

Progeny Academy
School Board Meeting held on November 11, 2017, at 9:00am,
at 3325 Dunkirk Lane North, Plymouth, MN 55447

MEMBERS PRESENT: Chair Mr. David Kimori, Secretary Ms. Nicole Nelson, Treasurer Mr. Jim Smith and Director Ms. Patti Kronk

MEMBERS ABSENT: Director Mr. Abdi Mahamed

1.0 Welcome and Member Contact Detail Confirmation

The meeting was called to order by the Board Chair at 9:16am. The Chair acknowledged a quorum was present.

2.0 Open Agenda

The Open Meeting was acknowledged; no public questions or comments were posed to the Board.

3.0 Approve Agenda

Mr. Jim motioned for the Agenda to be approved, with the addition of Revised Policy Number 210 added to first readings. The motioned was seconded, and the motion passed unanimously.

4.0 Minutes from the Previous Meetings

4.1 Minutes from the Meeting of October 14, 2017

Ms. Patti moved and the motion was seconded that that the minutes from the meeting of October 14, 2017 be approved. The motion passed unanimously.

5.0 Business Arising from the previous meeting

The Chair stated that all business arising from the previous meeting are included in the Agenda.

6.0 Authorizer's Report

No report.

7.0 Action and Discussion Items

7.1 Board Policies for the Month of November

7.1.1 400B Tuition Reimbursement

7.1.2 401 Equal Employment Opportunity

7.1.3 402 Disability Nondiscrimination

7.1.4 406B Employee Administrative Record Retention

7.1.5 407 Employee Right to Know-Exposure to Hazardous Substances

7.1.6 410 Family and Medical Leave

After discussion, Ms. Nicole moved that policies 400B, 401, 402, 406B, 407, and 410 be adopted as final readings. The motion was seconded and passed unanimously.

- 7.1.7 412 Expense Reimbursement
- 7.1.8 413 Harassment and Violence
- 7.1.9 417 Chemical Use and Abuse
- 7.1.10 418 Drug Free Workplace/Drug Free School
- 7.1.11 419 Tobacco Free Environment
- 7.1.12 420 Students and Employees with AIDS and other Communicable Diseases and Infectious Conditions
- 7.1.13 210 Conflict of Interest (Revised)

After discussion, Mr. Jim moved that policies 412, 413, 417, 418, 419, 420 and 210 be approved as first readings with the addition of further explanation of Policy #428 – Medical Approved Cannabis. The motion was seconded and passed unanimously.

7.2 Updates

Board members discussed updates pertaining to new resources, Propel Non- Profits Assistance (Phil Duran, Esq. will complete the following for Progeny Academy):

- Application to the IRS for tax-exempt status (form 1023 or 1024)
- Assistance with narrative description of programs
- Assistance with required three-year budget
- Sales tax exemption assessment/application if eligible
- Attorney General initial registration, if needed
- Review of key regulatory obligations
- Introduction to nonprofit sector best practices
- Written acknowledgement to donors template
- Assistance with IRS follow-up correspondence as needed (We can be your authorized representative to the IRS, if desired.)

8.0 Adjournment

There being no further business, Mr. Jim motioned that the meeting adjourn, noting the time at 9:66am. The motion was seconded, and the motion passed unanimously.