



**Minnesota Transitions Charter School**

**Minutes of Regular Board Meeting  
Thursday March 23 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 4:33 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 nine (9) Board Members. Becky noted the 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 (not present)
- **Sheila McMahan** – Teacher (not present)
- **Hassan Hassan** – Parent (present) Left at 6pm.
- **Kirsten Krueger** – Teacher (present)
- **Beth Ingberg** – Community Member (not present)

Becky noted the absence of the following Board Members:

- **Rand Retterath** – Community Member (not present)
- **Sheila McMahan** – Teacher (not 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, six (6) 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
- BKDA – Accounting Partner
- Anne Marie Arndt – Marketing Director

**3. Approval of the Thursday February 23, 2017 Regular Board Meeting Minutes & Ratification of Actions taken during the meeting.**

Martin Lukaszewski made a motion to approve the Thursday February 23, 2017 Board Meeting Minutes for the “Open Session” and ratify and confirm all actions taken during the Thursday February 23, 2017. The motion was seconded by Andrea Miller. There was no discussion/Discussion followed. The motion passed (6-0) with votes in favor Becky Juntunen, Tami Schultz, Martin Lukaszewski, Andrea Miller, Hassan Hassan and Kirsten Krueger No Board members voted against the motion.

**Approval of the Thursday March 2, 2017 Special Board Meeting Minutes & Ratification of Actions taken during the meeting.**

Tami Schultz made a motion to approve the Thursday March 2, 2017 Board Meeting Minutes for the “Open Session” and ratify and confirm all actions taken during the Thursday March 2, 2017. The motion was seconded by Martin Lukaszewski. There was no discussion/Discussion followed. The motion passed (6-0) with votes in favor Becky Juntunen, Tami Schultz, Martin Lukaszewski, Andrea Miller, Hassan Hassan and Kirsten Krueger No Board members voted against the motion.



#### 4. Financials Report

- a) Presentation of the 990 report was discussed by Dustin Reeves with BKDA recommending that this be reviewed on an annual basis.

Andrea Miller made a motion to approve the review on an annual basis. The motion was seconded by Tamara Schultz. There was no discussion/Discussion followed. The motion passed (6-0) with votes in favor Becky Juntunen, Tami Schultz, Martin Lukaszewski, Andrea Miller, Hassan Hassan and Kirsten Krueger No Board members voted against the motion.

- b) Mid-year Review was discussed by Dustin Reeves with BKDA informing that the Auditor is looking to go over the mid-year audit review April 10<sup>th</sup> and April 23<sup>rd</sup> 2017.
- c) Dustin Reeves with BKDA reviewed the financial statements and management reports with the Board of Directors.

Tamara Schultz made a motion to approve the financials as presented. The motion was seconded by Kirsten Krueger. There was no discussion/Discussion followed. The motion passed (6-0) with votes in favor Becky Juntunen, Tami Schultz, Martin Lukaszewski, Andrea Miller, Hassan Hassan and Kirsten Krueger No Board members voted against the motion.

#### 5. Contracts

- a) MTS Elementary Lease

Denny Carlson informed the board that he has worked out a 10 year lease agreement with the landlord which will include building updates, cameras and an out clause. The finalized lease was reviewed by our attorney.

Martin Lukaszewski made a motion to approve the lease agreement for the MTS Elementary. The motion was seconded by Tami Schultz. There was no discussion/Discussion followed. The motion passed (6-0) with votes in favor Becky Juntunen, Tami Schultz, Martin Lukaszewski, Andrea Miller, Hassan Hassan and Kirsten Krueger; No Board members voted against the motion.



b) Phone Service Contract

Denny Carlson informed the board that there have been continued efforts with considering new phone services throughout the district. CaDan advised Denny Carlson that Vonage owes a credit to MTS in the estimated amount of \$36k Denny Carlson explained that we had the expertise and support in this regard from Fazil Bhimani, who Denny Recommended be recognized for his Pro Bono services. Denny Carlson is looking for a motion for two items.

1. New phone service contract with the recommended vendor All Steam Integra, with technical support through Cadan. Contract to start June 2017, with an estimate savings of \$24k.

