

Progeny Academy  
 Regular Board Meeting  
**Approved Minutes**  
 Monday, February 11, 2023  
 9:00am  
 Progeny Academy, Cafeteria & Virtual

Pursuant to due call and notice thereof, the Board of Director meeting of Progeny Academy Charter School, ISD 4263, was held on February 11, 2023 at 9:00 AM at 5929 Brooklyn Boulevard, Brooklyn Center, 55429 and via Google meeting. Roll call was taken with the following attendance:

Member Name	Position	Present	Absent
Mr. Jeramie Steinert	Chair	X	
Mr. Peter Zwach	Director	X	
Ms. Yelena Hardcopf	Director	X	
Mr. Antony Finley	Director		X

Also Present: Ms. Nicole Nelson Ex Officio-Director, Ms. Wilderness Pinna-Business Office Manager

**1. Call to Order**

The Chair called the meeting to order at 9:07 pm. The Chair acknowledged a quorum was present.

**2. Approve Agenda**

Mr. Zwach moved for the Agenda to be approved. The motion was seconded by Ms. Hardcopf.

Vote:

Aye	Nay	Abstention
3	0	0

**3.1 Open Agenda**

No comments/inquiries made by the public.

**4. Reports**

**4.1 Financial Reports**

**4.1.1 Monthly Report and Payment Register (Ms. Pinna presenting)**

**Fund 01**

- As of January 31, 2023 the school has received in Fund 01 a total of \$638,844 of current Fiscal Year State, Federal, and Local revenues which is 45% of its current budgeted amount.
- As of January 31, 2023 the school has expended in Fund 01 \$618,669 which is 45% of its current budgeted expense.
- Progeny Academy ended January 2023 with a current fiscal year to date Fund 01 positive balance (revenues received less expenditures incurred) of \$20,175.

**Fund 02**

- As of January 31, 2023 the school has received in Fund 02 a total of \$26,529 of current Fiscal Year State, Federal, and Local revenues which is 51% of its current budgeted amount.

- As of January 31, 2023 the school has expended in Fund 02 \$30,848 which is 59% of its current budgeted expense.
- Progeny Academy ended January 2023 with a current fiscal year to date Fund 02 deficit balance (revenues received less expenditures incurred) of (\$4,319).

#### Additional Notes

- Progeny Academy had a total cash balance of \$27,070 at the end of January 2023 reflected across all funds.
- Progeny Academy had a balance of (\$25,158) in accounts receivable on January 31, 2023.
- There was a balance of (\$6,282) in current liabilities for general accounts payable and payroll liabilities on January 31, 2023. A portion of the liability is for payroll withholdings on the last day of the month which are not paid until the first days of the next month, thus they are reflected on the current balance sheet.
- Progeny Academy had an overall audited fund balance of \$12,930 at June 30, 2022 which includes its investments in fixed assets.
- The school was paid on 70 ADM or 74.8 Pupil Units in January of 2023. The FY23 Original Budget is based on 76 ADM or 82.6 PPU's.

#### **4.1.2 FY'22 Audit Report (Ms. Pinna Presenting)**

##### **AUDIT FINDINGS AND RESULTS**

- Audit Opinion – The financial statements are fairly stated. We issued what is known as a “clean” audit report with an emphasis paragraph relating to a going concern.
- Compliance and Other Matters (Yellow Book) – No compliance issues were noted in our review of laws, regulations, contracts and grants that could have significant financial implications to the School.
- Internal Controls – No material weaknesses were reported.
- Legal Compliance – There was a finding for lack of prompt payment of bills.
- Going Concern Issues – A disclosure was made due to the general fund deficit at June 30, 2022. The School has plans to work towards a positive fund balance going forward.
- Enrollment – For fiscal 2021-22, Progeny Academy served an estimated net average daily membership of 71 compared to 53 for fiscal 2020-21.
- Fund Balance – The School experienced an increase in fund balance during fiscal 2021-22 of \$98,368 in the General Fund. This increase was \$18,885 less than had been reflected in the School's budget. The fund balance of the General Fund ended at \$(9,560) as of June 30, 2022.
- The ending unassigned fund balance at June 30, 2022 in the General Fund was \$(9,560) which represents (.75)% of expenditures incurred for the year. This is an important aspect in the School's financial well-being since a healthy fund balance represents things such as cash flow, as a cushion against unanticipated expenditures, enrollment declines, state aid metering changes, funding deficiencies and aid pro-rations at the state level and similar problems.
- Budget to Actual – Total General Fund revenues on a net basis were \$1,380,939 (or 10.5%) lower than the final budgeted amount while total expenditures were \$1,131,665 (or 1.3%) lower than the final amended budget.
- Food Service Fund – Total Food Service Fund revenues on a net basis were \$58,023 (or 12%) higher than the final budgeted amount while total expenditures were \$57,452 (or 10%) higher than the final amended budget.

**4.2 Executive Director report: (Ms. Nelson presenting)**

- 1. Enrollment:
  - A. 86 students recorded
- 2. Operations:
  - A. No Authorizer meetings this month
  - B. Statewide Testing Preparations
    - 1. WIDA ACCESS (EL) beginning February 21,2023
    - 2. State assessment preparations will begin in early March
    - 3. Planning in general (on site only at this time)
    - 4. Conferences: survey intentions to return and transportation
- 3. Employment Staff Update
  - A. No updates at this time

**5. Consent Agenda**

- 5.1 Minutes of the January 21, 2023 Regular Board meeting
- 5.2 Financial Report & Payment Register
- 5.3 FY'22 Audit Report
- 5.4 Executive Director Report

After discussion, Ms. Hardcopf motioned for the Consent Agenda to be approved. The motion was seconded by Mr. Zwach.

Vote:

Aye	Nay	Abstention
3	0	0

**6. Old Business-**

There is currently no old business to address at the meeting.

**7. New Business and Action Items**

**7.1 Policies for the month of February (Final Reading/First Reading)**

- 7.1.1 520-Student Surveys
- 7.1.2 521-Student Disability Nondiscrimination
- 7.1.3 522-Student Sex Nondiscrimination
- 7.1.4 524-Internet Acceptability Use Agreement

Mr. Zwach motioned that polices 7.1.1-7.1.4 be approved as Final Readings. The motion was seconded by Ms. Hardcopf.

Vote:

Aye	Nay	Abstention
3	0	0

- 7.1.5 526-Hazing Prohibition
- 7.1.6 531-Pledge of Allegiance
- 7.1.7 601-School District and Instruction Goals
- 7.1.8 603-Curriculum Development

Ms. Hardcopf motioned that polices 7.1.5-7.1.8 be approved as First Readings. The motion was seconded by Mr. Zwach.

Vote:

Aye	Nay	Abstention
3	0	0

## 8. Other

### 8.1 RFP for Transportation

Ms. Nelson reported that 4Mativ will be assisting with Request for Proposals in Transportation for the upcoming school year. These will transpire in February and March. Information will be submitted to the Board upon completion of the process.

### 8.2 Board Recruiting

Ms. Nelson reported that there are currently two seats open for the Board of Directors. This includes one parent and one teacher member. The Director noted that information will be shared with the stakeholders and requested assistance in the process from current members.

## 9. Adjournment

There being no further business, Mr. Zwach motioned for the meeting to adjourn noting the time at 9:39 am. The motion was seconded by Ms. Hardcopf.

Vote:

Aye	Nay	Abstention
3	0	0