Urban Academy Charter School
School Board Meeting
March 23, 2026
Saint Paul, Minnesota

MINUTES

Meeting Called to Order by Melissa Jensen, Board Chair (Time) 4:32 PM.

Roll Call Ms. Chao Yang:

Board Members	Ex-Officio Members	Advisory	Guest
☐Melissa Jensen	☒Mongsher Ly	☒Luis Brown-Pena	Ted Anderson – NEO
☒Fong Lor		☐Ralph Elliott	Wendy Swanson-Choi - NEO
☒Caley Long		☒Ronsoie Xiong	
☒Yuyin Liao		☒Nancy Smith	
☒Chao Yang			
☒Jasmyne Catino			

Acceptance of Agenda

Corrections made: none

Board Motion: Approve the agenda

Board Member motioning to approve agenda:

☐Jensen	☐Lor	☐Catino	☐Long	☐Liao	☒Yang

Board Member seconding the motion:

☐Jensen	☐Lor	☐ Catino	☐Long	☒Liao	☐Yang

Discussion: none

Unanimously approved

Conflict of Interest

- None to report

2/23/2026 Minutes

Board Motion: approving the Minutes

Board Member motioning to approve Minutes:

☐Jensen	☐Lor	☐ Catino	☐Long	☐Liao	☒Yang

Board Member seconding the motion:

☐Jensen	☐Lor	☒ Catino	☐Long	☐Liao	☐Yang

Discussion: none

Unanimously approved

Reports/Presentation:

- None

Board Member Reports/Ex-Officio Member Presentations:

Board Chair – Melissa Jensen (Board Chair)

- None

Financial Management overview by Caley Long

As of **February 28, 2026**, General Fund revenues total **$4,588,172 (65% of budget)** and expenditures total **$4,622,937 (61% of budget)**, resulting in a year-to-date deficit of **($34,765)**.

Food Service Fund revenues total **$284,170 (50% of budget)** with expenditures of **$387,764 (69% of budget)**, reflecting a year-to-date deficit of **($103,594)**.

Community Service Fund revenues total **$16,500 (37% of budget)** and expenditures total **$23,822 (53% of budget)**, resulting in a year-to-date deficit of **($7,322)**.

Total cash on hand as of February 28, 2026, was **$1,207,702**, with **$70,375 in current liabilities**. The School's audited fund balance as of June 30, 2025 totaled **$2,252,269**, including **$1,089,972 invested in fixed assets and long-term debt**.

The financial statement(s) reflect the adopted budget of 440 ADM / 449 (including PreK 24 ADM). State aid is currently being paid on 448 ADM.

Major February Cash Outflows
• Lumen Christi (Lease): **$62,500.00**
• Monarch Bus Service (Transportation): **$62,094.15**
• Minnesota Healthcare Consortium (Benefits): **$36,601.58**
• CKC Good Food (Food Service): **$29,828.00 / $8,792.00**

Total for February: $542,249.61

Superintendent – Dr. Mongsher Ly

OPERATIONS:

General:

- Working with Ramsey County (Enhanced Safety & Emergency Response Team) in creating emergency floor plans UA from Metropolitan Emergency Services Mapping Project.
- Student enrollment is on-going for FY27: Sending massive mailer throughout the district (Ideal Print Co), website, Facebook, Community outreach team and UA parents.

Staffing Needs FY27:

- Needs: EL Teacher (1), SpEd Teacher (1), Gen Classroom Teachers

Facility:

- Lease Aid application will begin shortly (no new facility updates).

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:

- Spring Break – April 6 – 10
- Last Day of School – June 9
- Summer School – June 22-25, 29-7/2, 7/6-7/9, and 7/13-7/16
- FY27 School Calendar - Staff Orientation (proposed dates) – August 26 (New Staff Orientation), August 27, 28, 31, 1, 2 (Staff Development) ~ September 2 (OPEN HOUSE 3 PM -7 PM)

Board Motion: to approve the FY27 School Calendar
Board Member motioning to approve Calendar:

☐Jensen	☒Lor	☐Catino	☐Long	☐Liao	☐Yang

Board Member seconding the motion:

☐Jensen	☐Lor	☐Catino	☒Long	☐Liao	☐Yang

Discussion: none
Unanimously approved

ACADEMICS:

- ACCESS testing completed
- MCA testing preparations – No new news from MDE regarding how ICE issues would impact testing and results.

