



**Urban Academy Charter School
School Board Meeting
September 16, 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	Tu Nguyen (NEO)
<input type="checkbox"/> Fong Lor		<input type="checkbox"/> Ralph Elliott	
<input checked="" 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 checked="" 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

8/19/2024 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:

- None

Board Member Reports/Ex-Officio Member Presentations:

Board Chair – Melissa Jensen (Board Chair)

- Reminded everyone the FY25 Board Position:
 - Chair – Melissa Jensen
 - Vice Chair – Fong Lor
 - Secretary – Ronsoie Xiong
 - Finance – Dr. Tamara Mattison
- Checked with Board members to ensure that **4:30 PM Board meeting time** still worked for everyone since the time was adjusted during COVID years since most of those meetings were via Zoom.
 - All Board members still agreed to the 4:30 PM start time.

Financial Management – Dr. Mattison (Finance Chair)

FINANCIAL STATEMENT OVERVIEW-INCOME STATEMENT

- As of August 31, 2024, **General Fund 01** has received a total of \$963,508 of federal, and local state revenues which is 13% of its budgeted amount. We spent \$828,360, which is 11% of the current budgeted amount.
- Urban Academy Charter School ended August 31, 2024, with a year-to-date **General Fund 01** with a positive balance of \$135,148.
- As of August 31, 2024, **Food Service Fund 02** has received a total of \$7,020 of federal and local state revenues which is 1% of its budgeted amount. We spent \$32,172, which is 6% of the current budgeted amount.
- Urban Academy Charter School ended August 31, 2024, with a year-to-date **General Fund 02** with a negative balance of (\$25,152).
- As of August 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 August 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 \$2,925,774 at the end of August 31, 2024, reflected across all funds.
- Urban Academy Charter School had a balance of \$511,851 in accounts receivable on August 31, 2024.

Superintendent – Dr. Mongsher Ly

OPERATIONS:

General:

- 1st week of school went very smoothly
- Ryan Rehkamp (Executive Director) Lumen Christi is leaving as of 9/23/24 for another position to serve the greater good of Minnesota churches. (WILL BE MISSED).
- Purchased Langer Constructions storage container for \$3000.00, rented it for \$1000.00 during construction. The Board, last year of September 2023, approved another shed for \$12,000.00. Never purchased due to new construction plans.
- Sport teams (Soccer and Volleyball) competition begins this week.
- Star Tribune on the attack of charter schools in MN. MACS, Joe Nathan, and several others have/will respond to these articles.
- 9/11/24 received a threat on the internet about a possible shooting aimed at multiple schools in St. Paul. On 9/12/24 – addressed the staff, had several squad cars arrive in the AM hours for buses, posted the notice on website, talked with several of the Directors and spoke with the authorities (Sargent Matt St. Saver) who was doing the investigation of the threat. (Several school emails were tied to the posting, which also included UA student account that was activated and deactivated back in 2020.

Staffing Needs:

- 2 Classroom teacher positions are needed.

Facility:

- Expansion on 2nd floor is completed (all inspections passed) and signed off by City Inspector (David Tank) on Friday, August 30th.

COVID19:

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

School Calendar/Events:

- Students return on Tuesday, September 2nd (grades 1-8), Thursday, September 5th (PreK – K)
- MEA weekend is October 17 & 18

ACADEMICS:

- MCA Results (compared with St. Paul Schools)

Reading:

Urban Academy - 36.9% (new curriculum)

St. Paul - 34.1 %

Math:

Urban Academy - 30.2% (fairly new curriculum)

St. Paul - 25.9%

- Full conversion of Grades 6-8 for middle school.
 - All day Karen (Language and Culture Class) added to Middle School. It was, for years, in elementary grades only. – Regular public school districts are Losing Karen Students due to Language and History.
- Fall MAP testing has begun.

BUDGET/FINANCE DISCUSSIONS:

- EZY Ride 4U van transportation (additional transportation)
 - 1st Van – Little Canada and Maplewood pick-up (\$27,360.00 annual)
 - 2nd Vang – Special Ed student (\$23,940.00 annual)

Board Motion: to approve the additional transportation expenses

Board Member motioning to approving expenses:

<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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Board Member seconding the motion:

<input type="checkbox"/> Jensen	<input type="checkbox"/> Lor	<input type="checkbox"/> Mattison	<input type="checkbox"/> Long	<input checked="" type="checkbox"/> Smith	<input type="checkbox"/> Liao	<input type="checkbox"/> Yang	<input type="checkbox"/> Xiong
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Discussion: none

Unanimously approved

- Construction costs may be overbudgeted by \$10,000.00 due to window 3M protection/mill work. UA and Lumen Christi will work out the difference. But, if necessary, Urban can pay the portion as needed.

Board Motion: to approve the additional facility expense

Board Member motioning to approving the additional expense:

<input type="checkbox"/> Jensen	<input type="checkbox"/> Lor	<input type="checkbox"/> Mattison	<input type="checkbox"/> Long	<input checked="" type="checkbox"/> Smith	<input type="checkbox"/> Liao	<input type="checkbox"/> Yang	<input type="checkbox"/> Xiong
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Discussion: none

Unanimously approved

- Finance Audit is completed. The single audit (Food Program) is about to be completed. A presenter will come to the October board meeting to present. **Fund balance is at 41% (NEO requires 20%).**
- MDE is no longer giving Finance Awards to school districts. But NEO will continue to give the award under the same criteria as MDE since it is part of each school’s Performance Framework.
- Beginning the Health Benefits renewal process by getting RFP’s out to the main carriers. Liz (HR Director) and I are working with Kraus Anderson to get the best prices. (Open Registration in October ~ New Plan begins January 1, 2025.)

COMMUNITY OUTREACH/DONATIONS:

- Lumen Christi Annual Block Party – Saturday, September 7th (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:

- Fong Lor, Vice Chair, doing the closeout call with Finance Auditor. Dr. Ly will get the final exit interview as well.
- Thinking ahead: Board Retreat ~ Having Admin Assistant look into it to get details.

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 checked="" 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: 3.22 – Student Publication & 1.39 – Library Materials

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 type="checkbox"/> Liao	<input checked="" 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)

- Tu Nguyen (NEO) announcements:
 - Appreciation NEO has for the Board and the work that they do for the school.
 - New Legislative requirements, which will be sent to Melissa and Dr. Ly as a check list. Ex. Such as the “procurement policy” and “Board Elections”, which Urban has done and approved back in July was a major address for schools.
 - Congratulations to Urban Academy for it continues success in its academic scores and out pacing St. Paul public schools.

Adjournment

Board Motion: to adjourn meeting

Board Member motioning to adjourn:

<input type="checkbox"/> Melissa	<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

Adjourned at (time): 5:12pm

NEXT MEETING: OCTOBER 14, 2024, at 4:30 PM.