



Minnesota Transitions Charter School

**Minutes of Regular Board Meeting
Thursday January 26 2017
4:00 p.m.**

**At Minnesota Transitions Charter School District Office
2872 26th Avenue South, Minneapolis, MN 55406**

1. Call to Order

Becky Juntunen called the meeting to order at 4:03 p.m.

Becky noted that the meeting is a regular Board Meeting of the Minnesota Transitions Charter School (“**MTCS**”) Board of Directors. Becky noted that the meeting took place at Minnesota Transitions Charter School District Office located at 2872 26th Avenue South, Minneapolis, MN 55406.

2. Roll Call and Noting of Quorum

Becky Juntunen noted that as of the beginning of the meeting, the Board was made up of eight (8) Board Members. Becky noted the presence of the following Board Members:

- **Becky Juntunen** – Board Chair (present)
- **Martin Lukaszewski** – Vice Chair (present)
- **Tamara Schultz** – Secretary/Treasurer (present)
- **Andrea Miller** – Teacher (present)
- **Rand Retterath** – Community Member (present)
- **Sheila McMahan** – Teacher (present)
- **Hassan Hassan** – Parent (not present)
- **Dekha Osman** – Parent (present)
- **Beth Ingberg** – Community Member (present)

Becky noted the absence of the following Board Members:

- **Hassan Hassan** – Parent (not present)



Becky noted that at the beginning of the Board meeting, the Board had eight (8) individuals currently holding the office of Director on the Board of Directors. Becky noted that, to establish a quorum, the Board must have a majority of those Board members – meaning more than half – in attendance. Therefore, a quorum of the Board as currently configured requires five (5) Board members in attendance. Becky noted that, of the nine (9) Board members currently on the Board, eight (8) were in attendance at the Board meeting. Becky noted the presence of a quorum.

The following individuals were also present for the meeting:

- Dennis Carlson –Interim Superintendent
- Keith Lester - Consultant
- Mary Becker –HR Director
- BKDA – Accounting Partner
- Schlenner and Wenner & Co - Auditor

3. **Board Recognition**

- a) Blake Jorgensen – Was present with an award recognizing the Excellent Educator Award, published by WCCO.
- b) Norman Lynskey - Was recognized with the WCCO Good Neighbor Award, published by WCCO.

4. **Approval of the Thursday December 22 2016 regular Board Meeting Minutes & Ratification of Actions taken during the meeting.**

Tami Schultz made a motion to approve the Thursday December 22 2016 Board Meeting Minutes for the “Open Session” and ratify and confirm all actions taken during the Thursday December 22 2016 Board Meeting. The motion was seconded by Beth Ingberg. There was no discussion/Discussion followed. The motion passed (8-0) with votes in favor Becky Juntunen, Tami Schultz, Martin Lukaszewski, Andrea Miller, Sheila McMahon, Rand Retterath, Beth Ingberg and Dekha Osman No Board members voted against the motion.



Approval of the Wednesday January 4 2017 Special Board Meeting Minutes & Ratification of Actions taken during the meeting.

Tami Schultz made a motion to approve the Wednesday January 4 2017 Board Meeting Minutes for the “Open Session” and ratify and confirm all actions taken during the Wednesday January 4 2017 Board Meeting. The motion was seconded by Martin Lukaszewski. There was no discussion/Discussion followed. The motion passed (8-0) with votes in favor Becky Juntunen, Tami Schultz, Martin Lukaszewski, Andrea Miller, Sheila McMahon, Rand Retterath, Beth Ingberg and Dekha Osman No Board members voted against the motion.

Approval of the Tuesday January 17 2017 Special Board Meeting Minutes & Ratification of Actions taken during the meeting.

Tami Schultz made a motion to approve the Tuesday January 17 2017 Board Meeting Minutes for the “Open Session” and ratify and confirm all actions taken during the Tuesday January 17 2017 Board Meeting. The motion was seconded by Beth Ingberg. There was no discussion/Discussion followed. The motion passed (8-0) with votes in favor Becky Juntunen, Tami Schultz, Martin Lukaszewski, Andrea Miller, Sheila McMahon, Rand Retterath, Beth Ingberg and Dekha Osman No Board members voted against the motion.

