

Progeny Academy Charter School  
Regular Board Meeting  
**Approved Minutes**  
Thursday, December 18th, 2025  
4:00pm

Pursuant to due call and notice thereof, the Board of Director meeting of Progeny Academy Charter School, ISD 4263, was held on December 18th, 2025 at 4:00 pm at Progeny Academy, 2915 2nd Street S.St. Cloud, MN 56302 and virtually. Roll call was taken with the following attendance:

<b>Member Name</b>	<b>Position</b>	<b>Present</b>	<b>Absent</b>
Mr. Jeramie Steinert	Chair	X*	
Ms. Nichelle Henderson	Secretary	X	
Ms. Rose Pollard	Director		X
Mr. Thomas Schmidt	Director	X	

\*Chair Steinert participated via interactive technology to accommodate his regular work schedule with place of employment. Secretary Henderson participated via interactive technology due to illness.

Also Present: Ms. Nicole Nelson, Ex-Officio & Director; Ms. Sandra Gordon-mai Johnson-Parent, Progeny Academy.

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

The Chair called the meeting to order at 4:03 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**

Secretary Henderson moved for the Agenda to be approved. The motion was seconded by Director Schmidt.

Vote (Roll Call):

Secretary Henderson-Aye

Director Schmidt-Aye

Chair Steinert-Aye

Motion Carried.

**4. Board Member Appointment**

After discussion, Ms. Henderson motioned to appoint Ms. Sandra Gordon-mai Johnson to the Progeny Academy Board of Directors. The motion was seconded by the Director Schmidt.

Vote (Roll Call):

Secretary Henderson-Aye

Director Schmidt-Aye

Chair Steinert-Aye

Motion Carried.

## 5. Open Forum for members of the Public to Address the Board

No public requests to address the Board.

## 6. Reports

### 6.1 Monthly Reports and Payment Register (Director Nelson Presenting)

#### Fund 01

- As of November 30, 2025 the school has received in Fund 01 a total of \$563,335.00 of current Fiscal Year State, Federal, and Local revenues which is 32% of its current budgeted amount.
- As of November 30, 2025 the school has expended in Fund 01 \$632,124.00 which is 36% of its current budgeted expense.
- Progeny Academy ended November 2025 with a current fiscal year to date Fund 01 deficit balance (revenues received less expenditures incurred) of (\$68,789).

#### Fund 02

- As of November 30, 2025 the school has received in Fund 02 a total of \$24,222.00 of current Fiscal Year State, Federal, and Local revenues which is 27% of its current budgeted amount.
- As of November 30, 2025 the school has expended in Fund 02 of \$20,046, which is 25% of its current budgeted expense.
- Progeny Academy ended November 2025 with a current fiscal year to date Fund 02 with a balance (revenues received less expenditures incurred) of \$4,176.00.
- 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 \$401,043 at the end of November 2025 reflected across all funds.
- B. Progeny Academy, District 4263 had a balance of (\$12,718) in accounts receivable at November 30, 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 \$404,121 at June 30, 2025.
- E. The school was paid on 85 ADM or 89.8 Pupil Units in November of 2025.
- F. The School has currently completed 42% of its fiscal calendar.
- G. The Board also review the monthly Check Registry as well as the Report and Check Registry from November '25.

### 6.2 Executive Director Report (Ms. Nelson presenting)

#### 1. Enrollment:

- A. 78 students enrolled

#### 2. Operations:

- A. School
  - a. Food and Nutrition Audit
  - b. Procurement Audit
  - c. State Assessment Audit
  - d. Immunization Report submission

- e. Completion of Trimester I, Report Cards
  - f. NWEA Assessments
  - g. Winter Break, December 22, 2025-January 2, 2026
  - h. Teacher Evaluation
3. Employment Update
- B. Ms. Pa Houa Xiong, Special Education Coordinator

### **6.3 Authorizer Report**

No report from the Authorizer.

