund 02 \$510,564 which is 127% of its current budgeted expense.

Urban Academy Charter School ended April 2024 with a current fiscal year to date Fund 02 deficit balance (revenues received less expenditures incurred) of (\$140,374).

##### **COMMUNITY SERVICE FUND - 04**

As of April 30, 2024 the school has received in Fund 04 a total of \$38,114 of current Fiscal Year State, Federal, and Local revenues which is 85% of its current budgeted amount.

As of April 30, 2024 the school has expended in Fund 04 \$4,712 which is 10 of its current budgeted expense. Urban Academy Charter School ended April 2024 with a current fiscal year to date Fund 04 positive balance (revenues received less expenditures incurred) of \$33,402.

#### **FINANCIAL STATEMENT OVERVIEW-BALANCE SHEET**

Urban Academy Charter School had a total cash balance of \$3,488,370 at the end of April 2024 reflected across all funds.

Urban Academy Charter School had a balance of (\$63,878) in accounts receivable at April 30, 2024. There was a balance of \$54,727 in current liabilities for general accounts payable and payroll liabilities at April 30, 2024. A portion of the liability is for payroll withholdings on the last day of the month which are not paid until the first days of the next month, thus they are reflected on the current balance sheet.

Urban Academy Charter School had an overall audited fund balance of \$4,146,648 at June 30, 2023. Through the current fiscal year, the School has an overall net loss of (\$768,296) across all funds.

Fixed assets and long term debt total \$1,060,770 on June 30, 2023.

**FY24 BUDGET REVISION**

	<b>FY24 Revised Budget</b>	<b>FY24 Revised Budget II</b>	<b>FY25 Budget</b>
<b>Projected Fund Balance Summary - Fund 01</b>			
<b>Beginning Fund 01 Balance</b>	<b>4,146,648</b>	<b>4,146,648</b>	<b>3,629,406</b>
Fund 01 Revenue	7,784,115	7,437,852	7,520,269
Fund 01 Expenditures	7,931,480	7,955,094	7,705,316
All Funds Revenue LESS Expense	(147,366)	(517,242)	(185,047)
Fund 01 Expenditures	7,931,480	7,955,094	7,705,316
<b>Ending Fund 01 Balance - Projected</b>	<b>3,999,282</b>	<b>3,629,406</b>	<b>3,444,359</b>
<b>% Fund Balance of operating expense</b>	<b>50.4%</b>	<b>45.6%</b>	<b>44.7%</b>

**FY24 Budget Revision**

Board Motion: to approve the Budget Revision

Board Member motioning to approving Revision:

<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:

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Discussion: none

Unanimously approved

**FY25 Budget**

Board Motion: to approve the FY25 Budget

Board Member motioning to approving Budget:

<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

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

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

### **OPERATIONS:**

#### **General:**

- Minnesota Charter School Athletic Association (MCSAA) to compete against other charter schools to begin in the Fall of 2024 for grades 5-8

Comment by Nancy Smith: If UA does join the athletic association, then budgets need to be set aside to support the student athletes.

Response by Dr. Ly: A week ago he did pull some teachers (male and female) to discuss the preliminary plans and financials were discussed as well.

- Annual Year Books are complete and distributed to students and staff (great job to the development team)
- Website – switching host due to the much-needed upgrade and needs of the school that eChalk is not able to do.
- Facebook Page – Hosted by UA

#### **Staffing Needs:**

- EL – 1 Additional
- SpEd – 2 Teachers
- Classroom – 5 Teachers

#### **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.
- Currently the gym rental has generated: \$1567.50 for UA (has not been paid yet by Lumen Christi)
- New construction has begun this week for the upstairs. Also, there will be a little additional construction going on in the cafeteria for storage space.

#### **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:**

- PreK graduation – June 6<sup>th</sup> at 10:00AM and 8<sup>th</sup> Grade banquet at 5:30PM.
- Last Day of School June 7
- Summer School: June 17 – July 12, 2024
- Staff Returns – Monday, August 26, 2024

**ACADEMICS:**

- Joe and Tony Academic Annual Review.
  - Preliminary data shows about the same or a little improvement from prior years.
  - MAP data shows some significant improvement.
  - Read Act planning and getting teachers ready for the LETRS (literacy program)
  - Summer School – MN History field trip/Vegetables and garden for science/Math and Reading program (assessments).
- MAP testing begins tomorrow (5/21).

**BUDGET/FINANCE DISCUSSIONS:**

- Ann Yang (DL Business Manager) present the budget.
- Sunrise Bank – Line of credit \$450,000 approved.
- Need Annual Budget and Cash Flow Projection from DL for NEO
- \$20 payout for any overage hours for PTO of 216 hours

**PTO Payout**

Board Motion: to approve the PTO Payout \$20/Hr

Board Member motioning to approving Payout:

<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:**

- Working relationship with Highland Park Middle School and HS.

**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 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

**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)**

- None

**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 checked="" type="checkbox"/> Smith	<input type="checkbox"/> Liao	<input type="checkbox"/> Yang	<input type="checkbox"/> Ronsoie
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Discussion: none

Unanimously approved

Adjourned at (time): 5:30pm

**Next meeting: June 17, 2024**