

Progeny Academy
 Regular Board Meeting
Approved Minutes
 Monday, April 22, 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 April 20, 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, Mr. Paul Kinsley Innovative Quality Schools Representative (Cadre Member).

1. Call to Order

The Chair called the meeting to order at 9:14 am. The Chair acknowledged a quorum was present.

2. Conflict of Interest

Board members reviewed the agenda and no conflict of interest was noted.

3. 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

4. Open Agenda

No comments/inquiries made by the public.

5. Reports

5.1 Financial Reports

5.1.1 Monthly Report and Payment Register (Ms. Pinna presenting)

Fund 01

- As of March 31, 2023 the school has received in Fund 01 a total of \$814,144 of current Fiscal Year State, Federal, and Local revenues which is 57% of its current budgeted amount.
- As of March 31, 2023 the school has expended in Fund 01 \$853,787 which is 62% of its current budgeted expense. The current benchmark is 75%, meaning the school is 75% through the school year.
- Progeny Academy ended March 2023 with a current fiscal year to date Fund 01 deficit balance (revenues received less expenditures incurred) of (\$39,644).

Fund 02

- As of March 31, 2023 the school has received in Fund 02 a total of \$44,555 of current Fiscal Year State, Federal, and Local revenues which is 86% of its current budgeted amount.
- As of March 31, 2023 the school has expended in Fund 02 \$50,161 which is 96% of its current budgeted expense.
- Progeny Academy ended March 2023 with a current fiscal year to date Fund 02 deficit balance (revenues received less expenditures incurred) of (\$5,606).

Additional Notes

- A. Progeny Academy had a total cash balance of \$63,852 at the end of March 2023 reflected across all funds.
- B. Progeny Academy had a balance of (\$33,127) in accounts receivable on March 31, 2023.
- C. There was a balance of \$83,636 in current liabilities for general accounts payable and payroll liabilities on March 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.
- D. Progeny Academy had an overall audited fund balance of \$12,930 at June 30, 2022 which includes its investments in fixed assets.
- E. The school was paid on 70 ADM or 74.8 Pupil Units on March 31, 2023. The FY23 Original Budget is based on 76 ADM or 82.6 PPU's.

5.1.2 Revised 2022-2023 Budget (Ms. Pinna presenting)

- There was no change made to the ADM that the budget is based on.
- A request was made to the MDE to increase the state aid payment to be based on 74 students rather than 70 students. This number has not been updated yet.
- Changes also included transportation costs. The use of 160 funds will assist in decreasing costs for the year.
- Fund 160 amount may change depending on salary needs for the upcoming year.
- The revised budget will also yield an increase in the projected overall fund balance from 4.54% to a projected 8.23%. This is also subject to change as the final enrollment numbers will impact the total holdback amount received.

5.1.3 FY '24 Preliminary Budget and Projected Enrollment (Ms. Pinna presenting)

The budget is based on an ADM of 83 students. Ms. Pinna went through the line items to show a comparison of revenues and expenses from the current year to the upcoming fiscal year.

5.2 Executive Director report: (Ms. Nelson presenting)

1. Enrollment:

- A. 84 students recorded
- B. Planning for fall: Intent to return survey and calls: 59% returning, 9.% not returning, 32% awaiting responses
- C. Goal is to have 100 students in the fall and at least 20 kindergarteners

2. Operations:

A. IQS Meetings/Conversations:

1. Laurie Schroeder & Heather Ross- -Contract Language, Website Compliance, Admission and Enrollment processes and policies

- 2. Larry Ronglien- -Kindergarten planning, general check in
- B. Landlord Conversations: Pertaining to building safety, space expansion
- C. Statewide Testing Preparations
 - 1.WIDA ACCESS (EL) completed
 - 2. State testing MCA Reading almost complete, MTAS begun, MCA Math to begin

3. Employment Staff Update

A. April 16th, Virtual Job Fair-Met with seven individuals for elementary education, paraprofessional support, building subs and office support. Have 4 interviews set up for the upcoming week for a variety of areas.

5.3 Authorizer Report (Mr. Kinsley Reporting)

Mr. Kinsley is pleased with how everything is going overall with the school. He requested that the Board review their bylaws specifically in the areas of Board attendance. Also, it was noted to document efforts to recruit new board members to keep on file.

6. Consent Agenda

- 6.1 Minutes of the March 11, 2023 Regular Board meeting
- 6.2 Monthly Financial Report & Payment Register
- 6.3 2022-2023 Revised Budget
- 6.4 FY'24 Preliminary Budget and Projected Enrollment
- 6.5 Executive Director Report
- 6.6 Authorizer 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

7. Old Business-

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

8. New Business and Action Items

8.1 Policies for the month of April (Final Reading/First Reading)

- 8.1.1 612-1- Development of Parent and Family Engagement Policies for Title I Programs
- 8.1.2 616-School District System Accountability
- 8.1.3 703-Fund Balance
- 8.1.4 722-Public Data Requests
- 8.1.5 534-Unpaid Meal Charges

Mr. Zwach motioned that polices 8.1.1-8.1.4 be approved as Final Readings. The motion was seconded by Ms. Hardcopf.

Vote:

Aye	Nay	Abstention
3	0	0

- 8.1.6 729-Check Signing
- 8.1.7 731-Procurement Requirements and Procedures
- 8.1.8 591-Admissions with Enrollment
- 8.1.9 806-Crisis Management
- 8.1.10 807-Health and Safety

Mr. Zwach motioned that polices 8.1.6-8.1.10 be approved as First Readings. The motion was seconded by Ms. Hardcopf.

Vote:

Aye	Nay	Abstention
3	0	0

9. Other

9.1 Board Recruiting

Ms. Nelson reported that information has been shared with the stakeholders and requested assistance in the process from current members.

9.2 Authorizer Contract Renewal Process

Ms. Nelson reported that she has been working with IQS to ensure that the contract, website, goals and policies are all up to date and in alignment with requirements. More information will be presented to the Board upon completion of the work by the Authorizer and the Director.

9.3 2023-2024 District Calendar

Ms. Nelson presented the Board with a proposed 2023-2024 district calendar. Ms. Nelson went through the calendar noting first and last days, staff days, days off, total student contact days and hours and other important information.

After discussion Ms. Hardcopf motioned that the 2023-2024 District Calendar be approved. The motion was seconded by Mr. Zwach.

Vote:

Aye	Nay	Abstention
3	0	0

10. Adjournment

There being no further business, Mr. Zwach motioned for the meeting to adjourn noting the time at 9:56 am. The motion was seconded by Ms. Hardcopf.

Vote:

Aye	Nay	Abstention
3	0	0