



**Urban Academy Charter School
School Board Meeting
September 22, 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	
<input checked="" type="checkbox"/> Fong Lor		<input checked="" type="checkbox"/> Ralph Elliott	
<input type="checkbox"/> Tamara Mattison		<input checked="" type="checkbox"/> Ronsoie Xiong	
<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"/> Jasmyne Catino			

Acceptance of Agenda

Corrections made: none

Board Motion: Approve the agenda

Board Member motioning to approve 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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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

8/25/2025 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)

- Farewell to Dr. Tamara Mattison and wishing her the best in her future endeavors and thank you for your Board services.

Financial Management overview by Dr. Mattison

FINANCIAL STATEMENT OVERVIEW-INCOME STATEMENT

GENERAL FUND - 01

As of August 31, 2025 the school has received in Fund 01 a total of \$965,538 of current Fiscal Year State, Federal, and Local revenues which is 14% of its current budgeted amount.

As of August 31, 2025 the school has expended in Fund 01 \$690,383 which is 9% of its current budgeted expense.

Urban Academy Charter School ended August 2025 with a current fiscal year to date Fund 01 positive balance (revenues received less expenditures incurred) of \$275,155.

FOOD SERVICE FUND - 02

As of August 31, 2025 the school has received in Fund 02 a total of \$1,020 of current Fiscal Year State, Federal, and Local revenues which is 0% of its current budgeted amount.

As of August 31, 2025 the school has expended in Fund 02 \$164,311 which is 29% of its current budgeted expense.

Urban Academy Charter School ended August 2025 with a current fiscal year to date Fund 02 deficit balance (revenues received less expenditures incurred) of (\$163,291).

COMMUNITY SERVICE FUND - 04

As of August 31, 2025 the school has received in Fund 04 a total of \$0 of current Fiscal Year State, Federal, and Local revenues which is 0% of its current budgeted amount.

As of August 31, 2025 the school has expended in Fund 04 \$0 which is 0% of its current budgeted expense.

Urban Academy Charter School ended August 2025 with a current fiscal year to date Fund 04 positive balance (revenues received less expenditures incurred) of \$0.

FINANCIAL STATEMENT OVERVIEW-BALANCE SHEET

Urban Academy Charter School had a total cash balance of \$2,002,778 at the end of August 2025 reflected across all funds.

Urban Academy Charter School had a balance of \$380,905 in accounts receivable at August 31, 2025.

There was a balance of \$35,640 in current liabilities for general accounts payable and payroll liabilities at August 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 an estimated fund balance of \$2,252,268 on June 30, 2025. The overall fund balance will not be determined until the SFY2024-2025 financial audit is complete. Through the current fiscal year, the School has a net income of \$111,863 across all funds, on a cash basis.

Fixed assets and long term debt total \$1,907,988 on June 30, 2025.

FINANCIAL STATEMENT OVERVIEW-BUDGETING AND OTHER FINANCIAL INFORMATION

The financial statement(s) reflect the adopted budget of 440 ADM / 449 (including PreK 24 ADM). State aid is currently being paid on 434 ADM. The School continues to maintain a healthy cashflow for operation.

Superintendent – Dr. Mongsher Ly

OPERATIONS:

General:

- First week of school went as smooth as it can – transportation “hick-ups” as usual.
- 1st MARSS report to MDE FY26: 466 Students (463.75 ADM)
- Liability Insurance coverage renewed ~ possibility saving \$20,000.00 by switching to a new insurance carrier “WRIGHT SPECIALTY” to package, auto and Excess policies. CHUBB Insurance will continue to carry cyber liability and work comp.
- School Vans – Non- compliant with code to transport students.
 - Working with National Bus Sales (Mike Kennedy)
 - Several coded 14 passenger vans available (see attached) ~ **Recommendation 2018 (40,000 miles at \$78,900 (after trade-ins = \$33,900.00) or 2016 (50,000 miles at \$62,900 (after trade-ins = \$17,900.00).**
 - Trade in the 2 white passenger vans – 2015 \$15,000.00 and 2020 \$30,000.00 = \$45,000.00
 - **Delivery fee from Oklahoma to Minnesota is \$1780.00** (\$2.50/ mile from address to address = 715 miles)
 - Spoke with Ann (**business manager**), she is comfortable to budgeting \$40,000 aside for the updated van).

Board Motion: to approve the purchase of 14 passenger van with trade-ins of 2 12 passenger vans and an additional budget of \$40,000.00.

Board Member motioning to approve the purchase and budget:

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

Staffing Needs FY26:

- Classroom Teachers (Grades: 3)
- EL Teacher (1)

Facility:

- No changes or additions for the near future.

COVID19/HEALTH REPORTS:

- No new news!! STAY SAFE....
- Get vaccinated for the Flu and COVID
- Monitor masking and distance learning as needed with cough and cold symptoms.

School Calendar/Events:

- MEA weekend – October 16 & 17
- Thanksgiving Break – November 27 & 28
- Winter Break – December 22 – January 2

ACADEMICS:

- Math and Reading Road Maps have been established for each grade level to ensure that teachers are teaching the necessary skills for grade level and the next grade level advancement.
- MDE classified UA as “prioritized for support” – In spite of being “A highly qualified charter school”.

BUDGET/FINANCE DISCUSSIONS:

- Finance Audit complete and will be presented to the Board in October.
- Bank Collateral is \$1 million, in the agreement, we can reduce that down to \$300,000 as of 2024. Since we are not in any cashflow issues, we will maintain the \$1 million and allow it to collect interest for UA.
- As of current, Fund Balance is 27%: decline due to facility expansion and needs of middle school.

COMMUNITY OUTREACH/DONATIONS:

- On-going Clothes Drive
- Huge donation of School Supplies
- Huge donation of hygiene Supplies

CHARTER SCHOOL LEGISLATION NEWS:

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

BOARD BUSINESS:

- FY26 Board Training Topics
- Caley Long ~ Board Retreat
 - Madden’s Resort
 - Proposed date: July 31 – August 2

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 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

Consent Board Agenda

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

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 checked="" 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"/> 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): 5:20pm

NEXT MEETING: Monday, October 20, 2025