

Progeny Academy Charter School
Regular Board Meeting
Approved Minutes
Friday, April 25, 2025
12:45pm

Pursuant to due call and notice thereof, the Board of Director meeting of Progeny Academy Charter School, ISD 4263, was held on April 25th, 2025 at 12:45pm 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 | |
| Ms. Nichelle Henderson | Director | X | |
| Ms. Rose Pollard | Director | | X |

*Jeramie Steinert appeared by interactive technology due a pre scheduled 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. Roderick Haenke, Board Trainer-Instructional Designs, Inc.

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

The Chair called the meeting to order at 12:47 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 Ms. Henderson.

Vote (Roll Call):

Mr. Zwach-Aye

Ms. Henderson-Aye

Chair Steinert-Aye

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

No comments/inquiries made by the public.

5. Training

| 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. |
| | 4.25.25 | -Understanding Employment Laws in Charter Schools -Meet Requirements for Serving English Learners | Roderick Haenke, 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. |
| | 4.25.25 | -Understanding Employment Laws in Charter Schools -Meet Requirements for Serving English Learners | Roderick Haenke, 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. |
| | 4.25.25 | -Understanding Employment Laws in Charter Schools -Meet Requirements for Serving English Learners | Roderick Haenke, 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. |
| | 4.25.25 | -Understanding Employment Laws in Charter Schools -Meet Requirements for Serving English Learners | Roderick Haenke, Instructional Designs, Inc. |
| Rose Pollard | | | |

6. Reports

6.1 Monthly Reports and Payment Register (Ms. Nelson presenting)

Fund 01

- As of March 31, 2025 the school has received in Fund 01 a total of \$1,174,824 of current Fiscal Year State, Federal, and Local revenues which is 66% of its current budgeted amount.
- As of March 31, 2025 the school has expended in Fund 01 \$1,176,598 which is 67% of its current budgeted expense.
- Progeny Academy ended March 2025 with a current fiscal year to date Fund 01 deficit balance (revenues received less expenditures incurred) of (\$1,174).

Fund 02

- As of March 31, 2025 the school has received in Fund 02 a total of \$63,985 of current Fiscal Year State, Federal, and Local revenues which is 71% of its current budgeted amount.
- As of March 31, 2025 the school has expended in Fund 02 \$58,292, which is 77% of its current budgeted expense.
- Progeny Academy ended March 2025 with a current fiscal year to date Fund 02 with a positive balance (revenues received less expenditures incurred) of \$5,693..

Additional Notes

- Progeny Academy had a total cash balance of \$152,110 at the end of March 2025 reflected across all funds.
- Progeny Academy, District 4263 had a balance of (\$8,836) in accounts receivable at March 31, 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 March of 2025.
- The Board also reviewed the payment register for the month.

6.3 Executive Director Report (Ms. Nelson presenting)

1. Enrollment:
 - A. 92 students enrolled
2. Operations:
 - A. IQS-Authorizer Meeting on April 10th. Topics included June Board training, new oversight items, new legislation
 - B. MDE Vendor Report
 - C. Statewide Testing
 - a. WIDA testing complete
 - b. MCA Assessments underway
 - D. Teacher evaluations
 - E. SY 25-26 Vendor Contracts
3. Human Resource Update
 - A. Attending Job Fair in May
 - B. Interviews underway

6.4 Authorizer Report

No report from Authorizer.

7.0 Consent Agenda

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

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

Vote (Roll Call):

Mr. Zwach-Aye

Ms. Henderson-Aye

Chair Steinert-Aye

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 April (Final/First Reading)

- 9.1.1 507-Pupil Fair Dismissal Process
- 9.1.2 535-Concussion Management
- 9.1.3 793-Electronic Funds Transfer*
- 9.1.4 531-Pledge of Allegiance
- 9.1.5 603-Curriculum Development
- 9.1.6 2024-2025 English Language Program
- 9.1.7 2024-2025 Restrictive Procedures
- 9.1.8 2024-2025 Total Special Education Systems (TSES) Manual

Mr. Zwach motioned that policies and Plans 9.1.1-9.1.8 be approved as final readings and giving authorization to the Director to complete fund transfers. The motion was seconded by Ms. Henderson.

Vote (Roll Call):

Mr. Zwach-Aye

Ms. Henderson-Aye

Chair Steinert-Aye

9.1.9 Journal Materials

9.1.10 Library Materials

9.1.11 Whistleblower

Mr. Zwach motioned that policies and Plans 9.1.9--9.1.11 be approved as second readings. The motion was seconded by Ms. Henderson.

Vote (Roll Call):

Mr. Zwach-Aye

Ms. Henderson-Aye

Chair Steinert-Aye

9.1.12 Language Access Plan

9.1.13 404-Employment Background Checks

9.1.14 405-School Leader Evaluation Process

9.1.15 535-Malicious & Sadistic Conduct

Mr. Zwach motioned that policies and Plans 9.1.12--9.1.15 be approved as first readings. The motion was seconded by Ms. Henderson.

Vote (Roll Call):

Mr. Zwach-Aye

Ms. Henderson-Aye

Chair Steinert-Aye

9.2. Board Election Updates

Ms. Nelson reported that Stakeholders were notified of the Election process, open seats and request for nominations on April 15th. Nominees will be shared at the upcoming Board meeting.

9.3. 2025-2026 PACS District Calendar

Ms. Nelson shared the District Calendar for the upcoming school year. Ms. Nelson went over the details of the calendar with the Board and entertained questions.

Mr. Zwach motioned that the 2025-2026 District Calendar be approved. The motion was seconded by Ms. Henderson.

Vote (Roll Call):
Mr. Zwach-Aye
Ms. Henderson-Aye
Chair Steinert-Aye

10.0 Adjournment

There being no further business, Mr. Zwach motioned for the meeting to adjourn noting the time at 1:43 pm. The motion was seconded by Ms. Henderson.

Vote (Roll Call):
Mr. Zwach-Aye
Ms. Henderson-Aye
Chair Steinert-Aye

The next Board Meeting is scheduled for May 10, 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.