



**Urban Academy Charter School  
School Board Meeting  
June 17, 2024  
Saint Paul, Minnesota**

**MINUTES**

Meeting called to order by Melissa Jensen, Board Chair, at (TIME) 4:32pm

**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	Adam Myhand - NEO
<input checked="" type="checkbox"/> Fong Lor		<input type="checkbox"/> Ralph Elliott	
<input checked="" type="checkbox"/> Tamara Mattison			
<input checked="" type="checkbox"/> Caley Long			
<input type="checkbox"/> Nancy Smith			
<input 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 checked="" 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

**5/20/2024 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 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:**

### **Superintendent Annual Review – Melissa Jensen (Board Chair)**

Recap of Dr. Ly's performance review. Received a 4.8 out of 5.0 score. His leadership and vision for Urban Academy is clear. He continues to serve over 20 years of excellence to the school and community as the leader of Urban Academy. Congratulations!

### **Financial Management – Dr. Mattison (Finance Chair)**

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

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##### **GENERAL FUND - 01**

As of May 31, 2024 the school has received in Fund 01 a total of \$5,723,708 of current Fiscal Year State, Federal, and Local revenues which is 77% of its current budgeted amount.

As of May 31, 2024 the school has expended in Fund 01 \$6,594,252 which is 83% of its current budgeted expense.

Urban Academy Charter School ended May 2024 with a current fiscal year to date Fund 01 deficit balance (revenues received less expenditures incurred) of (\$870,543).

##### **FOOD SERVICE FUND - 02**

As of May 31, 2024, the school has received in Fund 02 a total of \$423,449 of current Fiscal Year State, Federal, and Local revenues which is 76% of its current budgeted amount.

As of May 31, 2024, the school has expended in Fund 02 \$574,807 which is 102% of its current budgeted expense.

Urban Academy Charter School ended May 2024 with a current fiscal year to date Fund 02 deficit balance (revenues received less expenditures incurred) of (\$151,358).

##### **COMMUNITY SERVICE FUND - 04**

As of May 31, 2024, the school has received in Fund 04 a total of \$42,490 of current Fiscal Year State, Federal, and Local revenues which is 94% of its current budgeted amount.

As of May 31, 2024, the school has expended in Fund 04 \$4,712 which is 10 of its current budgeted expense. Urban Academy Charter School ended May 2024 with a current fiscal year to date Fund 04 positive balance (revenues received less expenditures incurred) of \$37,778.

#### **FINANCIAL STATEMENT OVERVIEW-BALANCE SHEET**

Urban Academy Charter School had a total cash balance of \$3,302,574 at the end of May 2024 reflected across all funds.

Urban Academy Charter School had a balance of (\$67,545) in accounts receivable at May 31, 2024.

There was a balance of \$81,091 in current liabilities for general accounts payable and payroll liabilities at May 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 an overall audited fund balance of \$4,146,648 at June 30, 2023. Through the current fiscal year, the school has an overall net loss of (\$984,123) across all funds, on a cash basis.

Fixed assets and long-term debt total \$1,060,770 on June 30, 2023.

**FINANCIAL STATEMENT OVERVIEW-BUDGETING AND OTHER FINANCIAL INFORMATION**

The financial statement(s) reflect the revised budget of 440 ADM / 446.4 PPU (including 30 in PreK). The school is currently being paid at 440 ADM / 449 PPU. The school continues to maintain a healthy cashflow for operation.

Revenue activity listed on the Summary Income Statement are reflections of current year actual amounts and do not include calculations for revenue earned during the school year but not yet received. These amounts are calculated at year end as part of the audit preparation process.

**Superintendent – Dr. Mongsher Ly**

**OPERATIONS:**

**General:**

- The end of the school year ended wonderfully with graduations in Prek and 8<sup>th</sup> grade
- Summer School has begun today, June 17, 2024
- Minnesota Charter School Athletic Association (MCSAA) to compete against other charter schools to begin in the Fall of 2024 for grades 5-8
- Identified Official with Authority (IOwA) between Urban Academy and MDE for FY25

Board Motion: to approve Dr. Ly as the FY25 IOwA representative for Urban Academy

Board Member motioning to approving the IOwA representative:

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

Unanimously approved

**Staffing Needs:**

- EL – 1 Additional
- SpEd – 2 Teachers
- Classroom – 5 Teachers

**Facility:**

- New construction is well on its way. Timeline for completion is estimated to be mid August. Hopefully to be completed before August Board meeting???

**COVID19:**

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

**School Calendar/Events:**

- Summer School: June 17 – July 12, 2024
- Staff Returns – Monday, August 26, 2024

**ACADEMICS:**

- Waiting on the official MCA scores.
- Summer School – MN History and Agricultural theme

**BUDGET/FINANCE DISCUSSIONS:**

- Construction billing will begin as of July 1<sup>st</sup>.
- Agreements for FY25
  - **Food and Nutrition:**
    - ❖ Done Right Foods
  - **Transportation:**
    - ❖ Monarch
  - **Financial Audit:**
    - ❖ Redpath ~ 100% (long history)

Board Motion: to approve the Agreements for FY25

Board Member motioning to approve the agreements:

<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

**COMMUNITY OUTREACH/DONATIONS:**

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**CHARTER SCHOOL LEGISLATION NEWS:**

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

**BOARD BUSINESS:**

- Sign the NEW 5 year contract with NEO

Board Motion: to approve the 5 year contract with NEO

Board Member motioning to approving the contract:

<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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Discussion: none

Unanimously approved

- **Board retreat at Madden’s is scheduled for:**

- August 2-4, 2024
- Will be sending some HOMEWORK in July to prep for the retreat!! Be on the lookout for it.
- DUE to everyone going with family ~ family/friend meals will have to be covered individually. Only Board members meals will be covered!!
- Possible Board retreat discussions:
  - By Laws revision & Strategic Plan for the next 3-5 years

**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 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: to approve the Consent Board Agenda

Board Member motioning to approving Agenda:

<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

**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 checked="" type="checkbox"/> Lor	<input type="checkbox"/> Tamara	<input type="checkbox"/> Long	<input type="checkbox"/> Smith	<input type="checkbox"/> Liao	<input type="checkbox"/> Yang	<input type="checkbox"/> Ronsoie
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Board Member seconding the motion:

<input type="checkbox"/> Melissa	<input type="checkbox"/> Lor	<input type="checkbox"/> Tamara	<input checked="" type="checkbox"/> Long	<input type="checkbox"/> Smith	<input type="checkbox"/> Liao	<input type="checkbox"/> Yang	<input type="checkbox"/> Ronsoie
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Discussion: none

Unanimously approved

Adjourned at (time): 4:58pm

**NO SCHEDULED JULY BOARD MEETING! Next Meeting: August 19, 2024**

**Have a Great Summer Break!**