

Progeny Academy Charter School
Regular Board Meeting
Approved Minutes
Friday, November 14th, 2025
11:00am

Pursuant to due call and notice thereof, the Board of Director meeting of Progeny Academy Charter School, ISD 4263, was held on November 13th, 2025 at 11:00 am at Progeny Academy, 11600 Arbor Lakes Pkwy N Maple Grove MN, 55369 and and virtually. Roll call was taken with the following attendance:

Member Name	Position	Present	Absent
Mr. Jeramie Steinert	Chair	X*	
Ms. Nichelle Henderson	Secretary	X	
Ms. Rose Pollard	Director		X

*Chair Steinert participated via interactive technology to accommodate his regular work schedule with place of employment.

Also Present: Ms. Nicole Nelson, Ex-Officio & Director; Ms. Wilderness Pinna, Business Office Manager; Mr. Roby Thomas, CPA, Thomas and Co.; Marcy Myers, Project Manager-Instructional Designs, Inc.; Mr. Thomas Schmidt-Teacher, Progeny Academy.

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

The Chair called the meeting to order at 11:07 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

Secretary Henderson moved for the Agenda to be approved noting amendment of order of items (7.1.1 and 5.0). The motion was seconded by the Chair.

Vote (Roll Call):

Secretary Henderson-Aye

Chair Steinert-Aye

Motion Carried.

4. Board Member Appointment

After discussion, Ms. Henderson motioned to appoint Mr. Thomas Schmidt to the Progeny Academy Board of Directors. The motion was seconded by the Chair.

Vote (Roll Call):

Secretary Henderson-Aye

Chair Steinert-Aye

Motion Carried.

5. Fy'25 Audit Report (Mr. Thomas Roby, CPA Presenting)

Mr. Roby presented to the Board the Financial Audit report for Fiscal Year 2025. The report is attached to the minutes.

6. Reports

6.1 Monthly Reports and Payment Register (Ms. Wilderness Pinna Presenting)

Fund 01

- As of October 31, 2025 the school has received in Fund 01 a total of \$439,616 of current Fiscal Year State, Federal, and Local revenues which is 25% of its current budgeted amount.
- As of October 31, 2025 the school has expended in Fund 01 \$492,097 which is 28% of its current budgeted expense.
- Progeny Academy ended October 2025 with a current fiscal year to date Fund 01 deficit balance (revenues received less expenditures incurred) of (\$52,480).

Fund 02

- As of October 31, 2025 the school has received in Fund 02 a total of \$0.00 of current Fiscal Year State, Federal, and Local revenues which is 0% of its current budgeted amount.
- As of October 31, 2025 the school has expended in Fund 02 of \$14,191, which is 0% of its current budgeted expense.
- Progeny Academy ended October 2025 with a current fiscal year to date Fund 02 with a deficit balance (revenues received less expenditures incurred) of (\$14,191).
- Note: This information updated as of the day before the meeting, line items will be corrected for the upcoming meeting.

Additional Notes

- A. Progeny Academy had a total cash balance of \$450,320 at the end of October 2025 reflected across all funds.
- B. Progeny Academy, District 4263 had a balance of (\$25,105) in accounts receivable at October 31, 2025.
- C. The Fund 2 Balance is subject to a one to two month lag in submission and receipt in funding.
- D. Progeny Academy had an overall audited fund balance of \$450,561 at June 30, 2025.
- E. The school was paid on 85 ADM or 89.8 Pupil Units in October of 2025.
- F. The School has currently completed 33% of its fiscal calendar.
- G. The Board also review the monthly Check Registry as well as the Report and Check Registry from September '25.

6.2 Executive Director Report (Ms. Nelson presenting)

1. Enrollment:

- A. 78 students enrolled

2. Operations:

- A. Authorizer Updates
- B. Audit Updates
- C. Noted that all additional information is included in upcoming reports

6.3 Authorizer Report

No report from the Authorizer.

7.0 Board Training (Ms. Myers presenting)

New Board Member Training						
Board Member	Board Roles and Responsibilities	Open Meeting Law	Data Practices Law	Board Roles and Responsibilities Regarding Student Achievement	Employment Policies and Practices	Public School Funding and Financial Management
Rose Pollard	Take Minutes, MNCharterboard , 1.8.25	Conduct Open Meetings, MNCharterboard, 1.8.25	Respond to Data Requests, MNCharterboard, 1.8.25			
Thomas Schmidt	Take Minutes, MNCharterboard , 11.10..25	Conduct Open Meetings, MNCharterboard, 11.10..25	Respond to Data Requests, MNCharterboard, 11.10..25	Conduct Board Elections and Meet Requirements for Serving Students with IEPs, Insturcional Designs, Inc., Marcy Myers, 11.14.25	Safeguard Personnel Data, Insturcional Designs, Inc., Marcy Myers, 11.14.25	

