

Progeny Academy
 Regular Board Meeting
Approved Minutes
 Saturday, November 16, 2024
 9:00am

Progeny Academy, 5929 Brooklyn Blvd. Brooklyn Center, MN 55429, Room 209

Pursuant to due call and notice thereof, the Board of Director meeting of Progeny Academy Charter School, ISD 4263, was held on November 16th , 2024 at 9:00am at Progeny Academy. Roll call was taken with the following attendance:

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

*Peter Zwach appeared by interactive technology due to illness.

Also Present: Ms. Nicole Nelson, Ex-Officio & Director; Ms. Wilderness Pinna, Business Office Manager; Ms. Amy Erendu, Authorizer Representative (IQS); Mr. Roby Thomas; CPA

1. Call to Order; Roll Call and Recognition of Visitors

The Chair called the meeting to order at 9:07 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

The Chair requested an amendment of moving item 6.1 to item 4.0. Ms. Nelson requested that item 5.0 be tabled. Mr. Zwach moved for the Agenda to be approved with amendment. The motion was seconded by the Chair.

Vote:

Aye	Nay	Abstention
2	0	0

4. FY'2024 Financial Audit (item moved from 6.1) (Mr. Thomas Presenting)

- A. The Board was provided with a copy of the complete audit draft
- B. The auditors issued a clean audit report to the school.
- C. Key financial highlights for the 2023-2024 fiscal year includes the following:
 - a. The fund balance of the General Fund increased \$44,988 from the prior year for an ending fund balance of \$212,070 on June 30, 2024.
 - b. Total General Fund revenues were \$1,714,605 as compared to \$1,669,617 of expenditures.
 - c. Government-wide total revenues were \$ 1,819,673 as compared to \$1,858,249 of expenses.
 - d. The financial performance of the Academy as a whole is reflected in its governmental funds as well. Revenues for the Academy's governmental funds were \$1,816,543 while total expenditures were \$1,752,625. This contributed to

a combined fund balance of \$241,194 which is \$63,918 higher than last year's ending fund balance of \$177,276.

- e. Areas of concern: On time bill payment, number of Board members
 - f. The school ended with a positive fund balance for Fund 2.
- D. Ms. Nelson reported that the Administration will work with the business office to monitor cash flow.

Board members reviewed the information and asked questions pertaining to the audit. After discussion, Mr. Zwach motioned that the Audit report for FY'24 be approved pending the amendment to the final report summary. The motion was seconded by the Chair.

Voting:

Aye	Nay	Abstention
2	0	0

5. Open Forum for members of the public wishing to address the board

No comments/inquiries made by the public.

6.0 Reports

6.1 Monthly Reports and Payment Registers (Ms. Pinna presenting)

Fund 01

- As of October 31, 2024 the school has received in Fund 01 a total of \$471,855 of current Fiscal Year State, Federal, and Local revenues which is 27% of its current budgeted amount.
- As of October 31, 2024 the school has expended in Fund 01 \$465,380 which is 27% of its current budgeted expense.
- Progeny Academy ended October 2024 with a current fiscal year to date Fund 01 balance (revenues received less expenditures incurred) of \$6,475.
- The benchmark for October 2024 is 33%.

Fund 02

- As of October 31 the school has received in Fund 02 a total of \$12,418 of current Fiscal Year State, Federal, and Local revenues which is 14% of its current budgeted amount.
- As of October 31, 2024 the school has expended in Fund 02 \$15,636 which is 21% of its current budgeted expense.
- Progeny Academy ended October 2024 with a current fiscal year to date Fund 02 with a deficit balance (revenues received less expenditures incurred) of \$3,218.00.

Additional Notes

- A. Progeny Academy had a total cash balance of \$246,404 at the end of October, 2024 reflected across all funds.
- B. The benchmark for October is 33%.

- C. The Fund 2 Balance is subject to a one to two month lag in submission and receipt in funding.
- D. The school was paid on 85 ADM or 89.8 Pupil Units in July of 2024.
- E. The Board also reviewed the payment register for the month.

6.2 Executive Director Report (Ms. Nelson presenting)

- A. Enrollment: 91 Students
- B. Operations
 - 1. Reports
 - a. STAR Report currently being completed
 - b. WBWF Plan currently being completed along with the Annual Report
 - c. Met with Laurie Schroeder to discuss contract goals
 - 2. School
 - a. Parent/Teacher Conferences in October: 92% Attendance
 - b. Internal Air Quality Control Training-November 4th
 - c. Professional Development on Nov. 8th- Lesson Structure and Assessment
 - d. Student Council
 - e. Last Day of Trimester I-November 26th
- C. Staff Employment Update: No new hires at this time

6.3 Authorizer Report (Ms. Erendu presenting)

Ms. Erendu introduced herself to the Board and explained the evaluation process for Category Two of the contract between IQS and Progeny Academy. She thanked the Board for their service and stated that she is here to assist with any needs the Board has.

7.0 Consent Agenda

- 7.1 Minutes of October 12, 2024 Regular Board meeting
- 7.2 Financial Report & Payment Register (October '24)
- 7.3 Executive Director Report

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

Vote:

Aye	Nay	Abstention
2	0	0

8.0 Old Business

No old business to report at this time.

9.0 New Business and Action Items

9.1 Policies for the month of November (Final/First Reading)

- 9.1.1 415-Mandated Reporting of Maltreatment of Vulnerable Adults
- 9.1.2 419-Tobacco Free Environment
- 9.1.3 420-Students and Employees with AIDS & other Communicable diseases and Infectious Conditions

Motion: Mr. Zwach moved that policies 415, 419 and 420 be received as Final Readings. The motion was seconded by the Chair.

Vote:

Aye	Nay	Abstention
2	0	0

9.1.4 506-Student Discipline

9.1.5 514-Bullying Prohibition

9.1.6 522-Student Sex non-discrimination

9.1.7 524-Internet Acceptable Use

9.1.8 526-Hazing Prohibition

Motion: Mr. Zwach moved that policies 506, 514, 522, 524 and 526 be received as First Readings. The motion was seconded by the Chair.

Vote:

Aye	Nay	Abstention
2	0	0

10. Other

10.1 Three Year Strategic Plan

Ms. Nelson presented a draft Three Year Strategic Plan for Board Members to review. The Plan was based on a combination of IQS contract goals, stakeholder feedback and Board feedback. The Board was asked to review the report and share thoughts at the next Board meeting.

10.2 Board Training

Ms. Nelson shared a Board development plan that was created through individual surveys completed by Board Members. The plan consists of training in the following areas: Strategic planning, budget, effective community and parent relationships, program oversight and evaluation, employee policies, student support services and governance-management relationships. The training will be integrated into the general Board Meetings for training and discussion purposes.

After discussion, Mr. Zwach motioned that the Board Development Plan be approved. The motion was seconded by the Chair.

Vote:

Aye	Nay	Abstention
2	0	0

10.3 Board Vacancies

Ms. Nelson reported that the school has been actively engaged in seeking Board Members. This is taking place via email blasts, teachers sharing information with students and individuals being called. The administration will keep the Board informed of any updates.

11.0 Adjournment

There being no further business, Mr. Zwach motioned for the meeting to adjourn noting the time at 10:00 am. The motion was seconded by The Chair.

Vote:

Aye	Nay	Abstention
2	0	0

The next Board Meeting is scheduled for December 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.