

Progeny Academy
Regular Board Meeting
Approved Minutes
Saturday, January 20, 2024
9:00am
Progeny Academy, Room 204

Pursuant to due call and notice thereof, the Board of Director meeting of Progeny Academy Charter School, ISD 4263, was held on December 9, 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, Director; Mr. Jim Zacchini, Cadre Team Leader-IQS; Ms. Amy Erendu, Cadre Member-IQS; Ms. Julie Flexhaug-PACS Parent

1. Call to Order

The Chair called the meeting to order at 9:05 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. Harcopf 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 Reports and Payment Registers (Ms. Nicole presenting)

December 2023

Fund 01

- As of December 31, 2023 the school has received in Fund 01 a total of \$477,438 of current Fiscal Year State, Federal, and Local revenues which is 30% of its current budgeted amount.
- As of December 31, 2023 the school has expended in Fund 01 \$558,949 which is 35% of its current budgeted expense.
- Progeny Academy ended December 2023 with a current fiscal year to date Fund 01 deficit balance (revenues received less expenditures incurred) of \$81,511.

Fund 02

- As of December 31, 2023 the school has received in Fund 02 a total of \$29,761 of current Fiscal Year State, Federal, and Local revenues which is 57% of its current budgeted amount.
- As of December 31, 2023 the school has expended in Fund 02 18,763 which is 27% of its current budgeted expense.
- Progeny Academy ended November 2023 with a current fiscal year to date Fund 02 positive balance (revenues received less expenditures incurred) of \$10,998.

Additional Notes

- Progeny Academy had a total cash balance of \$199,189 at the end of December 2023 reflected across all funds.
- The school was paid on 80 ADM or 85.8 Pupil Units on December 31, 2023. The FY24 Original Budget is based on 83 ADM or 91 PPU.
- The Board also reviewed the payment register for the month.

5.2 Executive Director report: (Ms. Nelson presenting)

- Enrollment:
 - 94 students enrolled as of Friday, January 19, 2024
- Operations:
 - Report work regarding policy 506, ESST implementation
 - 2021-2022 Civil Rights Data Collection report complete and submitted
 - School Updates
 - Students returned from break on January 3
 - NWEA Testing
 - AIMSWeb
 - ACCESS Testing to begin in February
 - Conferences-February 1st and 2nd
- HR Update
 - Mr. Paul Kinsley, will be working with administration to provide additional support

5.3 Authorizer Report

Mr. Zacchini introduced himself to the Board. He shared his role at IQS and discussed the oversight process. He then introduced Ms. Amy Erendu to the Board. Ms. Erendu introduced herself and also shared her experience with charter schools. The Board thanked them for their attendance and support.

6.0 Consent Agenda

- Minutes of December 9, 2023
- Financial Report & Payment Register (December 2023)
- Executive Director Report

After discussion, Mr. Zwach motioned for the Consent Agenda to be approved. The motion was seconded by Ms. Zwach.

Vote:

Aye	Nay	Abstention
3	0	0

7.0 Old Business

7.1 Building Expansion Proposal

Ms. Nelson presented to the Board the proposal sent to the landlord for space expansion. Information included school history, current usage and future use needs. Questions were raised as to a response, Ms. Nelson estimated that a response might be coming in February.

8.0 New Business and Action Items

8.1 Policies for the month of January (Final Reading)

- 8.1.1 510-Student Transportation and Bus Safety
- 8.1.2 513-Student Promotion, Retention and Program Design
- 8.1.3 514-Bullying Prohibition
- 8.1.4 522-Student Sex Nondiscrimination
- 8.1.5 524-Internet Acceptable Use

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

Vote:

Aye	Nay	Abstention
3	0	0

- 8.1.6 616-District Accountability
- 8.1.7 691-Inclusive Education Plan
- 8.1.8 703-Fund Balance
- 8.1.9 709-Student Transportation
- 8.1.10 721-Uniform Grant Guidance Policy Regarding Federal Revenue Sources

Ms. Hardcopf motioned That policies 616, , 691, 703, 709 and 721 be received as First Readings. The motion was seconded by Mr. Zwach.

Vote:

Aye	Nay	Abstention
3	0	0

9.0 Other Action Items

9.1 MN Earned Sick and Safe Time (ESST) Compliance (Effective 01/01/2024)

The Director presented the revised employee handbook with the updates regarding ESST and other components. Ms. Nelson reviewed the components with the Board and discussed the changes on PTO, record keeping for both the school and the business office.

After discussion, Ms. Hardcopf motioned that the Employee Handbook be approved with revisions addressing ESST and other compliance items. The motion was seconded by Mr. Zwach.

Vote:

Aye	Nay	Abstention
3	0	0

9.2 Policy 506 Revisions

Ms. Nelson shared the Discipline policy revisions with the Board. After discussion Ms. Hardcopf moved that policy 506 be approved. The motion was seconded by Mr. Zwach.

Vote:

Aye	Nay	Abstention
3	0	0

9.3 Policy 421 Paid Time Off (PTO)-Draft

Ms. Nelson shared a draft of the PTO policy that aligns with ESST laws. The Board reviewed the information and discussed the policy. After discussion, Ms. Ms. Hardcopf moved that policy 421 be received as a first reading. The motion was seconded by Mr. Zwach.

Vote:

Aye	Nay	Abstention
3	0	0

10.0 Closed Meeting Item

10.1 Non-Public Data

Mr. Zwach moved that the School Board Meeting close as required by Minnesota Statute, section 13D.05, to discuss educational or certain nonpublic data. The motion was seconded by Ms. Hardcopf.

Vote:

Aye	Nay	Abstention
3	0	0

The meeting closed to the public at 10:00am.

Ms. Hardcopf motioned that the School Board meeting open. The motion was seconded by Mr. Zwach.

Vote:

Aye	Nay	Abstention
3	0	0

The Board Meeting returned to open session at 10:36am.

11.0 Adjournment

There being no further business, Ms. Hardcopf motioned for the meeting to adjourn noting the time at 10:37 am. The motion was seconded by Mr. Zwach.

Vote:

Aye	Nay	Abstention
3	0	0