Annual Training			
Board Member	Date of Training	Topic	Facilitator
Jeramie Steinert	11.14.25	<ul style="list-style-type: none"> • Conduct Board Elections • Meeting Requirements for Serving Students with IEPs • Safeguard Personnel Data 	Marcy Myers, Instructional Designs, Inc.
Nichelle Henderson	11.14.25	<ul style="list-style-type: none"> • Conduct Board Elections • Meeting Requirements for Serving Students with IEPs • Safeguard Personnel Data 	Marcy Myers, Instructional Designs, Inc.

Nicole Nelson	11.14.25	<ul style="list-style-type: none"> • Conduct Board Elections • Meeting Requirements for Serving Students with IEPs • Safeguard Personnel Data 	Marcy Myers, Instructional Designs, Inc.
---------------	----------	--	--

8.0 Consent Agenda

- 8.1 Minutes of September 13th, 2025 Regular Board meeting
- 8.2 Financial Report & Payment Register (September '25)
- 8.3 Financial Report & Payment Register (October '25)
- 8.4 Fiscal Year 2025 Audit
- 8.5 Executive Director Report

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

Vote (Roll Call):

- Secretary Henderson-Aye
- Director Schmidt-Aye
- Chair Steinert-Aye
- Motion Carried.

9.0 Old Business

No old business to report at this time.

10.0 New Business and Action Items

9.1 Policies for the month of November (Final Reading)

- 9.1.1 410-Family and Medical Leave
- 9.1.2 411-Group Health Insurance
- 9.1.3 412-Expense Reimbursement
- 9.1.4 413-Harassment and Violence
- 9.1.5 414-Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- 9.1.6 415-Mandated Reporting of Maltreatment of Vulnerable Adults

Secretary Henderson moved that policies 410, 411, 412, 413, 414 and 415 be received as Final Readings. The motion was seconded by Mr. Schmidt.

Vote (Roll Call):

- Secretary Henderson-Aye
- Director Schmidt-Aye
- Chair Steinert-Aye
- Motion Carried.

- 9.1.7 417-Chemical Use and Abuse
- 9.1.8 418-Drug Free Workplace/Drug Free School
- 9.1.9 427-Workload Limits for Certain Special Education Teachers

9.1.10 501-Weapons

9.1.11 502-Search of Student Lockers, Desks, Personal Possessions and Student's Person

9.1.12 504-Student Dress and Appearance

9.1.13 718-Record Retention and Destruction (NEW)

9.1.14 104-Charter School Mission Statement (NEW)

Secretary Henderson moved that policies 417, 418, 427, 501, 592 504 718 and 104 be received as First Readings. The motion was seconded by Mr. Schmidt.

Vote (Roll Call):

Secretary Henderson-Aye

Director Schmidt-Aye

Chair Steinert-Aye

Motion Carried.

10.2 Contract Approval

Ms. Nelson presented two contracts; one for custodial services and one for van transportation.

Ms. Nelson went through both contracts including costs.

After discussion, Secretary Henderson motioned that the contracts for K & M Cleaning and the Independent Transportation service be approved. The motion was seconded by Mr. Schmidt.

Vote (Roll Call):

Secretary Henderson-Aye

Director Schmidt-Aye

Chair Steinert-Aye

Motion Carried.

10.3 2024-2025 District Annual Report (State of the School)

Ms. Nelson presented the District Annual Report to the Board Members and Public. The contents of the report can be viewed in the attached document.

After discussion, Secretary Henderson motioned that the 2024-2025 District Annual report be approved. The motion was seconded by Mr. Schmidt.

Vote (Roll Call):

Secretary Henderson-Aye

Director Schmidt-Aye

Chair Steinert-Aye

Motion Carried.

11.0 Other

11.1 Director Professional Development Plan

Ms. Nelson presented her 2025-2026 Professional Development. She went through the topics of the trainings and noted that there will be regular updates on her progress throughout the year.

11.2 Member Recruiting

Ms. Nelson noted the actions she has taken to continue to recruit for open seats. Ms. Nelson requested assistance from the Board in the instance they hear of interest.

12.0 Adjournment

There being no further business, Mr. Schmidt motioned for the meeting to adjourn noting the time at 11:21 am. The motion was seconded by Secretary Henderson.

Vote (Roll Call):

Secretary Henderson-Aye

Director Schmidt-Aye

Chair Steinert-Aye

Motion Carried.

The next Board Meeting is scheduled for December 13, 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.