

Progeny Academy Charter School
 Regular Board Meeting
Approved Minutes
 Friday, March 14, 2025
 10:30am

Pursuant to due call and notice thereof, the Board of Director meeting of Progeny Academy Charter School, ISD 4263, was held on March 14th, 2025 at 10:30am at Progeny Academy 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	
Ms. Nichelle Henderson	Director	X	
Ms. Rose Pollard	Director		X

Also Present: Ms. Nicole Nelson, Ex-Officio & Director; Ms. Amy Erendu, Authorizer Representative-Innovative Quality Schools; Ms. Marcy Myers, Board Trainer-Instructional Designs, Inc.

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

The Chair called the meeting to order at 10:31 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 with an amendment to move item 5 to the end of the meeting . The motion was seconded by Ms. Henderson.

Vote:

Aye	Nay	Abstention
3	0	0

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

No comments/inquiries made by the public.

6. Reports

6.1 & 6.2 Monthly Reports and Payment Registers (Ms. Nelson presenting)

Note: Ms. Nelson briefly discussed the January payment register and asked for questions. Ms. Nelson presented the February YTD reports in the following detail.

Fund 01

- As of February 28, 2025 the school has received in Fund 01 a total of \$909,862 of current Fiscal Year State, Federal, and Local revenues which is 51% of its current budgeted amount.
- As of February 28, 2025 the school has expended in Fund 01 \$1,045,330 which is 60% of its current budgeted expense.

- Progeny Academy ended February 2025 with a current fiscal year to date Fund 01 deficit balance (revenues received less expenditures incurred) of (\$135,468).

Fund 02

- As of February 28, 2025 the school has received in Fund 02 a total of \$54,103 of current Fiscal Year State, Federal, and Local revenues which is 60% of its current budgeted amount.
- As of February 28, 2025 the school has expended in Fund 02 \$48,575, which is 60% of its current budgeted expense.
- Progeny Academy ended February 2025 with a current fiscal year to date Fund 02 with a positive balance (revenues received less expenditures incurred) of \$5,529..

Additional Notes

- Progeny Academy had a total cash balance of \$152,737 at the end of February 2025 reflected across all funds.
- Progeny Academy, District 4263 had a balance of (\$8,836) in accounts receivable at February 28, 2025
- The Fund 2 Balance is subject to a one to two month lag in submission and receipt in funding.
- Progeny Academy had an overall audited fund balance of \$241,194 at June 30, 2024.
- The school was paid on 85 ADM or 89.8 Pupil Units in February of 2025.
- The Board also reviewed the payment register for the month.

6.3 Executive Director Report (Ms. Nelson presenting)

1. Enrollment:

- 95 students enrolled

2. Operations:

A. IQS

- Visits: Sawsan N. (Categories 1 & 3); Bruce Lamprecht (Categories 4 & 5)
- Mid-Year Report

B. School

- 3 days off due to cold weather (Jan. 21, Feb. 18th, March 5th)
- ACCESS Testing Currently Underway
- Building Update
- MARSS 62 Report (Transportation)
- Transportation update
- Data Reporting/Review
- Activities
 - “I Love to Read Month”
 - Science Club Fair
 - Feed My Starving Children

3. Human Resource Update

- Resignation: Ms. Joslynn Tharaldson (3/4 teacher)

6.4 Authorizer Report

Ms. Erendu stated there was no report from the Authorizer.

7.0 Consent Agenda

- 7.1 Minutes of January 2025 Regular Board meeting
- 7.2 Financial Report & Payment Register (January '25)
- 7.3 Financial Report & Payment Register (February '25)
- 7.3 Executive Director Report

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

Vote:

Aye	Nay	Abstention
3	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 March (Final/First Reading)

- 9.1.1 703-Fund Balance
- 9.1.2 806-Crisis Management
- 9.1.3 903-Visitor of School District Buildings

Mr. Zwach motioned that policies 9.1.1-9.1.3 be approved as final readings. The motion was seconded by Ms. Henderson.

Vote:

Aye	Nay	Abstention
3	0	0

- 9.1.4 Concussion Management
- 9.1.5 Electronic Funds Transfer
- 9.1.6 Journal Materials
- 9.1.7 Library Materials
- 9.1.8 Whistleblower
- 9.1.9 Pupil Fair Dismissal Process

Mr. Zwach motioned that policies 9.1.4-9.1.9 be approved as first readings. The motion was seconded by Ms. Henderson.

Vote:

Aye	Nay	Abstention
3	0	0

9.2. Three Year Strategic Plan

Ms. Nelson presented the final draft of the Three Year Strategic Plan. After discussion, Mr. Zwach motioned that the PACS Three Year Strategic Plan be approved. The motion was seconded by Ms. Henderson.

Vote:

Aye	Nay	Abstention
3	0	0

9.3. Appointment of Board Officers

Board Members discussed board officer positions and their responsibilities. After discussion the following nominations were made:

Mr. Jeramie Steinert-Board Chair

Mr. Peter Zwach-Treasurer

Ms. Nichelle Henderson-Secretary

Mr. Zwach motioned that the nominations for Board Officers be approved. The motion was seconded by Ms. Henderson.

Vote:

Aye	Nay	Abstention
3	0	0

9.4. School Board Elections

Ms. Nelson shared School Board Election Procedures to the Board. Ms. Nelson noted that the election will take place in May, but preparations will begin next month.

10.0 Adjournment (Formally Item 5)

Annual Training			
Board Member	Date of Training	Topic	Facilitator
PJ Zwach	12.14.24	-Strategic Planning -Conduct Financial Oversight of Pupil Units	Marcy Myers, Instructional Designs, Inc.
	3.14.25	-Developing and Establishing Effective Parent and Community Relationships -Evaluate Progress Towards Goals -Understanding Education Standards in MN	Marcy Myers, Instructional Designs, Inc.

Jeramie Steinert	12.14.24	-Strategic Planning -Conduct Financial Oversight of Pupil Units	Marcy Myers, Instructional Designs, Inc.
	3.14.25	-Developing and Establishing Effective Parent and Community Relationships -Evaluate Progress Towards Goals -Understanding Education Standards in MN	Marcy Myers, Instructional Designs, Inc.
Nicole Nelson	12.14.24	-Strategic Planning -Conduct Financial Oversight of Pupil Units	Marcy Myers, Instructional Designs, Inc.
	3.14.25	-Developing and Establishing Effective Parent and Community Relationships -Evaluate Progress Towards Goals -Understanding Education Standards in MN	Marcy Myers, Instructional Designs, Inc.
Nichelle Henderson	3.14.25	-Developing and Establishing Effective Parent and Community Relationships -Evaluate Progress Towards Goals -Understanding Education Standards in MN	Marcy Myers, Instructional Designs, Inc.
Rose Pollard			

11.0 Adjournment

There being no further business, Mr. Zwach motioned for the meeting to adjourn noting the time at 11:41 am. The motion was seconded by Ms. Henderson.

Vote:

Aye	Nay	Abstention
3	0	0

The next Board Meeting is scheduled for April 12, 2025, 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.