

Progeny Academy  
Board Meeting  
**APPROVED Minutes**  
Saturday, May 18<sup>th</sup>, 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 May 18<sup>th</sup>, 2019 at 9:00AM. Roll call was taken with the following attendance:

<b>Member Name</b>	<b>Position</b>	<b>Present</b>	<b>Absent</b>
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

Also Present: Ms. Nicole Nelson, Director, Ex-Officio

#### **1.0 Call to Order**

The Chair called the meeting to order at 9:12am. 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. 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 April 13, 2019**

Mr. Jim 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**

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

#### **6.0 Treasurer's Report**

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

Ms. Nicole shared the recent expenditures for Progeny Academy. Ms. Nicole also shared an overview of the 2019-2020 budget. The final budget will be reviewed and approved at the June meeting.

#### **7.0 Director's Report**

Ms. Nicole reported on the following:

Actions/Activities through Friday May 17<sup>th</sup>, 2019

1. MDE/STATE/FEDERAL/AUTHORIZER
  - A. Leadership team attended boot camp on 4/17 & 5/15

- B. Leadership Team and Chair attended spring Authorizer Leadership Conference
  - C. District website is in compliance with all statute requirements (checklist complete)
  - D. CSP funding submission 3 successful (through 5/1/19)
  - E. Lease Aid application is near its completion (waiting in certificate of occupancy, fire inspection)
  - F. District website is in compliance with all federal compliance with the exception of Special Education (will be developed and posted through the summer months)
  - G. School Board training: July 24<sup>th</sup>
2. CONTRACTED SERVICES
    - A. Met with Creatively Focused on 4/23, have hired for special education Director, school psychology
    - B. RFPs for Food Service
    - C. Benefits
    - D. School Nurse/Health services
  3. BUILDING/COMMUNITY
    - A. Phone and Internet Services
    - B. Structural work
    - C. Certificate of Occupancy
  4. JOB POSTINGS & INTERVIEWS
    - A. Hiring of the following positions:
      - i. 6-8 Social Studies
      - ii. Grade 5
      - iii. Physical Education
      - iv. Office Manager
      - v. Food Service Manager
    - B. Interviews continue to take place throughout the month for the remaining positions (Grade 5; Grade 6-8 science, math, LA; EL; SpEd; World Language)
  5. CURRICULUM/INSTRUCTION/FALL PLANNING
    - A. In the process of developing fall orientation (working with Jim, David, vendors)
    - B. Reviewing curriculum and instruction planning as well as PD needs
  6. MARKETING & RECRUITING
    - A. Recruiting updates
    - B. Mailings

After discussion, Mr. Jim 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 May**

#### **9.1.1 515 Retention and Destruction of Student Records for Special Education Students**

#### **9.1.2 703 Fund Balance**

#### **9.1.3 729 Check Signing**

#### **9.1.4 806 Crisis Management (annual)**

#### **9.1.5 902 Use of District Facilities and Equipment**

After discussion, Mr. Jim moved that policies 515, 703, 806 and 902 be approved as final readings. The motion was seconded and passed unanimously.

### **9.1.5 470 Employee Use of Social Media**

After discussion, Mr. Jim moved that policies 470 be approved as a first reading. The motion was seconded and passed unanimously.

### **10.0 Adjournment**

There being no further business, Mr. Jeramie motioned that the meeting adjourn, noting the time at 10:06 am. The motion was seconded, and the motion passed unanimously.