

Progeny Academy  
 Regular Board Meeting  
**Approved Minutes**  
 Saturday, April 13, 2024  
 9:00am  
 Progeny Academy, Virtually

Pursuant to due call and notice thereof, the Board of Director meeting of Progeny Academy Charter School, ISD 4263, was held on April 13, 2024 at 9:00 AM virtually. 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, Director

**1. Call to Order**

The Chair called the meeting to order at 9:06 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 Forum**

No comments/inquiries made by the public.

**5. Reports**

**5.1 Financial Reports-February 2024**

**Monthly Reports and Payment Registers (Ms. Nelson presenting)**

February 2024

Fund 01

- As of February 29, 2024 the school has received in Fund 01 a total of \$848,035 of current Fiscal Year State, Federal, and Local revenues which is 52% of its current budgeted amount.
- As of February 29, 2024 the school has expended in Fund 01 \$1,018,902 which is 64% of its current budgeted expense.
- Progeny Academy ended February 2024 with a current fiscal year to date Fund 01 deficit balance (revenues received less expenditures incurred) of \$170,867.

Fund 02

- As of February 29, 2024 the school has received in Fund 02 a total of \$57,519 of current Fiscal Year State, Federal, and Local revenues which is 79% of its current budgeted amount.
- As of February 29, 2024 the school has expended in Fund 02 \$48,347 which is 79% of its current budgeted expense.
- Progeny Academy ended March with a current fiscal year to date Fund 02 positive balance (revenues received less expenditures incurred) of \$9,173.

Additional Notes

- A. Progeny Academy had a total cash balance of \$199,196 at the end of February 2024 reflected across all funds.
- B. The school was paid on 80 ADM or 85.8 Pupil Units in February of 2024. The FY24 Original Budget is based on 83 ADM or 91 PPU.
- C. The Board also reviewed the payment register for the month.

**5.2 Monthly Reports and Payment Register March 2024**

Fund 01

- As of March 31, 2024 the school has received in Fund 01 a total of \$952,080 of current Fiscal Year State, Federal, and Local revenues which is 59% of its current budgeted amount.
- As of March 31, 2024 the school has expended in Fund 01 \$1,196,934 which is 75% of its current budgeted expense.
- Progeny Academy ended March 2024 with a current fiscal year to date Fund 01 deficit balance (revenues received less expenditures incurred) of \$244,854.00.

Fund 02

- As of March 31, 2024 the school has received in Fund 02 a total of \$67,600 of current Fiscal Year State, Federal, and Local revenues which is 93% of its current budgeted amount.
- As of March 31, 2024 the school has expended in Fund 02 \$56,861 which is 93% of its current budgeted expense.
- Progeny Academy ended March with a current fiscal year to date Fund 02 positive balance (revenues received less expenditures incurred) of \$10,739.

Additional Notes

- A. Progeny Academy had a total cash balance of \$199,196 at the end of March 2024 reflected across all funds.
- B. The school was paid on 80 ADM or 85.8 Pupil Units in March of 2024. The FY24 Original Budget is based on 83 ADM or 91 PPU.
- C. The Board also reviewed the payment register for the month.

**5.3 FY'23 District Audit**

- The District was provided with a copy of the complete audit
- Ms. Nelson addressed questions from the Board
- The auditors issued a clean audit report to the school.
- Key financial highlights for the 2022-2023 fiscal year includes the following:
  - The School's net position at June 30, 2023 was positive \$14,441.
  - The fund balance of the General Fund increased \$176,642 from the prior year for an

- ending fund balance of \$167,082 at June 30, 2023.
- Total General Fund revenues were \$1,478,882 as compared to \$1,302,240 of expenditures.
- Government-wide total revenues were \$1,563,642 as compared to \$1,463,424 of expenses.
- Areas of concern: Late submission of Audit and on time bill payment
- Ms. Nelson reported that the Auditor has been secured for the upcoming school year and the administration will work with the business office to monitor cash flow

#### **5.4 Three Year Budget Plan**

The Director presented a three-year budget for review. The proposed budget is based on enrollment estimates as well as increasing trends in areas such as transportation and salaries. The Board reviewed and discussed the information.

#### **5.5 Executive Director report: (Ms. Nelson presenting)**

##### 1. Enrollment:

A. 97 students enrolled as of Friday, April 12, 2024

##### 2. Operations:

A. No Authorizer meetings this month

B. Statewide Testing Preparations

1. WIDA ACCESS (EL) completed

2. State testing underway (MCA Science began this past week, MCA Reading begins on Monday)

C. End of Trimester II, March 10. Trimester III begins Monday. Report cards sent out by the end of next week.

D. Teacher evaluations will begin next week

E. Unparallel Security

F. FY 24 Program Updates:

1. New Partnership: City Connects (Based out of Boston)

2. New Curriculum: Groves Literacy

3. Program Expansion: Science from Scientists (piloting in grade 2)

##### 3. Employment Staff Update

A. Attended February Job Fair and will be attending in April. Interview set ups currently underway.

#### **5.6 Authorizer Report**

No report from the Authorizer.

#### **6.0 Consent Agenda**

6.1 Minutes of JFebruary 10, 2024 Board Meeting

6.2 Financial Report & Payment Register (February 2024)

6.3 Financial Report & Payment Register (March 2024)

6.4 FY'23 District Audit

6.5 3 Year Projected budget

6.6 Executive Director Report

6.7 Annual 990 Submission

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 Building Usage

Ms. Nelson received an update from the Landlord that no additional space will be available other than the initially proposed office space. The Board gave Ms. Nelson and Mr. Kinsley the approval to continue discussions with landlord.

**8.0 New Business and Action Items**

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

- 8.1.1 801-Equal Access to School Facilities
- 8.1.2 806-Crisis Management
- 8.1.3 902-Use of School District Facilities and Equipment

Mr. Zwach motioned That policies 801, 806, 902 be received as Final Reading. The motion was seconded by Ms. Hardcopf.

Vote:

Aye	Nay	Abstention
3	0	0

**9.0 Other Action Items**

**9.1 Mid Year Report from Authorizer**

Ms. Nelson went over the mid year report from the Authorizer. Board members discussed the progress on the report card to date.

**9.2 2023-2024 Board Elections**

Ms. Nelson reported that information regarding board elections will be sent out on April 15th and self nomination forms are due April 30th. The following seats are available: 1 teacher (2 year term), 2 parent (2 year and 3 year term), 1 community member (3 year term). The Board election will take place on May 30th.

**9.3 FY24 contracts with private contractors/vendors: transportation contract**

Ms. Nelson reported that meetings have been held with 4Mativ, Security Transportation and NorthStar Bus Lines to discuss upcoming costs and needs. Mr. Kinsley and Ms. Yelena (Nasha Shkola) were also participants in the meetings. Contract information will be brought to the Board for review in an upcoming meeting.

**10.0 Adjournment**

There being no further business, Mr. Zwach motioned for the meeting to adjourn noting the time at 9:59 am. The motion was seconded by Ms. Hardcopf.

Vote:

Aye	Nay	Abstention
3	0	0