

Progeny Academy
 Regular Board Meeting
Approved Minutes
 Wednesday, August 21 , 2024
 3:00pm
 Progeny Academy, Virtual

Pursuant to due call and notice thereof, the Board of Director meeting of Progeny Academy Charter School, ISD 4263, was held on August 21, 2024 at 3:00pm at Progeny Academy, AHNB Conference Center, 2915 2nd Street South, St. Cloud, MN 56347 and virtually. Roll call was taken with the following attendance:

Member Name	Position	Present	Absent
Mr. Jeramie Steinert	Chair	X*	
Mr. Peter Zwach	Director	X	

*Jeramie Steinert appeared by interactive technology due a prescheduled work in St. Cloud with his regular place of employment and travel time required to attend in person.”

Also Present: Ms. Nicole Nelson, Ex-Officio & Director, Mr. Paul Kinsley, School Consultant

1. Call to Order

The Chair called the meeting to order at 3:08 pm. 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 the Chair.

Vote:

Aye	Nay	Abstention
2	0	0

4. Open Forum

No comments/inquiries made by the public.

5. Reports

5.1 Financial Reports-July 2024

Monthly Reports and Payment Registers (Ms. Nelson presenting)

Fund 01

- As of July 31, 2024 the school has received in Fund 01 a total of \$99,887 of current Fiscal Year State, Federal, and Local revenues which is 6% of its current budgeted amount.
- As of July 31, 2024 the school has expended in Fund 01 \$93,710 which is 5% of its current budgeted expense.
- Progeny Academy ended July 2024 with a current fiscal year to date Fund 01 balance (revenues received less expenditures incurred) of \$6,177.

Fund 02

- As of July 31, 2024 the school has received in Fund 02 a total of \$2,946 of current Fiscal Year State, Federal, and Local revenues which is 3% of its current budgeted amount.
- As of July 31, 2024 the school has expended in Fund 02 \$68.00 which is 0% of its current budgeted expense.
- Progeny Academy ended July 2024 with a current fiscal year to date Fund 02 balance (revenues received less expenditures incurred) of \$2,878.

Additional Notes

- A. Progeny Academy had a total cash balance of \$21,531 at the end of July 31, 2024 reflected across all funds.
- B. The school was paid on 85 ADM or 89.8 Pupil Units in July of 2024. The Board also reviewed the payment register for the month.

5.2 Executive Director report: (Ms. Nelson presenting)

1. Enrollment:
 - A. 85 students enrolled
2. Operations:
 - A. Check ins with Jim Zachinni, Paul Kinsley and Larry Ronglien
 - B. Lease Aid Update-Approved
 - C. Title Application Submission Status-Approved
 - D. Transportation
 - E. Literacy Plan-updated and posted on the school website
 - F. Special Education-New Director (Kelsey Kiefer)
 - G. Staff full in person on 8/17 (PD)
 - H. Open house to families on 8/24 (8am-3pm)
 - I. Community Partnerships
 - a. Returning: PeaceGuide Minnesota, Science from Scientists; TWILL Sports
 - b. New: Science Club
3. Employment
 - A. New Hires: Ms. Joslynn Tharaldson ($\frac{3}{4}$ Teacher), Ms. Kenzie Potter ($\frac{5}{8}$ Teacher), Mr. Thomas Schmidt ($\frac{7}{8}$ Math), Ms. Cassandra Cloutier (Sped. Para)
 - B. Contracts Not renewed: Justin McElroy, Mr. Tony Kohanek

5.3 Executive Director report: No Report from Authorizer

6.0 Consent Agenda

- 6.1 Minutes of June 17, 2024 Board Meeting
- 6.2 Financial Report & Payment Register (July 2024)
- 6.3 Executive Director Report
- 6.4 Employee hirings and contract non renewals

Mr. Zwach motioned for the Consent Agenda to be approved. The motion was seconded by the Board chair.

Vote:

Aye	Nay	Abstention
2	0	0

7.0 Old Business

7.1 Space Planning Updates

Mr. Kinsley reported that he is working with Kevin Peck to look at potential options that are close to the school's current location. Additional information will be provided at the next meeting.

8.0 New Business and Action Items

8.1 Policies for the month of August (First Reading)

8.1.1 210-Conflict of Interest

8.1.2 400A-Children in the Workplace

8.1.3 400B-Tuition Reimbursement

8.1.4 401-Equal Employment Opportunities

8.1.5 402-Disability Nondiscrimination

8.1.6 731-Purchasing, Procurement & Contracting

Motion: Mr. Zwach moved that policies 210, 400A, 400B, 401, 402 and 731 be received as First Readings. The motion was seconded by the Chair.

Vote:

Aye	Nay	Abstention
2	0	0

8.2 Contract Approval for Special Education Services and Transportation Services

After discussion, Mr. Zwach motioned for the Special Education Contract with Nova be approved.

Mr. Zwach motioned for the Transportation Contract with Bille Bus to be approved pending GPS costs for the school. The motion was seconded by the Chair.

Vote:

Aye	Nay	Abstention
2	0	0

8.3 District Lead Testing and Plan Approval

Ms. Nelson shared the website update and information regarding Lead testing requirements.

Ms. Nelson also shared the district lead testing plan and results of the most recent lead test.

After discussion, Mr. Zwach motioned to approve the Lead Testing Plan. The motion was seconded by the Chair.

Vote:

Aye	Nay	Abstention
2	0	0

8.4 Employee Handbook-Section 1: Human Resources Policies and Procedures

Ms. Nelson shared the revised section 1 of the employee handbook that included revisions for the new ESST laws that went into effect in January of 2024.

After discussion, Mr. Zwach motioned to approve Section 1 of the Handbook. The motion was seconded by the Chair.

Vote:

Aye	Nay	Abstention
2	0	0

9.0 Other Action Items

9.1 Conflict of Interest

Ms. Nelson reported that she will send out the annual Conflict of Interest for Board members to complete.

9.2 Board Training and Tracking

Ms. Nelson reported the new training requirements to current Board members and newly appointed and elected Board members. More information will be provided in a future meeting regarding training tracking and professional development options.

9.3 Board Activity Calendar

Ms. Nelson shared the tentative activity calendar for Board actions for the upcoming year.

9.4 Member Recruiting

Ms. Nelson shared this is a top priority for the Board. She reported that there are two potential candidates interested in joining the Board and Mr. Zwach will be assisting in recruiting an additional teacher member.

10.0 Adjournment

There being no further business, Mr. Zwach motioned for the meeting to adjourn noting the time at 3:58 pm. The motion was seconded by the Chair.

Vote:

Aye	Nay	Abstention
2	0	0

The next Board Meeting is scheduled for September 14th, 2024, 9:00 am at Progeny Academy Charter School. The Progeny Academy Board meets on the 2nd or 3rd Saturday of each month at 9:00 am. Please see the Progeny Academy [web page](#) for the agenda and minutes of meetings.