



MTCS | Minnesota Transitions Charter School
K-12 Academic Community

2872 26th Avenue South
Minneapolis, MN 55406
612-722-9013

Dennis Carlson, Superintendent
Keith Lester, Deputy Superintendent

Minnesota Transitions Charter School

**Minutes of Regular Board Meeting
Thursday July 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 (non-present)
- **Sheila McMahon** – Teacher (present)
- **Hassan Hassan** – Parent (present)
- **Kirsten Krueger** – Teacher (present)
- **Beth Ingberg** – Community Member (non-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, nine (7) 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
- Deputy Superintendent, Keith Lester
- Dustin Reeves with BKDA
- MTCS Attorney, Trevor Helmers

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 7-0 with votes in favor from Becky Juntunen, Tamara Schultz, Andrea Miller, Hassan Hassan, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No board members voted against the motion.

4. Open Forum/Public Comment

Becky Juntunen noted that there was no open forum or public comment requests.

5. Consent Agenda

Andrea Miller made a motion to approve the Consent Agenda including the approval of the most Recent Board Minutes accounts payable and food service appliance purchase, also ratifying and confirming all actions taken during the July 27th, 2017 Board Meeting. The motion was seconded by Tami Schultz. There was no discussion/Discussion followed and no items were removed from the consent agenda. The motion passed 7-0 with votes in favor from Becky Juntunen, Tamara Schultz, Andrea Miller, Hassan Hassan, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No board members voted against the motion.

6. Reports and Discussion

- a. Dustin Reeves reviewed the financial summary with the board.
- b. Dennis Carlson provided a brief overview of the budget, noting there was a 1.5 million dollar turnaround in the 2016-2017 school year.

Keith Lester informed the board on projects that are being worked on. They are to include; handbooks, policies, partnerships and marketing. There is also thought to establishing a K-12 at MN Virtual High School and an early childhood program.



- c. Martin Lukaszewski presented an update from the finance committee. This included a review of SPED dollars and the financial report.
- d. Keith Lester provided an update to the board regarding benefit changes for the school year 2017-2018. Renewals on medical benefits are open October 1st, with a 15% increase.

7. Action Items

- a. MTCS Attorney, Trevor Helmers presented a State of Minnesota General Records Retention Schedule that he suggests the board adopt.

Martin Lukaszewski made a motion to move forward with adopting the retention schedule. The motion was seconded by Hassan Hassan. No discussion occurred / Discussion followed. The motion passed 7-0 with votes in favor from Becky Juntunen, Tamara Schultz, Andrea Miller, Hassan Hassan, Kirsten Krueger, Sheila McMahan and Martin Lukaszewski. No board members voted against the motion.

- b. Dustin Reeves requested that the capital assets be increased to \$5,000. As it is currently at \$1,000.

Martin Lukaszewski made a motion to approve the capital assets to \$5,000.00. The motion was seconded by Kirsten Krueger. No discussion occurred / Discussion followed. The motion passed 7-0 with votes in favor from Becky Juntunen, Tamara Schultz, Andrea Miller, Hassan Hassan, Kirsten Krueger, Sheila McMahan and Martin Lukaszewski. No board members voted against the motion.

- c. Dustin Reeves request that he be added as an administrator for Venture Bank, for organization meeting and annual designations.

Andrea Miller made a motion to approve this designation. The motion was seconded by Tami Schultz. No discussion occurred / Discussion followed. The motion passed 7-0 with votes in favor from Becky Juntunen, Tamara Schultz, Andrea Miller, Hassan Hassan, Kirsten Krueger, Sheila McMahan and Martin Lukaszewski. No board members voted against the motion.



- d. MTCS Attorney, Trevor Helmers reviewed the second reading of the board policies and revisions. He noted that best practice would be to provide on the MTCS website. Trevor also recommended that the board adopt the discretionary board policies as best practice.

Martin Lukaszewski made a motion approve the board policies and revisions, as well as adopting the discretionary board policies. The motion was seconded by Hassan Hassan. No discussion occurred / Discussion followed. The motion passed 7-0 with votes in favor from Becky Juntunen, Tamara Schultz, Andrea Miller, Hassan Hassan, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No board members voted against the motion.

- e. Becky Juntunen recommended that the board move the annual meeting date to Thursday, October 26th, 2017.

Martin Lukaszewski made a motion approve the date change for the annual meeting to Thursday, October 26th, 2017.. The motion was seconded by Andrea Miller. No discussion occurred / Discussion followed. The motion passed 7-0 with votes in favor from Becky Juntunen, Tamara Schultz, Andrea Miller, Hassan Hassan, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No board members voted against the motion.

- f. Keith Lester, presented the preliminary strategic plan which will be gone over more thoroughly during our September 28th work session.

Martin Lukaszewski made a motion approve the preliminary strategic plan. The motion was seconded by Andrea Miller. No discussion occurred / Discussion followed. The motion passed 7-0 with votes in favor from Becky Juntunen, Tamara Schultz, Andrea Miller, Hassan Hassan, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No board members voted against the motion.

- 8. Meeting was adjourned at 5:57pm