

Progeny Academy  
 Regular Board Meeting  
**Approved Minutes**  
 Saturday, October 14, 2023  
 9:00am  
 Progeny Academy, Cafeteria

Pursuant to due call and notice thereof, the Board of Director meeting of Progeny Academy Charter School, ISD 4263, was held on October 14, 2023 at 9:00 AM at 5929 Brooklyn Boulevard, Brooklyn Center, 55429 and 6909 Archer Ct. Inver Grove Heights, MN 55077. 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	

Also Present: Ms. Nicole Nelson, Ex Officio-Director; Ms. Wilderness Pinna, Business Office Manager; Mr. Paul Kinsley, Ex Officio-Cadre Member

**1. Call to Order**

The Chair called the meeting to order at 9:01 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**

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

Vote:

Aye	Nay	Abstention
3	0	0

**4. Open Forum**

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 September 30, 2023 the school has received in Fund 01 a total of \$273,673 of current Fiscal Year State, Federal, and Local revenues which is 17% of its current budgeted amount.
- As of September 30, 2023 the school has expended in Fund 01 \$218,088 which is 14% of its current budgeted expense.
- Progeny Academy ended September 2023 with a current fiscal year to date Fund 01 positive balance (revenues received less expenditures incurred) of \$55,586.

Fund 02

- As of September 30, 2023 the school has received in Fund 02 a total of \$0.00 of current Fiscal Year State, Federal, and Local revenues which is 0% of its current budgeted amount.
- As of September 30, 2023 the school has expended in Fund 02 \$5,516 which is 11% of its current budgeted expense.

Additional Notes

- Progeny Academy had a total cash balance of \$190,432 at the end of September 2023 reflected across all funds.
- The school was paid on 80 ADM or 85.8 Pupil Units on September 30, 2023. The FY24 Original Budget is based on 83 ADM or 91 PPU's.

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

- Enrollment:
  - 96 students enrolled as of Friday, October 13th
- Operations:
  - Lease Aid Update
  - Title Application Submission Status
  - Meeting with IQS in the areas of Categories 1 & 3
  - School:
    - Picture Day, October 12th
    - Conferences from 3:30-6:30pm, October 17th-18th
    - No School, October 19th-20th: MEA
- Student Achievement:
  - EL Student assessments and information being collected
  - AIMSWeb, completed
  - NWEA, Assessments, finishing
    - Patterns
    - Disparities
    - Intervention groups
- Employment Staff Update
  - Looking for an elementary teacher.

Questions were raised about meeting with the landlord to discuss space expansion. The Director stated that she would reach out to the landlord to set up a meeting with the Church Council.

**5.3 Authorizer Report (Mr. Kinsley Presenting)**

- Transportation-Administration working with Safety Security to put together proposal to switch vans over in order to save costs on vans (from 240-180.00 per day).
- Director Salary- Recommendation to increase salary of Director (3,000.00/month) in order to cover work completed for classroom preparation and instruction
- Employee Retention Credit-Estimated timeframe to receive credit is November. Important to notify business office and Mr. Kinsley once the funding is received by the school.

**6.0 Consent Agenda**

- Minutes of September 16, 2023 Regular Board Meeting

- 6.2 Minutes of September 21, 2023 Special Board Meeting
- 6.3 Financial Report & Payment Register
- 6.4 Executive Director Report

- 6.5 Authorizer Report
- 6.6 Hirings & Resignations
  - Hiring: Gabriela Guzman (.5 Support, .5 SpEd)
  - Resignation: Shane Soehren (¾ teacher)

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

**7.0 Old Business-**

**7.1 Annual Report from IQS and the School Improvement Plan**

Ms. Nelson stated the Authorizer updated the Annual Report to accurately reflect the 2023 findings. As a result, the overall composite score for PACS is 3.4 out of 4. Ms. Nelson presented the Improvement Plan for the 2023-2024 School Year.

After discussion, Mr. Zwach motioned for the FY'24 School Improvement Plan to be approved. The motion was seconded by Ms. Hardcopf.

Vote:

Aye	Nay	Abstention
3	0	0

**8.0 New Business and Action Items**

**8.1 Policies for the month of October (Final Reading)**

- 8.1.1 415-Mandated Reporting of Maltreatment of Vulnerable Adults
- 8.1.2 419-Tobacco Free Environment
- 8.1.3 420-Students and Employees with AIDS & other Communicable diseases and Infectious Conditions
- 8.1.4 490-Employee Misconduct & Dishonesty

Ms. Hardcopf motioned That policies 415, 419, 420 and 490 be received as Final Reading. The motion was seconded by the Board Chair.

Vote:

Aye	Nay	Abstention
3	0	0

- 8.1.5 491-Credit Card
- 8.1.6 492-Religious Practice & Prayer
- 8.1.7 493-Nepotism
- 8.1.8 506-Discipline

Ms. Nelson requested that item 8.1.8 be tabled in light of new legislation that has taken effect. Ms. Hardcopf motioned That policies 491, 492 and 496 be received as First Readings. The motion was seconded by Mr. Zwach.

Vote:

Aye	Nay	Abstention
3	0	0

## 9.0 Other

### 9.1 Policy 592-Early Kindergarten Admission

Ms. Nelson shared a draft policy for Early Kindergarten Admission. The Board was asked to review the policy and it would be revisited at a later date to discuss possible adoption.

### 9.2 Change in Transportation (Vans)

After discussion, Mr. Zwach motioned to proceed with the 30 day termination of contract for the van portion of the contract with 4Mativ and proceed with Safety Security, LLC to provide van transportation services. The motion was seconded by Ms. Hardcopf.

Vote:

Aye	Nay	Abstention
3	0	0

### 9.2 Change in Director Contract

After discussion, Mr. Zwach motioned to modify the contract of the Director to provide compensation for serving in a teaching position. The motion was seconded by Ms. Hardcopf.

Vote:

Aye	Nay	Abstention
3	0	0

## 10.0 Adjournment

There being no further business, Mr. Zwach motioned for the meeting to adjourn noting the time at 10:07 am. The motion was seconded by Ms. Hardcopf.

Vote:

Aye	Nay	Abstention
3	0	0