



**Urban Academy Charter School
School Board Meeting
October 20, 2025
Saint Paul, Minnesota**

MINUTES

Meeting Called to Order by Fong Lor, Board Vice Chair (Time) 4:35 PM.

Roll Call Ms. Chao Yang:

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 checked="" type="checkbox"/> Fong Lor		<input type="checkbox"/> Ralph Elliott	Marcy Myers – ID
<input checked="" type="checkbox"/> Caley Long		<input checked="" type="checkbox"/> Ronsoie Xiong	
<input checked="" type="checkbox"/> Yuyin Liao		<input checked="" type="checkbox"/> Nancy Smith	
<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 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 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

Conflict of Interest

- None to report

9/22/2025 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 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

Reports/Presentation:

- Marcy Myers – Board Training
 - Conduct Financial Oversight
 - Employment – Key Policies

Board Member Reports/Ex-Officio Member Presentations:

Board Chair – Melissa Jensen (Board Chair)

- None

Financial Management overview by Caley Long

- As of **September 30, 2025**, **General Fund 01** has received **\$1,593,824** in Federal, State, and local revenues, which is **23%** of the current budgeted amount. Expenditures total **\$1,771,260** (23% of budgeted expenses).
 - Urban Academy ended September 2025 with a **year-to-date Fund 01 deficit of (\$177,436)**.
- **Food Service Fund 02** has received **\$5,247** in total revenues (1% of budget) and expended **\$278,783** (49% of budget).
 - Urban Academy ended September 2025 with a **Fund 02 deficit of (\$273,535)**
- **Community Service Fund 04** has received **\$0** (0% of budget) and expended **\$4,335** (10% of budget), resulting in a **Fund 04 deficit of (\$4,335)**

Total Cash Balance: \$1,630,396 (as of September 30, 2025), reflected across all funds. Accounts

Receivable: \$268,922

Current Liabilities: \$113,893

Estimated Fund Balance (June 30, 2025): \$2,252,268 Net Loss across all funds (YTD): (\$455,307)

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:

- Update: Mini-Bus purchase
 - Working with National Bus Sales (Mike Kennedy)
 - Deposit (\$6780.00) was made and Final payment (\$29,900.00) has been sent with titles for the trade-in vans.
 - New Mini-Bus (14 passenger) was delivered on Friday, October 17th.

Staffing Needs FY26:

- Needs: Classroom Teachers (Grades: 3) and EL Teacher (1)
- Hired 2 new Paraprofessionals: 1 in SpEd and 1 in Gen Ed/Sped

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:

- Updates in November meeting by both Academic Leads.
 - Student progress – data and curriculum assessments
 - Teacher progress – teacher support and observations
 - How do we know what we know? What changes will come about into the future?

BUDGET/FINANCE DISCUSSIONS:

- UA met Maintenance of Effort (MOE) ~ Special Ed funds for FY25.
- Health Benefits (80/20) plan deductions have been some work between payroll and Healthcare provider.
- Ann (DL) and Auditor will present Audit at November meeting.

COMMUNITY OUTREACH/DONATIONS:

- On-going Clothes Drive
- Holiday Drive – Toys request has been submitted and being planned (Toys for tots and Securian)
- Holiday Meal – To be planned (support by Monarch and Lumen Christi)

CHARTER SCHOOL LEGISLATION NEWS:

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

BOARD BUSINESS:

- FY26 Board Training Topics
 - Financial Oversight of Pupil Units and Key Employment Policies
 - Employment Key Policies

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 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

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 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)

- Tu Nguyen from NEO
 - Thank you to Dr. Ly for attending MDE MAPES interview for NEO
 - Appreciation to the Board for its support for everything it does for UA
 - Academic achievement in MCA and MAP testing scores – Framework
 - NEO working on UA’s contract revisions to MDE – may need an emergency board meeting in early November to approve.
 - Invite to all Board members to NEO’s Fall celebration on November 12th from 10 AM – 3 PM

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, November 17, 2025