



**Urban Academy Charter School  
School Board Meeting  
March 17, 2025  
Saint Paul, Minnesota**

**MINUTES**

Meeting Called to Order by Ronsoie Xiong, Board Secretary in absence of Melissa Jensen, Board Chair, and tardy of Fong Lor, Vice Board Chair at (Time) 4:30 PM.

**Roll Call Mr. Ron Xiong:**

Board Members	Ex-Officio Members	Advisory	Guest
<input type="checkbox"/> Melissa Jensen	<input checked="" type="checkbox"/> Mongsher Ly	<input checked="" type="checkbox"/> Luis Brown-Pena	Marcy Myers - ID
<input checked="" type="checkbox"/> Fong Lor		<input checked="" 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 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 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 checked="" 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

**2/24/2025 Minutes**

Board Motion: approving the Minutes

Board Member motioning to approve Minutes:

<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:

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Discussion: none

Unanimously approved

## **Reports/Presentation:**

- Instructional Designs (Marcy Myers) – Board Training (Developing and Establishing Effective Parent and Community Relationships, Understanding Employment Laws in Charter, Understanding Education Standards in Minnesota).

## **Board Member Reports/Ex-Officio Member Presentations:**

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

- None

### **Financial Management – Mattison**

#### **FINANCIAL STATEMENT OVERVIEW-INCOME STATEMENT**

- Refer to Urban Academy Charter School ~ Narrative Summary Report in February 2025 Financial Report.
- Payment Register
  - Monarch – Transportation
  - Sun Belt Staffing – SpEd Svc
  - Loffler – Rented Printer Machines

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

#### **OPERATIONS:**

##### **General:**

- NEO Annual Formal Site visit is on Thursday, February 27<sup>th</sup> from 9-12pm. Went very well, always impressed with our organization.
- Urban Academy has maintained Maintenance of Effort (MOE) for FY24 for Special Ed Programs.
- RFP – Posted on website under “Procurement” for vendor bids on (transportation, financial Mgt, Financial audit, Food and Nutrition)
- Dr. Ly to serve (2 more years on MACS board). This will be his 3<sup>rd</sup> and last term – by MACS Bylaws.

##### **Staffing Needs FY26:**

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

**Facility:**

- Follow-up: Looking into getting a corridor construction hallway built between the main building and the mobile units?
- Reminder: 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:**

- 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:**

- Inflation Adjustment for pupil unit for 2026
  - Final adjustment is 2.74% increase, allowance is \$7481 per pupil unit. This is a \$200 (2-3%) increase from 2025.
- 990 Completed and uploaded to the portal
- Federal Department of Education is still undetermined ~ Food programs, Title and SpEd program funding?

**COMMUNITY OUTREACH/DONATIONS:**

- JP4 was expected to end at Spring Break and return for Summer School. But JP4 has indicated that they would like to return after spring break and finish out the school year.

**CHARTER SCHOOL LEGISLATION NEWS:**

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

**BOARD BUSINESS:**

- Board Training Development for March (Developing and establishing effective parents and community relationships, Understanding employment laws in charter, and Understanding education standards in MN)
- Craig Kepler – Legal Council is revising UA By-laws to comply with the statutes
- New Board Elections process and incumbent members?
  - Melissa Jensen (incumbent)
  - Fong Lor (incumbent)
  - Caley Long (incumbent)
    - ✚ Nancy Smith has determined to retire from work and Board work after this term.
    - ✚ Ronsoie Xiong will move to the Board Advisory.
- ✓ Gathering Potential Board Membership – March 3 – April 1
- ✓ Board Approval on April 21 – Board Meeting

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 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

**Consent Board Agenda**

- Finance Report & Revised Budget:
- Policy/Bylaws Reviews:

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 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)**

- None

**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): 5:27pm

**NEXT MEETING: Monday, April 21, 2025, at 4:30 PM.**