



**Urban Academy Charter School
School Board Meeting
January 27, 2025
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 type="checkbox"/> Luis Brown-Pena	Rod Haenke – Instructional Designs
<input type="checkbox"/> Fong Lor		<input type="checkbox"/> Ralph Elliott	Dr. Dan Jett - NEO
<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 approve 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 type="checkbox"/> Yang	<input checked="" type="checkbox"/> Xiong
---------------------------------	------------------------------	-----------------------------------	-------------------------------	--------------------------------	-------------------------------	-------------------------------	---

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
---------------------------------	------------------------------	-----------------------------------	--	--------------------------------	-------------------------------	-------------------------------	--------------------------------

Discussion: none

Unanimously approved

Conflict of Interest

- None to report

11/25/2024 Minutes

Board Motion: approving the Minutes

Board Member motioning to approve 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 checked="" type="checkbox"/> Yang	<input type="checkbox"/> Xiong
---------------------------------	------------------------------	-----------------------------------	-------------------------------	--------------------------------	-------------------------------	--	--------------------------------

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
---------------------------------	------------------------------	-----------------------------------	-------------------------------	--------------------------------	--	-------------------------------	--------------------------------

Discussion: none

Unanimously approved

Reports/Presentation:

- Instructional Designs (Rod Haenke) – Board Training (Conduct Board Election, Health and Safety, Evaluate Progress Towards Goals).

Board Member Reports/Ex-Officio Member Presentations:

Board Chair – Melissa Jensen (Board Chair)

- None

Financial Management – Dr. Ly reported

FINANCIAL STATEMENT OVERVIEW-INCOME STATEMENT

GENERAL FUND - 01

As of December 31, 2024 the school has received in Fund 01 a total of \$3,271,140 of current Fiscal Year State, Federal, and Local revenues which is 43% of its current budgeted amount.

As of December 31, 2024, the school has expended in Fund 01 \$3,698,630 which is 48% of its current budgeted expense.

Urban Academy Charter School ended December 2024 with a current fiscal year to date Fund 01 deficit balance (revenues received less expenditures incurred) of (\$427,489).

FOOD SERVICE FUND - 02

As of December 31, 2024, the school has received in Fund 02 a total of \$186,261 of current Fiscal Year State, Federal, and Local revenues which is 35% of its current budgeted amount.

As of December 31, 2024, the school has expended Fund 02 \$272,229 which is 48% of its current budgeted expense.

Urban Academy Charter School ended December 2024 with a current fiscal year to date Fund 02 deficit balance (revenues received less expenditures incurred) of (\$85,968).

COMMUNITY SERVICE FUND - 04

As of December 31, 2024, the school has received in Fund 04 a total of \$12,000 of current Fiscal Year State, Federal, and Local revenues which is 27% of its current budgeted amount.

As of December 31, 2024, the school has expended Fund 04 \$16,675 which is 37 of its current budgeted expense.

Urban Academy Charter School ended December 2024 with a current fiscal year to date Fund 04 deficit balance (revenues received less expenditures incurred) of (\$4,675).

FINANCIAL STATEMENT OVERVIEW-BALANCE SHEET

Urban Academy Charter School had a total cash balance of \$2,659,781 at the end of December 2024 reflected across all funds.

Urban Academy Charter School had a balance of \$116,775 in accounts receivable at December 31, 2024.

There was a balance of \$5,786 in current liabilities for general accounts payable and payroll liabilities at December 31, 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 a fund balance of \$3,290,403 on June 30, 2024. Through the current fiscal year, the School has a net loss of (\$518,133) across all funds, on a cash basis.

Fixed assets and long term debt total \$1,494,301 on June 30, 2024.

Superintendent – Dr. Mongsher Ly

OPERATIONS:

General:

- Sport teams – Girls Basketball started on Monday, January 13, 2025
- CKC Catering company started on Monday, January 6, 2025 ~ Students love it!!!

- Met with Max Huber (New ED) of Lumen Christi on 1/24/25 – Startup conversation the possibility “owning the facility” out right!
- Public Record Request from Star Tribune by Jeff Meitrodt
- Nashville school shooting – UA taskforce for exterior and interior emergency support

Staffing Needs FY26:

- Classroom Teachers
- SpEd Teacher
- EL Teacher
- Hiring a Full-time van driver (community liaison) position for FY26
- Tech Support

Facility:

- Officially done with any additions ~ fully equipped Prek-8
- Had the Mobile units painted, and lights changed for better lighting over winter break

COVID19/HEALTH REPORTS:

- No new news!! STAY SAFE....
- Just warnings for high viral stomach virus/flu and increase in COVID cases
- Students who come to school and get sick have been sent home and stay home for at least 24 hours before returning.
- Masking is always optional but a must if coughing for sniffles!