Tamara Schultz made a motion to approve moving forward with All Stream Integra, with technical from CaDan. The motion was seconded by Hassan Hassan. There was no discussion/Discussion followed. The motion passed (6-0) with votes in favor Becky Juntunen, Tami Schultz, Martin Lukaszewski, Andrea Miller, Hassan Hassan and Kirsten Krueger; No Board member voted against the motion.

2. Loan from Venture Bank to move forward with pursuing contract. Amount would range from \$102k-\$150k.

Tamara Schultz made a motion to approve the loan from Venture bank.

The motion was seconded by Martin Lukaszewski. There was no discussion/Discussion followed. The motion passed (6-0) with votes in favor Becky Juntunen, Tami Schultz, Martin Lukaszewski, Andrea Miller, Hassan Hassan and Kirsten Krueger; No Board member voted against the motion.

c) Connections Learning

Denny Carlson is requested authorization from the board to move forward with the blended learning model, which will be a part of the Secondary and High School Programs. Denny Carlson informed that the model has been reviewed by the attorney and will offer marketing by National Advertising.

Andrea Miller made a motion to authorize the blending learning model. The motion was seconded by Martin Lukaszewski. There was no discussion/Discussion followed. The motion passed (6-0) with votes in favor Becky Juntunen, Tami Schultz, Martin Lukaszewski, Andrea Miller, Hassan Hassan and Kirsten Krueger; No Board member voted against the motion.



## 6. Human Resources

- a) Denny Carlson is requesting an approval of resignation from the board.

Martin Lukaszewski made a motion to accept the resignation. The motion was seconded by Tamara Schultz. The motion passed (6-0) there was no discussion/Discussion followed. The motion passed (6-0) with votes in favor Becky Juntunen, Tami Schultz, Martin Lukaszewski, Andrea Miller, Hassan Hassan and Kirsten Krueger, no Board members voted against the motion.

- b) Denny Carlson presented the new hires to the board. New hires: AR, DB, KS, JH and TK.

Andrea Miller made a motion to accept the new hires as presented. The motion was seconded by Martin Lukaszewski. The motion passed (6-0) there was no discussion/Discussion followed. The motion passed (6-0) with votes in favor Becky Juntunen, Tami Schultz, Martin Lukaszewski, Andrea Miller, Hassan Hassan and Kirsten Krueger, no Board members voted against the motion.

## 7. Superintendent Report

Dennis Carlson presented the Superintendent report. Items highlighted were: positive budget adjustments (operating fund balance detail), new business manager, legislative testimonies and the Organizational Needs Analysis.

## 8. Old Business

Becky Juntunen advised that there was no discussion for this agenda item.

## 9. New Business

- a) Forming Committees and Positions

- Executive Committee – Tammy Schultz, Becky Juntunen and Martin Lukaszewski.
- Finance Committee - Martin Lukaszewski, Rand Retterath and Beth Ingberg.
- Academic Committee – Tammy Schultz, Andrea Miller, Hassan Hassan and Kirsten Krueger.
- Board Development – Becky Juntunen, Hassan Hassan, Kirsten Krueger and Sheila McMahon.



- b) Andrea Miller made a motion to add the Vice Chair to all bank signatures. The motion was seconded by Kirsten Krueger. The motion passed (6-0) there was no discussion/Discussion followed. The motion passed (6-0) with votes in favor Becky Juntunen, Tami Schultz, Martin Lukaszewski, Andrea Miller, Hassan Hassan and Kirsten Krueger No Board members voted against the motion.
- c) Anne Marie Arndt presented the data from the held Focus Groups to the board.

## 10. Open Forum

There was one individual who spoke during the open forum slot.

## 11. Adjournment

Tamara Schultz made a motion to adjourn meeting at 6:16pm. The motion was seconded by Martin Lukaszewski. There was no discussion/Discussion followed. The motion passed (5-0) with votes in favor Becky Juntunen, Tami Schultz, Martin Lukaszewski, Andrea Miller and Kirsten Krueger No Board members voted against the motion.