### **7.0 Consent Agenda**

- 7.1 Minutes of November 14th, 2025 Regular Board meeting
- 7.2 Financial Report and Payment Register (November-'25)
- 7.3 Executive Director Report
- 7.4 Hiring: Ms. Pa Houa Xiong, Special Education Coordinator

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

Vote (Roll Call):

Secretary Henderson-Aye

Director Schmidt-Aye

Director Johnson-Aye

Chair Steinert-Aye

Motion Carried.

### **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 December (Final Reading)**

- 9.1.1 417-Chemical Use and Abuse
- 9.1.2 418-Drug Free Workplace/Drug Free School
- 9.1.3 427-Workload Limits for Certain Special Education Teachers
- 9.1.4 501-Weapons
- 9.1.5 502-Search of Student Lockers, Desks, Personal Possessions and Student's Person
- 9.1 6 504-Student Dress and Appearance
- 9.1.7 718-Record Retention and Destruction (NEW)
- 9.1.8 104-Charter School Mission Statement (NEW)

Secretary Henderson moved that policies 417, 418, 427, 591, 502, 504, 718 and 104 be received as Final Readings. The motion was seconded by Director Schmidt.

Vote (Roll Call):

Secretary Henderson-Aye

Director Schmidt-Aye

Director Johnson-Aye  
Chair Steinert-Aye  
Motion Carried.

506-Student Discipline  
514-Bullying Prohibition  
522-Student Sex Non-discrimination  
524-Internet Acceptable Use  
526-Hazing Prohibition  
528-Student, Parental, Family, and Marital Status Non-discrimination  
531-The Pledge of Allegiance  
612-2 Development of Parent and Family Engagement Policies for Title I Programs  
616-School District System Accountability  
703-Fund Balance  
806-Crisis Management  
534-Unpaid Meal Charges

Secretary Henderson moved that policies 514, 522, 524, 526, 528, 531, 612-2, 616, 703, 806, 534 be received as first Readings. The motion was seconded by Director Schmidt.

Vote (Roll Call):  
Secretary Henderson-Aye  
Director Schmidt-Aye  
Director Johnson-Aye  
Chair Steinert-Aye  
Motion Carried.

### **9.2 Board Officer Appointment (Treasurer)**

After Discussion, Secretary Henderson nominated Director Schmidt to serve as Board Treasurer. The motion was seconded by Director Johnson.

Vote (Roll Call):  
Secretary Henderson-Aye  
Director Schmidt-Aye  
Director Johnson-Aye  
Chair Steinert-Aye  
Motion Carried.

### **9.3 Teacher Evaluation Plan (Director Nelson Presenting)**

Ms. Nelson presented the District Teacher Evaluation Plan to the Board. The contents of the report included statute compliance, procedures and implementation process.

After discussion, Treasurer Schmidt motioned that the Teacher Evaluation Plan be approved. The motion was seconded by Director Johnson.

Vote (Roll Call):  
Secretary Henderson-Aye  
Director Schmidt-Aye  
Director Johnson-Aye

Chair Steinert-Aye  
Motion Carried.

### **9.3 Employee Handbook, Chapter 1 Revision (Director Nelson Presenting)**

Ms. Nelson presented Chapter 1 of the Employee Handbook. The section contained revisions that outline the processes and procedures for the implementation of the New Paid Family Leave Legislation that would go into effect on January 1st, 2026.

After discussion, Secretary Henderson motioned to approve the revised Employee Handbook, Chapter 1. The motion was seconded by Treasurer Schmidt.

Vote (Roll Call):  
Secretary Henderson-Aye  
Director Schmidt-Aye  
Director Johnson-Aye  
Chair Steinert-Aye  
Motion Carried.

### **10.0 Adjournment**

There being no further business, Secretary Henderson motioned for the meeting to adjourn noting the time at 4:38 pm. The motion was seconded by Director Johnson.

Vote (Roll Call):  
Secretary Henderson-Aye  
Director Schmidt-Aye  
Director Johnson-Aye  
Chair Steinert-Aye  
Motion Carried.

The next Board Meeting is scheduled for January 10, 2026, 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.