Urban Academy Charter School
School Board Meeting
April 27, 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	
☐Fong Lor		☒Ralph Elliott	
☒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

3/23/2026 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)

- Dr. Ly review to be completed by Board members and then returned to Melissa by Friday, May 15, 2026.

Financial Management overview by Caley Long

As of **March 31, 2026**, General Fund revenues total **$5,143,232 (73% of budget)** and expenditures total **$5,276,351 (70% of budget)**, resulting in a year-to-date deficit of **($133,119)**.

Food Service Fund revenues total **$351,405 (62% of budget)** with expenditures of **$461,521 (82% of budget)**, reflecting a year-to-date deficit of **($110,117)**.

Community Service Fund revenues total **$16,500 (37% of budget)** and expenditures total **$27,754 (62% of budget)**, resulting in a year-to-date deficit of **($11,254)**.

Total cash on hand as of March 31, 2026, was **$1,099,790**, with **$71,273 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 March Cash Outflows
• Lumen Christi (Lease): **$62,500.00**
• Monarch Bus Service (Transportation): **$58,686.39 / $7,194.16**
• Minnesota Healthcare Consortium (Benefits): **$37,021.40**
• IRS Payroll Taxes: **$33,228.65 / $33,638.66**
• CKC Good Food (Food Service): **$28,904.00 / $33,920.00**
• TRA Contributions: **$17,397.77 / $18,165.87**
• PERA Contributions: **$8,255.49 / $7,996.49**
Bank Total for March: $498,712.20

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.
- Spring Parent/Teacher conferences: 94% for Prek-5 and 81% for MS
- Staff Agreements have gone out on Friday, April 17th and returned on Friday, April 24th.
- Monarch Bus meeting for FY27: Revisit SpEd bus fee and there is a 2.8% Fee increase for FY27.
- Nominated as a finalist for the Leadership Award from MACS – UA staff did the nomination.
- MDE Identified Official with Authority (IOWA) district representative ~ Dr. Ly.

Board Motion: to approve Dr. Ly as the FY27 IOWA District representative
Board Member motioning to approve the IOWA District representative:

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

Board Member seconding the motion:

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

Discussion: none
Unanimously approved

Staffing Needs FY27:

- Needs: 4th and 5th grade teacher, EL Teacher (1), SpEd Teacher (2)

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.
- Health Inspection 1.28.26 – Passed (NO FINDINGS)

School Calendar/Events:

- Last Day of School – June 9
- Summer School – June 22-25, 29-7/2, 7/6-7/9, and 7/13-7/16
- **Staff Orientation – August 26 (New Staff Orientation), August 27, 28, 31, 1, 2 (Staff Development) ~ Wednesday, September 2 (OPEN HOUSE 3 PM -7 PM)**

ACADEMICS:

- MCA reading has concluded. Results will not be reported until early Fall due to the new system MDE is using.
- MCA math begins this week.

BUDGET/FINANCE DISCUSSIONS:

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

- 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.

COMMUNITY OUTREACH/DONATIONS:

- On-going Clothes Drive
- On-going Food Shelf Drive for families

CHARTER SCHOOL LEGISLATION NEWS:

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

BOARD BUSINESS:

- Superintendent Annual Review. Send to Mel when completed.
- See Board Election Timeline
- Board Election/Nomination (UA Teacher positions).
  - Ms. Chao (Incumbents)
  - Ms. Liao (Incumbents)
  - Dr. Yang

Board Motion: to approve the Board Nominees
Board Member motioning to approve the Board Nominees:

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

Board Member seconding the motion:

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

Discussion: none
Unanimously approved

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): 4:58pm

NEXT MEETING: May 18, 2026 @ 4:30 PM