



**Urban Academy Charter School
School Board Meeting
April 21, 2025
Saint Paul, Minnesota**

MINUTES

Meeting Called to Order by Melissa Jensen, Board Chair (Time) 4:30 PM.

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	Wendy Swanson-Choi - NEO
<input checked="" type="checkbox"/> Fong Lor		<input checked="" type="checkbox"/> Ralph Elliott	
<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
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Board Member seconding the motion:

<input type="checkbox"/> Jensen	<input checked="" type="checkbox"/> Lor	<input 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

Conflict of Interest

- None to report

3/17/2025 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 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

Reports/Presentation:

- None

Board Member Reports/Ex-Officio Member Presentations:

Board Chair – Melissa Jensen (Board Chair)

- Board Nominations FY25
 - 3 Uncontested Positions
 - Melissa Jensen
 - Caley Long
 - Fong Lor
 - Parent Nomination
 - Jasmyne Catino

Board Motion: approving the Board Nominations

Board Member motioning to approve the Board Nominations:

<input type="checkbox"/> Melissa	<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

- Star Tribune Article on 4.19.25 and response

Financial Management overview by Dr. Ly

FINANCIAL STATEMENT OVERVIEW-INCOME STATEMENT

GENERAL FUND - 01

As of March 31, 2025 the school has received in Fund 01 a total of \$4,973,401 of current Fiscal Year State, Federal, and Local revenues which is 66% of its current budgeted amount.

As of March 31, 2025 the school has expended in Fund 01 \$5,599,554 which is 73% of its current budgeted expense.

Urban Academy Charter School ended March 2025 with a current fiscal year to date Fund 01 deficit balance (revenues received less expenditures incurred) of (\$626,153).

FOOD SERVICE FUND - 02

As of March 31, 2025 the school has received in Fund 02 a total of \$285,624 of current Fiscal Year State, Federal, and Local revenues which is 50% of its current budgeted amount.

As of March 31, 2025 the school has expended in Fund 02 \$490,748 which is 86% of its current budgeted expense.

Urban Academy Charter School ended March 2025 with a current fiscal year to date Fund 02 deficit balance (revenues received less expenditures incurred) of (\$205,124).

COMMUNITY SERVICE FUND - 04

As of March 31, 2025 the school has received in Fund 04 a total of \$30,000 of current Fiscal Year State, Federal, and Local revenues which is 67% of its current budgeted amount.

As of March 31, 2025 the school has expended in Fund 04 \$28,093 which is 62% of its current budgeted expense.

Urban Academy Charter School ended March 2025 with a current fiscal year to date Fund 04 positive balance (revenues received less expenditures incurred) of \$1,907.

FINANCIAL STATEMENT OVERVIEW-BALANCE SHEET

Urban Academy Charter School had a total cash balance of \$2,324,758 at the end of March 2025 reflected across all funds.

Urban Academy Charter School had a balance of \$113,237 in accounts receivable at March 31, 2025.

There was a balance of (\$16,502) in current liabilities for general accounts payable and payroll liabilities at March 31, 2025. 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 at June 30, 2024. Through the current fiscal year, the School has a net loss of (\$829,369) 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:

- NEO requested to do another Learning Walk to observe our Literacy Program on Thursday, March 20th ~ Achieve Language Charter staff attended.
- Special Education Program Monitoring Review Audit
 - “MDE has completed its special education program monitoring review of Urban Academy #4088. MDE recognizes the district’s ability and commitment to implementing special education programs that meet or exceed minimum compliance requirements, which is reflective of its administration, teachers, staff and community.”
- Special Education FY25 Fiscal Self-Assessment ~ Completed and sent to MDE on 3/21/25 ~ Approved.
- Reading Corp: Renewed agreement for FY26 for 3 tutors.
- Spring athletics: Track and field
- Update on DEI (Diversity Equity Inclusion) request of certification by the Feds to all school districts:
 - MDE has written a response to the Feds, which represents all districts to MN
 - MDE will not forward on school’s form, they will keep them inhouse at the state
 - The certification deadline was extended from April 14 to April 24
- Governors proposed budget cuts:
 - SpEd – District reimbursement
 - Facility – Facility Maintenance
 - Qcomp – Teacher Enhancement
- Dr. Ly’s annual review – Review with Board at May Board meeting.

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:

- Mobile Unit bathrooms – repainted during Spring Break/Bulb Lights replacement to LED, Repair entrance doors due to wear and tear.

COVID19/HEALTH REPORTS:

- No new news!! STAY SAFE....
- Masking is always optional but a must if coughing for sniffles!

School Calendar/Events:

- Last Day of School ~ Tuesday, June 10
- Summer School – Monday, June 16th
- FY26 School Calendar – Following St. Paul School’s schedule except for several professional development days.

Board Motion: approving the FY26 School Calendar

Board Member motioning to approve the FY26 Calendar:

<input type="checkbox"/> Melissa	<input checked="" type="checkbox"/> Lor	<input 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

ACADEMICS:

- MCA testing in April/May
- Summer School Plans:
 - Scheduling
 - ✚ Teacher planning Day: June 13
 - ✚ June 16-18
 - ✚ June 23-27
 - ✚ June 30 – July 3
 - ✚ July 7-10
 - 130-140 Students
 - Grades Prek-7 (8th graders graduate)
 - The focus will be on Literacy (grouping according to reading levels)
 - Transportation and Food Service will be available.

BUDGET/FINANCE DISCUSSIONS:

- Draft Form 990

Board Motion: approving the Form 990

Board Member motioning to approve the Form 990:

<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

- FY26 Staff Salary increase 3%

Board Motion: approving 3% salary increase for FY26

Board Member motioning to approve the 35 salary increase:

<input type="checkbox"/> Melissa	<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

- Procurement update on vendors:
 - **Food and Nutrition:** 1 vendor (3 requests for RFP – no response)
 - **Transportation:** 1 vendor (3 requests for RFP – no response)
 - **Business Management:** 2 vendors
 - **Financial Audit:** 2 vendors

COMMUNITY OUTREACH/DONATIONS:

- JP4 continues to the end of the school year.

CHARTER SCHOOL LEGISLATION NEWS:

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

BOARD BUSINESS:

- Board Training Development completed for the year.
- By-Laws – Legal Council has returned the draft and will be reviewed before the May Board meeting.
- Board nomination bios will be posted as of April 22, 2025 on the website and fliers will be sent home to families.
- Elections will be held from May 7 – May 16, 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:

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 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

Old Business:

- None

New Business:

- None

Open Public Comments (Limited to 2 minutes)

- Wendy Swanson-Choi - NEO
 - Thank you for LETRS Training and Professional Development
 - Serving as a Model Site
 - Service for being on the Board

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 checked="" type="checkbox"/> Yang	<input type="checkbox"/> Xiong
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Discussion: none

Unanimously approved

Adjourned at (time): 5:05pm

NEXT MEETING: Monday, May 19, 2025, at 4:30 PM.