5. Audit Report

An internal audit report was conducted by Schlenner Wenner & Co. which was submitted to the state on December 31 2016. A few points of discussion in this regard; are as follows:

- Board Member Rand Retterath would like the board to consider putting a policy in place for the review of the audit, prior to sending to the state for reporting.
- Board would like to consider conducting a 6 month audit.

Tami Schultz made a motion to approve the audit report and Food Service fund transfer in the amount of \$166,061. The motion was seconded by Beth Ingberg. There was no discussion/Discussion followed. The motion passed (8-0) with votes in favor Becky Juntunen, Tami Schultz, Martin Lukaszewski, Andrea Miller, Sheila McMahon, Rand Retterath, Beth Ingberg and Dekha Osman No Board members voted against the motion.



Financials Report

Chuck Herdegen with BKDA presented the financial summary and statement to the Board of Directors.

Beth Ingberg made a motion to approve the financial summary and statement as presented. The motion was seconded by Andrea Miller. There was no discussion/Discussion followed. The motion passed (8-0) with votes in favor Becky Juntunen, Tami Schultz, Martin Lukaszewski, Andrea Miller, Sheila McMahon, Rand Retterath, Beth Ingberg and Dekha Osman. No Board members voted against the motion.

7. Contracts

Dennis Carlson presented a proposal for new printer and copier services. He recommended Metro sales to be our new partner with these services. The approval includes the buyout with current printer and copier services and start of State Rental Agreement with Metro.

Martin Lukaszewski made a motion to approve State Rental Agreement and buyout management with Metro Sales. The motion was seconded by Rand Retterath. There was no discussion/Discussion followed. The motion passed (8-0) with votes in favor Becky Juntunen, Tami Schultz, Martin Lukaszewski, Andrea Miller, Sheila McMahon, Rand Retterath, Beth Ingberg and Dekha Osman. No Board members voted against the motion.

8. Human Resources

a) Mary Becker requested board approval on new hires throughout the District.

Martin Lukaszewski made a motion to approve the new hires as presented by Mary Becker. The motion was seconded by Andrea Miller. There was no discussion/Discussion followed. The motion passed (8-0) with votes in favor Becky Juntunen, Tami Schultz, Martin Lukaszewski, Andrea Miller, Sheila McMahon, Rand Retterath, Beth Ingberg and Dekha Osman. No Board members voted against the motion.



b) Mary Becker requested board approval on terminations throughout the District.

Tami Schultz made a motion to approve the terminations as presented by Mary Becker. The motion was seconded by Andrea Miller. There was no discussion/Discussion followed. The motion passed (8-0) with votes in favor Becky Juntunen, Tami Schultz, Martin Lukaszewski, Andrea Miller, Sheila McMahon, Rand Retterath, Beth Ingberg and Dekha Osman No Board members voted against the motion.

c) Superintendent/Deputy Superintendent Contracts

Mary Becker requested a motion to be accepted by the Board for Keith Lester consulting agreement as he will be forming an LLC effective July 1 2017.

Martin Lukaszewski made a motion to approve the consulting agreement of Deputy Superintendent, Keith Lester as presented by Mary Becker. The motion was seconded by Andrea Miller. There was no discussion/Discussion followed. The motion passed (8-0) with votes in favor Becky Juntunen, Tami Schultz, Martin Lukaszewski, Andrea Miller, Sheila McMahon, Rand Retterath, Beth Ingberg and Dekha Osman No Board members voted against the motion.

Mary Becker requested a motion to be accepted by the Board for awarding the Superintendent position to Dennis Carlson.

Martin Lukaszewski made a motion to accept the Superintendent position to Dennis Carlson as presented by Mary Becker. The motion was seconded by Andrea Miller. There was no discussion/Discussion followed. The motion passed (8-0) with votes in favor Becky Juntunen, Tami Schultz, Martin Lukaszewski, Andrea Miller, Sheila McMahon, Rand Retterath, Beth Ingberg and Dekha Osman No Board members voted against the motion.

d) 2017/2018 District Calendar

Mary Becker proposed a new calendar for the 2017/2018 school year.

