



**Urban Academy Charter School
School Board Meeting
August 19, 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 type="checkbox"/> Luis Brown-Pena	
<input checked="" type="checkbox"/> Fong Lor		<input type="checkbox"/> Ralph Elliott	
<input checked="" type="checkbox"/> Tamara Mattison			
<input checked="" type="checkbox"/> Caley Long			
<input type="checkbox"/> Nancy Smith			
<input checked="" type="checkbox"/> Yuyin Liao			
<input 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 checked="" 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 checked="" 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

6/17/2024 and 7/22/24 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 Positions for FY25 – Melissa Jensen (Board Chair)

Nominations and Elected:

- Chair – Melissa Jensen
- Vice Chair – Fong Lor
- Secretary – Ronsoie Xiong
- Finance – Dr. Tamara Mattison

Board Motion: to approve the new Board Positions for FY25

Board Member motioning to approving the new Board Positions:

<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

Financial Management – Dr. Mattison (Finance Chair)

FINANCIAL STATEMENT OVERVIEW-INCOME STATEMENT

- As of July 31, 2024, **General Fund 01** has received a total of \$483,360 of federal, and local state revenues which is 6% of its budgeted amount. We spent \$671,275 which is 9% of the current budgeted amount.
- Urban Academy Charter School ended July 31, 2024, with a year-to-date **General Fund 01** with a deficit balance of (\$187,915).
- As of July 31, 2024, **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 \$11,294, which is 2% of the current budgeted amount.
- Urban Academy Charter School ended July 31, 2024, with a year-to-date **General Fund 02** with a negative balance of (\$11,294).
- As of July 31, 2024, **Community Service Fund 04** has received a total of \$0 of federal, and local state revenues which is 0% of its budgeted amount. We spent \$1,513, which is 3% of the current budgeted amount.
- Urban Academy Charter School ended July 31, 2024, with a year-to-date **General Fund 04** with a positive balance of (\$1,513.)

- Urban Academy Charter School had a total cash balance of \$3,144,922 at the end of July 31, 2024, reflected across all funds, which is 47% fund balance.

Superintendent – Dr. Mongsher Ly

OPERATIONS:

General:

- NEO did a review and revision of Board minutes of the last 2 years and approved for website posting.
- NEO has not responded to By-laws yet. Sent another request for feedback with all the updates including “BOARD OF DIRECTORS” to “BOARD MEMBERS”.
- Minnesota Charter School Athletic Association (MCSAA) to compete against other charter schools to begin in the Fall of 2024 for grades 5-8. (Soccer and Volleyball) – Fall (Volleyball) - Winter
- Officially combining 6-8 grades to officially term them as MIDDLE SCHOOL.
 - Dr. Ly is Licensed K-12 Administrator and Superintendent
 - Mr. Thompson is Licensed K-12 Administrators

Staffing Needs:

- Short staffed but have adjusted staff to accommodate until teachers are hired.
- Realigning staffing LEADS down...

Facility:

- New construction is to be completed this week. Clean-up and final “punch-list” meeting.
- Inspection should be completed during the week of 8/26.
- The elevator will be completed and inspected during the week of 9/2.
- SHOW TIME!!!

COVID19:

- No new news!! STAY SAFE....

School Calendar/Events:

- Staff Returns – Monday, August 26, 2024 at 8:00 AM.
- Open House – Thursday, August 29, 2024 from 4:00 PM – 6:00 PM
- End of the school year ending date (Tuesday, June 10th)? Allow flexibility?

Board Motion: to approve Dr. Ly with the flexibility for ending date

Board Member motioning to approve flexibility ending date

<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 type="checkbox"/> Smith	<input type="checkbox"/> Liao	<input type="checkbox"/> Yang	<input checked="" type="checkbox"/> Xiong
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Discussion: none
Unanimously approved

ACADEMICS:

- All new curriculums will be in full swing
- LETRS program will begin for teachers this year
- MCA prep team

BUDGET/FINANCE DISCUSSIONS:

- \$65,000 ESSER Funds available must be spent by September 30, 2024
- Finance Audit is wrapping up ~ single audit on Food Program (47% fund balance)
- Transfer \$179,544.00 from Fund 1 to Fund 2

Board Motion: to approve the transfer of funds of \$179,544.00 from Fund 1 to Fund 2

Board Member motioning to approving the transfer of \$179,544.00

<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

COMMUNITY OUTREACH/DONATIONS:

CHARTER SCHOOL LEGISLATION NEWS:

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

BOARD BUSINESS:

- Conflict of Interest forms for Finance Audit?
- Board meeting dates and times

Board Motion: to approve Board meeting dates and times for FY25

Board Member motioning to approving meeting dates and times:

<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/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: 03.21 Cell Phone Policy

Board Motion: to approve the Consent Board Agenda

Board Member motioning to approving Agenda:

<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

Old Business:

- Kudos to Caley Long for another successful Board retreat at Madden’s Resort.

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"/> Long	<input 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): 5:03pm