BUDGET/FINANCE DISCUSSIONS:

- Renewing Letter of Credit $300,000.00 with Sunrise Bank

Board Motion: to approve the renewing Letter of Credit of $300,000.00
Board Member motioning to approve Letter of Credit:

☐Jensen	☐Lor	☒Catino	☐Long	☐Liao	☐Yang

Board Member seconding the motion:

☐Jensen	☐Lor	☐Catino	☐Long	☒Liao	☐Yang

Discussion: none
Unanimously approved

- SpEd bussing billing with MDE (Paul Ferrin) – Billing issues with labels/Monarch SpEd bus billing is too high?
- Cyber Fraud – Ongoing – last information by the banks is being collected and sent to SDC for review. UA and DL have turned in all information needed by the SDC.
- 2% Salary increase for FY27

Board Motion: to approve 2% salary increase for FY27
Board Member motioning to approve 2% salary increase:

☐Jensen	☒Lor	☐Catino	☐Long	☐Liao	☐Yang

Board Member seconding the motion:

☐Jensen	☐Lor	☐Catino	☒Long	☐Liao	☐Yang

Discussion: none
Unanimously approved

COMMUNITY OUTREACH/DONATIONS:

- On-going Clothes Drive
- On-going Food Shelf Drive for families
- During ICE raids and currently, UA continues to support families with food and house supplies. In March, UA scheduled Tuesdays and Thursdays for pickup supplies. As of April and going forward, it will be "as needed" for families.

CHARTER SCHOOL LEGISLATION NEWS:

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

BOARD BUSINESS:

- MDE clarification to NEO and UA: By-Laws ~ "Article II, Section 2.1 of the school's bylaws states "The Corporation shall have no voting class of Members." Eligible voters are then defined in Article III, Eligible Votes; Elections. Please clarify"

Discussion: It was determined that MDE was not reviewing the updated version of the By-Laws of August 2025, which is on the UA website. NEO will advise MDE. The Board allows changes "as-needed" to accommodate the needs of the school and the needs of the law.

- MDE clarification to NEO and UA: Policy 01.04 (Enrollment/Lottery)

Discussion: Update the policy by aligning it with the new state statutes and adding clarification to Lottery and Early Kindergarten enrollment. The Board allows changes "as-needed" to accommodate the needs of the school and the needs of the law.

Board Motion: to approve the updated version of By-Laws and policy 01.04
Board Member motioning to approve the By-Laws and policy 01.04:

☐Jensen	☐Lor	☒Catino	☐Long	☐Liao	☐Yang

Board Member seconding the motion:

Jensen	Lor	Catino	Long	Liao	Yang

Discussion: none
Unanimously approved

- See Board Election Timeline
- Update: Board Election/Nomination (UA Teacher positions). Currently 3 teachers have applied (2 incumbents and 1 new). The window closes April 1st.

Board Member/Ex-Officio Member Reports

Board Motion: to approve the Board Member/Ex-Officio Member Reports
Board Member motioning to approve Reports:

☐Jensen	☐Lor	☐Catino	☒Long	☐Liao	☐Yang

Board Member seconding the motion:

☐Jensen	☐Lor	☐Catino	☐Long	☐Liao	☒Yang

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:

☐Jensen	☐Lor	☐Catino	☐Long	☐Liao	☒Yang

Board Member seconding the motion:

☐Jensen	☐Lor	☒Catino	☐Long	☐Liao	☐Yang

Discussion: none
Unanimously approved

Old Business:

- None

New Business:

- Board Elections

Open Public Comments (Limited to 2 minutes)

- None

Adjournment

Board Motion: to adjourn meeting
Board Member motioning to adjourn:

☐Melissa	☐Lor	☐Catino	☒Long	☐Liao	☐Yang

Board Member seconding the motion:

☐Melissa	☐Lor	☐Catino	☐Long	☒Liao	☐Yang

Discussion: none

Unanimously approved
Adjourned at (time): 4:55pm

NEXT MEETING: April 20, 2026 @ 4:30 PM