School Calendar/Events:

- Spring Break March 31 – April 4
- Last Day of School ~ Tuesday, June 10

ACADEMICS:

- ACCESS testing in February (EL students)
- MCA testing in April/May
- Summer School Planning
 - Scheduling ~ Dates?
 - 130-140 Students
 - Focus will be on Literacy (possibly grouping according to reading levels)

BUDGET/FINANCE DISCUSSIONS:

- National Charter School Conference Budget (\$20,000)

Board Motion: approve the NCSC Budget of \$20,000.00

Board Member motioning to approve the 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
---------------------------------	------------------------------	-----------------------------------	--	--------------------------------	-------------------------------	-------------------------------	--------------------------------

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
---------------------------------	------------------------------	-----------------------------------	-------------------------------	--------------------------------	--	-------------------------------	--------------------------------

Discussion:

Q. Long – How many people usually attend?

A. Dr. Ly – 5 to 6 UA members usually attend to represent.

Q. Jensen – Where is it this year?

A. Dr. Ly – Orlando, FL

Unanimously approved

- Transportation Vans – Student transportation trade-in for student certified transportation vans
 - Trade in the 2 current vans
 - Est. cost \$100,000.00 (avg. \$50,000 each)

Board Motion: to approve the Van budget of \$100,000.00

Board Member motioning to approve the budget:

<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
---------------------------------	------------------------------	-----------------------------------	-------------------------------	--------------------------------	-------------------------------	-------------------------------	---

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 checked="" type="checkbox"/> Yang	<input type="checkbox"/> Xiong
---------------------------------	------------------------------	-----------------------------------	-------------------------------	--------------------------------	-------------------------------	--	--------------------------------

Discussion:

Q. Jensen – How many people can the vans transport?

A. Dr. Ly – 10 to 12 students including the driver.

Unanimously approved

COMMUNITY OUTREACH/DONATIONS:

- JP4 After School Program
 - Starting January 30 thru Spring Break
 - Grades 3-5
 - Total # of students: 30

CHARTER SCHOOL LEGISLATION NEWS:

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

BOARD BUSINESS:

- Board Training Development for January (Board Election, School Health and Safety and Evaluation of Goals)
- Craig Kepler – Legal Council is revising UA By-laws to comply with the statutes
- Board Positions up in FY25? Notices and Forms for application will be discussed at the February Board meeting, prior to the beginning election process in March.
 - Melissa Jensen
 - Fong Lor
 - Nancy Smith
 - Caley Long
 - Ronsoie Xiong

REMINDERS:

- Board Retreat ~ Place: Arrowwood Resort and Conference Center in Alexandria, MN
 - **July 25-27, 2025**
- Board Training Development for this school year FY25
 - January Topics: Elections, School Health and Safety, program oversight and evaluation
 - February Topics: Policy Development and review, Authorizer contract relationship, and cultural Diversity
 - March Topics: Effective parent and community relations, legal liability, and state standards

WHAT TOPIC/ISSUES TO ADDRESS AT THE NEXT MEETING?

- Updates on other charter issues? So we can be aware of as a UA board (ie. Newspaper, community, etc.).

Board Member/Ex-Officio Member Reports

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

Board Member motioning to approve 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
---------------------------------	------------------------------	-----------------------------------	-------------------------------	--------------------------------	-------------------------------	-------------------------------	---

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 checked="" type="checkbox"/> Yang	<input type="checkbox"/> Xiong
---------------------------------	------------------------------	-----------------------------------	-------------------------------	--------------------------------	-------------------------------	--	--------------------------------

Discussion: none

Unanimously approved

Consent Board Agenda

- Finance Report & Revised Budget:
- Policy/Bylaws Reviews: By- Laws Revision (according to the new laws)

Board Motion: approving the Consent Board Agenda

Board Member motioning to approve 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
---------------------------------	------------------------------	-----------------------------------	-------------------------------	--------------------------------	--	-------------------------------	--------------------------------

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 checked="" type="checkbox"/> Yang	<input type="checkbox"/> Xiong
---------------------------------	------------------------------	-----------------------------------	-------------------------------	--------------------------------	-------------------------------	--	--------------------------------

Discussion: none

Unanimously approved

Old Business:

- None

New Business:

- None

Open Public Comments (Limited to 2 minutes)

- Dr. Jett (NEO) – Appreciated the chance to be at Urban Academy and to see the new facility expansion. He also appreciates all the work that Board continues to do and to not allow outside noise impact the great work that is taking place at Urban Academy for the students and families.

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
----------------------------------	------------------------------	-----------------------------------	-------------------------------	--------------------------------	-------------------------------	-------------------------------	---

Board Member seconding the motion:

<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 checked="" type="checkbox"/> Yang	<input type="checkbox"/> Xiong
----------------------------------	------------------------------	-----------------------------------	-------------------------------	--------------------------------	-------------------------------	--	--------------------------------

Discussion: none

Unanimously approved

Adjourned at (time): 5:42pm

NEXT MEETING: Monday, February 24, 2025 at 4:30 PM.