



**Minnesota Transitions Charter School**

**Minutes of Regular Board Meeting**

**Wednesday May 24<sup>th</sup> 2017**

**4:30 p.m.**

**At Minnesota Transitions Charter School District Office**

**2872 26<sup>th</sup> 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 (present)
- **Kirsten Krueger** – Teacher (present)
- **Beth Ingberg** – Community Member ( not 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
- Dustin Reeves with BKDA
- HR Director, Mary Becker

### **3. Approval of Agenda**

Tamara Schultz made a motion to approve 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, Hassan Hassan, Rand Retterath, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No board members voted against the motion.

### **4. Approval of the May 24th, 2017 Regular Board Meeting Minutes & Ratification of Actions taken during the meeting.**

Rand Retterath made a motion to approve the May 24th, 2017 Board Meeting Minutes for the “Open Session” and ratify and confirm all actions taken during the May 24<sup>th</sup>, 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 from Becky Juntunen, Rand Retterath, Tamara Schultz, Andrea Miller, Hassan Hassan, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No board members voted against the motion.

### **5. Board Recognition**

Becky Juntunen presented recognition of service spent with Minnesota Transitions Charter School to Randy Hammond and Jane Burrows.

### **6. Financials**

- a. Dustin Reeves presented the financial statements and summary.

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



- b. Dustin Reeves presented a proposal from Schlenner Wenner & Co, Re: Special Education Audit Services

Rand Retterath made a motion to move forward with the audit services. 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, Hassan Hassan, Rand Retterath, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No board members voted against the motion.

- c. Dustin Reeves provided the board with a preliminary draft of the budget. He stated that is it still be reviewed for any revisions and will bring the final budget for approval at the June board meeting.

## 7. **Contracts**

Erin Schurman, Executive Assistant to Superintendent presented a request of proposal from Taher Food Service Management for the upcoming school year 2017-2018, food services.

Andrea Miller made a motion to move forward with the request for proposal process. The motion was seconded by Tamara Schultz. No discussion occurred / Discussion followed. The motion passed 7-0 with votes in favor from Tamara Schultz, Andrea Miller, Hassan Hassan, Rand Retterath, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. Becky Juntunen abstains. No board members voted against the motion.

## 8. **Human Resources**

- a. Mary Becker, Hire Director requested approval on three new hires: SH/DE/LR

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

- b. Mary Becker, Hire Director requested approval on One resignation: BB

Sheila McMahon made a motion to approve the resignation 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, Hassan Hassan, Rand Retterath, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No board members voted against the motion.



- c. Mary Becker, Hire Director requested approval resignations for next year: GE, RF, AG, MM, TT, AU and AH

Sheila McMahon made a motion to approve the resignations for next year as presented. 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, Hassan Hassan, Rand Retterath, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No board members voted against the motion.

- d. Mary Becker, Hire Director requested board resolution on non-renewals: MB, PC, HD, MD, PR, CS, RT and DS.

Becky Juntunen made a motion to approve the non-renewals. 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, Hassan Hassan, Rand Retterath, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No board members voted against the motion.

## 9. Superintendent Report

Denny Carlson, Superintendent presented the Superintendent report, along with next year Deputy Superintendent, Keith Lester providing an update on the draft of the strategic plan, recommending that the board consider not using previous strategic plan and following the draft provided, next fall. Highlights provided on the Superintendent report; tight budget for next year, 30 plus new enrollment at this time, finalizing the Virtual lease, security cameras at the Elementary and new food service vendor.

Denny asked for a motion to reduce one day (swap day) to have 186 day contract versus 187, and pay the right staff for recruitment.

Tamara Schultz made a motion to approve the 186 contracted days. 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, Hassan Hassan, Rand Retterath, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No board members voted against the motion.

## 10. Old Business

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



## 11. New Business

- a. Wellness Program Policy Approval, presented by Erin Schurman

Sheila McMahon made a motion to accept the policy as presented with approval to add where the wellness committee deems fit. 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, Hassan Hassan Rand Retterath, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No board members voted against the motion.

- b. Board Member paperless Option

It was decided by the board that Becky Juntunen will make sure she brings extra chrome books for those members that need technology.

- c. Bus card Approval, presented by Tammy Ewing

Tammy Ewing, Transportation Coordinator presented a proposal to the board for the 2017-18 school year to give all returning Juniors and Seniors semester cards.

Tamara Schultz made a motion to accept the semester card option as proposed for the 2017-18 school year. 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, Hassan Hassan, Rand Retterath, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No board members voted against the motion.

- d. Andrea Miller made a motion to approve the MN State HS League for 2017-18. 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, Hassan Hassan, Rand Retterath, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No board members voted against the motion.

## 10. Open Forum

There were no forum requests for this meeting.

## 11. Adjournment

Martin Lukaszewski made a motion adjourn the board meeting at 6:22pm. 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.