



**Urban Academy Charter School  
School Board Meeting  
October 21, 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	Kasha Lundell - Redpath
<input type="checkbox"/> Fong Lor		<input type="checkbox"/> Ralph Elliott	Tony Lang - UA
<input type="checkbox"/> Tamara Mattison			
<input checked="" type="checkbox"/> Caley Long			
<input 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 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 type="checkbox"/> Liao	<input type="checkbox"/> Yang	<input checked="" type="checkbox"/> Xiong
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Discussion: none

Unanimously approved

**Conflict of Interest**

- None to report

**9/16/2024 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:**

Kasha Lundell - Redpath – Finance Auditor

- Audit report
  - No internal control findings
  - No legal compliant finding
  - No compliant federal
  - Pages 11-22 Financial Results

- Report sent in email

Mr. Lang - Dean of Academics

- LETRS Training
  - Teaching teachers how to teach reading to kids
  - Read Act 2027
  - LETRS required training
  - Made a pacing guide
  - 8 units/8 sessions
  - Brooklyn - On-Site Trainer
- Tracking Reading
  - FastBridge
    - Read Act
  - Reading Team made data tracker
  - Background knowledge
- Performance Framework
  - Data Reports
  - Est. 84 points out of 100 (highest points earned so far with NEO)

Board Motion: to accept the reports

Board Member motioning to accept the reports:

<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:**

**Board Chair – Melissa Jensen (Board Chair)**

➤ None

**Financial Management – Dr. Mattison (Finance Chair)**

**FINANCIAL STATEMENT OVERVIEW-INCOME STATEMENT**

**GENERAL FUND - 01**

As of September 30, 2024 the school has received in Fund 01 a total of \$1,463,492 of current Fiscal Year State, Federal, and Local revenues which is 19% of its current budgeted amount.

As of September 30, 2024 the school has expended in Fund 01 \$1,711,708 which is 22% of its current budgeted expense.

Urban Academy Charter School ended September 2024 with a current fiscal year to date Fund 01 deficit balance (revenues received less expenditures incurred) of (\$248,216).

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

As of September 30, 2024 the school has received in Fund 02 a total of \$7,020 of current Fiscal Year State, Federal, and Local revenues which is 1% of its current budgeted amount.

As of September 30, 2024 the school has expended in Fund 02 \$42,887 which is 8% of its current budgeted expense.

Urban Academy Charter School ended September 2024 with a current fiscal year to date Fund 02 deficit balance (revenues received less expenditures incurred) of (\$35,868).

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

As of September 30, 2024 the school has received in Fund 04 a total of \$0 of current Fiscal Year State, Federal, and Local revenues which is 0% of its current budgeted amount.

As of September 30, 2024 the school has expended in Fund 04 \$5,304 which is 12% of its current budgeted expense.

Urban Academy Charter School ended September 2024 with a current fiscal year to date Fund 04 deficit balance (revenues received less expenditures incurred) of (\$5,304).

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

### **OPERATIONS:**

#### **General:**

- Sport teams have shown success at winning.

#### **Staffing Needs:**

- A couple classroom teachers (specialist has mainly been filled)

#### **Facility:**

- 3M Window tint and both staircase flooring was completed over MEA weekend.

#### **COVID19:**

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

#### **School Calendar/Events:**

- MEA weekend is October 17 & 18
- NEO Fall Celebration ~ November 14<sup>th</sup> from 10-3pm.

**ACADEMICS:**

- Joe and Tony to present current academic progress/monitoring

**BUDGET/FINANCE DISCUSSIONS:**

- Lease Aid approved by MDE.
- Beginning the Health Benefits renewal process by getting RFP’s out to the main carries. Pricing came back, **will resume the same with the same carrier** (MEDICA Select).
  - Open Registration in October 10th ~ New Plan begins January 1, 2025.
  - 5.2% increase
  - FY24 \$297,892.56                      FY25 \$313,380.48
  - Will continue to pay 100% premium for employee only.

Board Motion: to approve renewal MEDICA Select

Board Member motioning to approving MEDICA Select:

<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:

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- Discussion: none
- Unanimously approved

- Cyber Insurance - \$2900/year with coverage up to \$1,000,000.00

Board Motion: to approve the additional Cyber Insurance Coverage

Board Member motioning to approving Cyber Insurance:

<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

- Sunrise Bank – CDARS: Renewed it for the next year. Were required to carry \$1,000,000.00 through FY24. As of FY25 we had the option to carry only \$300,000.00 and pull-out \$700,000 to have cash “on hand”. BUT since the cashflow is good and extra funds not needed. We will leave \$1,000,000.00 in the account to continue to accrue credit for the school.

Board Motion: to approve the renewal of \$1,000,000.00 in CDARS

Board Member motioning to approving \$1,000,000.00 in CDARS:

<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

**COMMUNITY OUTREACH/DONATIONS:**

- Lumen Christi Annual Block Party – Saturday, September 7<sup>th</sup> (provided 35 FREE wrist bands for all you can plan – for our students).
- JP4 “After school program” continues to be a part of Urban Academy ~ transportation scheduling issues? Will delay until Spring and Summer months.

**CHARTER SCHOOL LEGISLATION NEWS:**

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

**BOARD BUSINESS:**

- New Board training requirements (Instructional Designs):
  1. Take the survey
  2. Develop Board Plan
  3. Get the necessary trainings

Still Needs to take the survey:

- Dr. Mattison
- Yuyin Liao
- Ronsoie Xiong

- Board Retreat ~ Place: Arrowwood Resort and Conference Center in Alexandria, MN  
➤ **July 25-27, 2025**

**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 type="checkbox"/> Yang	<input checked="" 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 the Consent 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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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"/> 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

Adjourned at (time): 5:30pm

**NEXT MEETING: NOVEMBER 18, 2024, at 4:30 PM.**