Beth Ingberg made a motion to accept the 2017/2018 school year calendar as presented by Mary Becker. The motion was seconded by Tami Schultz. There was no discussion/Discussion followed. The motion passed (8-0) with votes in favor Becky Juntunen, Tami Schultz, Martin Lukaszewski, Andrea Miller, Sheila McMahon, Rand Retterath, Beth Ingberg and Dekha Osman No Board members voted against the motion.



9. Superintendent Report

Dennis Carlson presented the Superintendent report. Items highlighted were: Annual meeting, visit to State Capitol, contract and leases and Organizational Needs Analysis.

10. New Business

- a) Crisis plan (district wide safety document)
Tami Schultz provided the crisis plan document to the Board of Directors to be reviewed.
- b) Go To Meeting Option
This needs to be reviewed further with district attorney, per open meeting law.
- c) Board Training and Certification
Becky Juntunen reminded the Board of Directors of the appropriate training and certifications that are required to hold their board positions. She provided a calendar that from MACS who offer these trainings and certifications.
- d) Original Diploma Request
Becky Juntunen referenced a cost to an original diploma request for those individuals who contact us for an additional original diploma. Cost requested would be \$25 per request. She and Erin Schurman will create an online process that will fit the needs of the district.

Beth Ingberg made a motion to accept the original diploma request fee process. The motion was seconded by Martin Lukaszewski. There was no discussion/Discussion followed. The motion passed (8-0) with votes in favor Becky Juntunen, Tami Schultz, Martin Lukaszewski, Andrea Miller, Sheila McMahon, Rand Retterath, Beth Ingberg and Dekha Osman No Board members voted against the motion.

14. Open Forum

There were no open forum requests.



15. *****CLOSED SESSION**

Becky Juntunen noted the following: The Minnesota Open Meeting Law, Minnesota Statutes, Section 13D.05, subdivision 3(b), allows the Board of Directors to close a meeting to engage in attorney-client privileged discussions.

Litigation in the case of 1130 LLC, et al. v. Minnesota Transitions Charter School, et al. The Board seeks legal advice on the status and potential resolution of the case.

Current and threatened litigation in the cases of Lavorato v. Schultz, et al., and Lavorato v. MTCS. The Board of Directors seeks legal advice on the status of the matter, alleged claims against the School, the School Attorney's analysis of the same, and the School's options for responding to such claims.

Becky Juntunen closed the meeting at 6:36 p.m.

Becky Juntunen re-opened the meeting to the public at 6:57 p.m. Becky Juntunen noted that the following individuals were present during the closed session:

- **Becky Juntunen** – Board member
- **Martin Lukaszewski** – Board member
- **Tamara Schultz** – Board member
- **Andrea Miller** – Board member
- **Beth Ingberg** – Board member
- **Dekha Osman** – Board member
- **Rand Retterath** – Board member
- **Sheila McMahon** – Board member
- **Trevor Helmers** – MTCS Legal Counsel

Becky Juntunen noted that Board member, Hassan Hassan, was not present during the Closed Session.

16. **Adjournment**

Beth Ingberg made a motion to adjourn the Board Meeting. The motion was seconded by Andrea Miller. The motion passed (8-0) there was no discussion/Discussion followed. The motion passed (8-0) with votes in favor Becky Juntunen, Tami Schultz, Martin Lukaszewski, Andrea Miller, Sheila McMahon, Rand Retterath, Beth Ingberg and Dekha Osman No Board members voted against the motion.



**Minnesota Transitions
CHARTER SCHOOL**

Adjourned at 7:01 p.m.

Respectfully submitted.

Tamara Schultz, Secretary

Certification of Accuracy of Minutes

I, Tamara Schultz, Secretary for the Minnesota Transitions Charter School Board of Directors, being duly sworn under oath, hereby swear, certify, and declare that the above Minutes are a true and correct summary of the actions taken by the Board of Directors at the Regular Board Meeting of the Board of Directors held on January 26 2017.

County of Hennepin)
) ss.
State of Minnesota)

Subscribed and sworn to before me
this _____ day of _____, 2017.

Tamara Schultz, Secretary

Notary Public