



**Urban Academy Charter School
School Board Meeting
February 24, 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	Harold Lang – UA
<input type="checkbox"/> Fong Lor		<input type="checkbox"/> Ralph Elliott	Joe Thompson – UA
<input type="checkbox"/> Tamara Mattison			Eric Molho - NEO
<input type="checkbox"/> Caley Long			Marcy Myers - ID
<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 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 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

1/27/2025 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
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Discussion: none

Unanimously approved

Reports/Presentation:

- Lang (Academic Director) and Thompson (Principal) – Academic Progress

The UA Board Meeting focused on academic performance and training strategies. Key metrics included 25% of third graders expected to pass the MCAS reading, with 46% below grade level. In math, 27% are meeting standards, with 46% below. Strategies like Pear Deck assessments, Fish Tank curriculum, and U Fly program aim to improve reading proficiency. The school is also implementing the Letters program, with 80% of teachers trained. The MCA team monitors student progress and shares successful strategies. The goal is a 5% increase in MCAS proficiency, targeting bubble students through high-quality teaching and coaching.

- Instructional Designs (Marcy Myers) – Board Training (Maintain Authorizer Relations, Develop and Use Policies, Uncovering and Overcoming our Own Biases).

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 in 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 in 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:

- 2024-2025 School Food Authority (SFA) survey on Supply Chain/Student Participation ~ completed.
- 2024-2025 Topical Record Review (TRR) – SpEd compliance review/audit ~ UA is fully compliant with NO findings.
- FY26 Charter School Transportation Report ~ completed.
- Jenny Wiederholt-Pine (long time agent and friend of UA) from Kraus Anderson Insurance Company (medical plans) – Passed away on 2/8 at the age of 44 (heart complications).
- The Voluntary Prekindergarten (VPK) application has been completed and good for the next 4 years. No longer annual application.
- National Civil Rights questionnaire – completed.
- NO SCHOOL on February 18th due to extreme cold weather.
- NEO Annual Formal Site visit is on Thursday, February 27th from 9-12pm. They might do a phone call with Mel, but not necessary.
- Ralph's MIL passed on Saturday.

Staffing Needs FY26:

- Classroom Teachers (Grades: 3, 4, 5)
- SpEd Teacher (1)
- EL Teacher (1)
- Hiring a Full-time van driver (community liaison) position for FY26 (1)
- Tech Support (1)

Facility:

- Electrical addition in the cafeteria for a TV monitor to promote health and wellness and electricals for table food warmers.

- Looking into getting a corridor construction hallway built between the main building and the mobile units?
- Mobile Unit bathrooms – repaint during Spring 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 throw-up or have diarrhea have been sent home and stays home for 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?
 - ✚ Teacher planning Day: June 13
 - ✚ June 16-18
 - ✚ June 23-27
 - ✚ June 30 – July 3
 - ✚ July 7-10
 - 130-140 Students
 - The focus will be on Literacy (possibly grouping according to reading levels)

BUDGET/FINANCE DISCUSSIONS:

- Line of credit for \$450,000 matures on April 29, 2025
- Letter of credit for \$1,000,000 matures on May 8, 2025

Board Motion: approving the Line and Letter of credit

Board Member Motioning to approve the Line and Letter credit:

<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

- Erate Renal for FY26~Last Year of a 5-year cycle (Category 2 – 5-year cycle)
 - New 5-year cycle begins FY27
 - Currently \$200/student
 - Limited Software/Hardware support

COMMUNITY OUTREACH/DONATIONS:

- JP4 After School Program – Fantastic Start
 - Started on January 30 thru Spring Break
 - Grades 3-5
 - Total # of students: 30 (35 actual participants)
- St. Paul Fire Department – Operation Warm
 - Giving UA kids 300 brand new coats

CHARTER SCHOOL LEGISLATION NEWS:

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

BOARD BUSINESS:

- Board Training Development for February
- Craig Kepler – Legal Council is revising UA By-laws to comply with the statutes
- Board Election Letter ~ Public
- Board Election Timeline ~ Public
- Board Conflict of Interest ~ Public
- New Board Elections process and incumbent members?
 - Melissa Jensen
 - Fong Lor
 - Nancy Smith
 - Caley Long
 - Ronsoie Xiong

REMINDER: 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 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 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: Admin 01.40 (ICE)

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 type="checkbox"/> Liao	<input type="checkbox"/> Yang	<input checked="" 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): 6:02pm

NEXT MEETING: Monday, March 17, 2025 at 4:30 PM.