

Progeny Academy
Board Meeting
Approved Minutes
Saturday, April 13th, 2019
9:00 AM
3325 Dunkirk Lane North, Plymouth, MN 55447

Pursuant to due call and notice thereof, the Board of Director meeting of Progeny Academy Charter School, ISD 4263, was held on April 13th, 2019 at 9:00AM. Roll call was taken with the following attendance:

Member Name	Position	Present	Absent
Dr. David Kimori	Chair		X
Mr. Abdi Mahamed	Director		X
Mr. Jim Smith	Treasurer	X	
Mr. Jeramie Steinert	Director	X	
Ms. Lakisha Witter	Director	X*	

*Joined via teleconference

Also Present: Ms. Patricia Kronk, Human Resources & Operations Manager, Ex-Officio
Ms. Nicole Nelson, Director, Ex-Officio

1.0 Call to Order

In the absence of the Chair, the Board Secretary called the meeting to order at 9:19am. The Secretary 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. Jeramie motioned for the Agenda to be approved. The motioned was seconded and passed unanimously.

4.0 Minutes from the Previous Board Meeting

4.1 Meeting of March 9, 2019

Mr. Jeramie moved and the motion was seconded that that the minutes from the meeting of March 9, 2019 be approved. The motion passed unanimously.

5.0 Business Arising from the previous meeting

5.1 Draft Policy 515B Retention and Destruction of Student Records for Special Education Students

5.2 Draft Policy 729 Check Signing

Ms. Nicole presented both policies to the Board for review. After discussion Mr. Jeramie moved, and the motion was approved as first readings. Both policies will be reviewed one final time at the next regularly scheduled board meeting.

6.0 Treasurer's Report

6.1 Draft of the 2019-2020 School Budget and Enrollment Projection

Item tabled.

7.0 Director's Report

Ms. Nicole and Ms. Patricia reported on the following

1. MDE/STATE/FEDERAL
 - A. District IOA has been established with MDE
 - B. Team currently working to complete Lease Aid Application
 - C. Leadership team attended boot camp on 3/13
 - D. Patti set up all the information for SAM (System Award Management System)
 - E. Electronic Funds Transfer process complete
 - F. CSP funding submissions 1 & 2 successful (through 4/1/19)
2. CONTRACTED SERVICES
 - A. E-Rate (process complete)
 - B. PowerSchool Set Up
 - C. Special Education Services
 - i. Met with Word Play Speech and Language Services on 4/3
 - ii. Met with Designs for Learning on 4/9
 - iii. Met with Integrative for Occupational Therapy on 4/10
 - D. Inter State Studios-Pictures, met on 4/3
 - E. Technology Services
 - F. Business Office
 - G. Transportation-RFPs
 - H. School nutrition program-catering RFPs
 - I. Insurance
 - J. Mitel-Phone services on 4/9
3. BUILDING/COMMUNITY
 - A. Building currently under clean/up and painting, team hopes to begin to have access in May
 - B. Emergency Procedures
 - i. Draft of Emergency Procedures Complete
 - ii. Contacted all local news stations for sign up for emergency alerts
 - iii. Contacted police and fire department of Brooklyn Center to connect and discuss future meeting dates
 - iv. Researching Robo-call companies
 - C. Met with city of Brooklyn Center for set up of building inspection
 - D. Working with Landlord to set up fire inspection
 - E. Technology Infrastructure Update: Global Academy is selling SmartBoards to Progeny Academy for an exceptional price, allowing Progeny to allocate funding to purchase additional technology, instructional materials, and other program needs
4. JOB POSTINGS & INTERVIEWS
5. CURRICULUM AND INSTRUCTION
 - A. Delta Education, Second Step, IXL
 - B. Met with Nicole Vagle to discuss PD opportunities and collaboration
 - C. Met with Jim for Culture of learning and PD planning, goal setting, and implementation (early stages)
 - D. Met with Marian Rainville for ENVoY training
6. ADDITIONAL ITEMS
 - A. Patti set up district with Gmail
 - B. Website Updates
 - C. Marketing and Recruiting
 - a. Flyer and brochure distribution
 - b. Update

Board members discussed the attainment of special education services, student recruitment, and the scheduling of events and activities to welcome new families. Board members also expressed thanks and gratitude to Global Academy for their help. After discussion, Mr. Jeramie moved, and the motion was seconded that the Director's Report be received. The motion passed unanimously.

8.0 Authorizer's Report

No report from the Authorizer.

9.0 Other Reports, Action and Discussion Items

9.1 Board Policies for the Month of April

9.1.1 411 Group Health Insurance

9.1.2 601 School District Curriculum and Instruction Goals

9.1.3 603 Curriculum Development

9.1.4 616 School District System Accountability (annual)

After discussion, Mr. Jeramie moved that policies 411, 601, 603 and 616 be approved as final readings. The motion was seconded and passed unanimously.

9.1.5 703 Fund Balance

9.1.6 806 Crisis Management (annual)

9.1.7 902 Use of District Facilities and Equipment

After discussion, Mr. Jeramie moved that policies 703, 806 and 902 be approved as first readings. The motion was seconded and passed unanimously.

9.2 2019-2020 District Calendar

The Leadership Team presented the 2019-2020 district calendar. The calendar included the number of student and staff days off, professional development days, days off and assessment dates. After discussion, Mr. Jeramie motioned and the motion was seconded that the 2019-2020 District Calendar be approved. The motion passed unanimously.

10.0 Adjournment

There being no further business, Mr. Jeramie motioned that the meeting adjourn, noting the time at 10:11 am. The motion was seconded, and the motion passed unanimously.