



Minnesota Transitions Charter School

**Minutes of Regular Board Meeting
Thursday April 27th 2017
4:30 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 4:30p.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 nine (9) Board Members. Becky noted the presence/non-presence of the following Board Members:

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

Becky noted that at the beginning of the Board meeting, the Board had nine (9) 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:

- Superintendent, Dennis Carlson
- Auditor Jon Archer with Schlenner Wenner & Co.
- Dustin Reeves with BKDA
- HR Director, Mary Becker
- Communications Director, Anne Marie Arndt

3. Approval of Agenda

Tamara Schultz made a motion to approve the addendum to the agenda. The motion was seconded by Andrea Miller. No discussion occurred / Discussion followed. The motion passed 8-0 with votes in favor from Becky Juntunen, Tamara Schultz, Andrea Miller, Beth Ingberg, Rand Retterath, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No board members voted against the motion.

4. Approval of the April 27th, 2017 Regular Board Meeting Minutes & Ratification of Actions taken during the meeting.

Martin Lukaszewski made a motion to approve the April 27th, 2017 Board Meeting Minutes for the “Open Session” and ratify and confirm all actions taken during the April 27th, 2017 Board Meeting. The motion was seconded by Andrea Miller. There was no discussion/Discussion followed. The motion passed 8-0, with votes in favor from Becky Juntunen, Tamara Schultz, Andrea Miller, Beth Ingberg, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. Rand Retterath abstained from voting. No board members voted against the motion.



5. Financial

- a. Jon Archer with Schlenner Wenner presented beneficial options beyond conducting a mid-year review. It was suggested that the board agree upon areas of concern and the audit can take place around that subject.

The subject that the board would further like to audit is the Special Education Department. Per Kelly Dietrich, Special Education Director informed that, per state requirement an audit for Special Education is to take place the year of 2020.

Tamara Schultz made a motion for Schlenner Wenner to move forward with reviewing the Special Education Department. The motion was seconded by Beth Ingberg. No discussion occurred / Discussion followed. The motion passed 8-0 with votes in favor from Becky Juntunen, Tamara Schultz, Andrea Miller, Beth Ingberg, Rand Retterath, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No board members voted against the motion.

- b. Dustin Reeves with BKDA introduced the Christina Wordes, new Business Manager for MTS.
- c. Dustin Reeves presented the financial statements as presented to the board.

Tamara Schultz made a motion to approve financials as presented. The motion was seconded by Kirsten Krueger. No discussion occurred / Discussion followed. The motion passed 8-0 with votes in favor from Becky Juntunen, Tamara Schultz, Andrea Miller, Beth Ingberg, Rand Retterath, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No board members voted against the motion.

- d. Dustin Reeves requested that Special Ed be provided with their own credit card.

Tamara Schultz made a motion to approve the credit card for Special Ed. The motion was seconded by Andrea Miller. No discussion occurred / Discussion followed. The motion passed 8-0 with votes in favor from Becky Juntunen, Tamara Schultz, Andrea Miller, Beth Ingberg, Rand Retterath, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No board members voted against the motion.



6. Human Resources

- a. Mary Becker, Hire Director requested approval on two new hires: TR/CV.

Beth Ingberg made a motion to approve new hires as presented. The motion was seconded by Andrea Miller. No discussion occurred / Discussion followed. The motion passed 8-0 with votes in favor from Becky Juntunen, Tamara Schultz, Andrea Miller, Beth Ingberg, Rand Retterath, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No board members voted against the motion.

- b. Mary Becker, Hire Director requested approval on four resignations: PD/ZH/FB/AP.

Beth Ingberg made a motion to approve the resignations as presented. The motion was seconded by Andrea Miller. No discussion occurred / Discussion followed. The motion passed 8-0 with votes in favor from Becky Juntunen, Tamara Schultz, Andrea Miller, Beth Ingberg, Rand Retterath, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No board members voted against the motion.

- c. Mary Becker, Hire Director requested approval on calendar revisions, in reference to Spring Break, Staff Development and the Annual Meeting 2017-18.

Beth Ingberg made a motion to approve 2017-18 calendar revisions as presented. The motion was seconded by Martin Lukaszewski. No discussion occurred / Discussion followed. The motion passed 8-0 with votes in favor from Becky Juntunen, Tamara Schultz, Andrea Miller, Beth Ingberg, Rand Retterath, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No board members voted against the motion.

7. Superintendent Report

Denny Carlson, Superintendent presented the Superintendent report and Organization Needs Analysis. Dennis informed the board that the Organizational Needs Analysis will be transitioned with the Strategic Plan. The last Organizational Needs Analysis we will provided during the May board meeting. Dennis also informed that the lease for the Virtual location will be signed for a term of six years.

8. Old Business

Becky Juntunen made a statement that there was nothing to report under this agenda item.



9. New Business

- a. Special Education Director, Kelly Dietrich is requesting a policy approval for Students with Disabilities Non Discrimination. This was presented by Erin Schurman, in absence of Kelly Dietrich.

Martin Lukaszewski made a motion to accept the policy as presented regarding non-discrimination for students with disabilities. The motion was seconded by Beth Ingberg. No discussion occurred / Discussion followed. The motion passed 8-0 with votes in favor from Becky Juntunen, Tamara Schultz, Andrea Miller, Beth Ingberg, Rand Retterath, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No board members voted against the motion.

- b. MTS Attorney Trevor Helmers requested that Erin Schurman approach the board regarding dates for training on bylaws (June) and board policy (July) revisions.

Board recommended that Erin Schurman choose three dates and send to board, Denny Carlson and Keith Lester for a date to be chosen for each.

- c. Minnehaha Transportation Contract Approval

Tammy Ewing, Transportation Coordinator requested approval to move forward with the 2017-18 transportation contracts with Minnehaha Transportation.

Beth Ingberg made a motion to accept the Minnehaha Transportation contract for the 2017-18 school year. The motion was seconded by Martin Lukaszewski. No discussion occurred / Discussion followed. The motion passed 8-0 with votes in favor from Becky Juntunen, Tamara Schultz, Andrea Miller, Beth Ingberg, Rand Retterath, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No board members voted against the motion.

- d. Anne Marie Arndt, Communications Director, brought forth; gathered information regarding the focus group data that took place with students, staff and the community. Next steps recommended, were defining branding process, create and plan a process culture.
- e. Board made to decision to change the dates for the May and June months. The May Board Meeting will take place Wednesday May 24th and June will be held Wednesday June 21st.
- f. Board would like to look at options to go paperless during the board meetings. The board requested that Erin Schurman present plans during the May board meeting, on devices for board members who do not have devices to utilize during the board meeting.



10. Open Forum

There were no forum requests for this meeting.

11. Adjournment

Beth Ingberg made a motion adjourn the board meeting at 6:58pm. The motion was seconded by Tamara Schultz. No discussion occurred / Discussion followed. The motion passed 8-0 with votes in favor from Becky Juntunen, Tamara Schultz, Andrea Miller, Beth Ingberg, Rand Retterath, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No Board members voted against the motion.