



**Minnesota Transitions
CHARTER SCHOOL**

Minnesota Transitions Charter School

NOTICE OF SPECIAL BOARD MEETING AND AGENDA

Special Board Meeting to be held on:

**Thursday March 2nd, 2017 4:00 p.m.
At Minnesota Transitions Charter School District Office
2872 26th Avenue South, Minneapolis, MN 55406**

Pursuant to Article IV, Section 6 of the Bylaws of the Minnesota Transitions Charter School (“**MTCS**”), the Minnesota Nonprofit Corporations Act, Minn. Stat. § 317A.231, and the Minnesota Open Meetings Law, Minn. Stat. § 13D.04, subd. 1, notice is hereby given of the following Special Board Meeting of the MTCS Board of Directors, which will take place on the above date, at the above time, at the above location.

- 1. Call to Order**
- 2. Roll Call and Noting of Quorum**
- 3. Recognition of New Board Members**
- 4. Election of Officers**
 - Chair
 - Vice Chair
 - Secretary
 - Treasurer
- 5. Board Meeting Schedule**
 - Day of the Month
 - Start Time
 - Location
- 6. Board Members Conflict of Interest Disclosure**
 - Authorizer Statement of Assurances
 - Building Leases (needed for Lease Aid application)
 - Contracts / Board Agenda items (annual/monthly disclosure)
- 7. MDE Designations**
 - Identified Official With Authority (IOWA)
 - Special Ed Director
 - Federal Grant Authorization
 - Title Grant Programs Authorized Representative



8. **Designation of Depositories**
 - Sunrise Bank
 - US Federal Credit Union
 - Venture Bank
 - US Bank
9. **Secure excess deposits or collateralize funds in excess of FDIC insurance (currently at \$250,000) – need 110% of excess amount.**
10. **Authorized signers at banks**
 - Board Chair
 - Board Treasurer
 - Superintendent – Dennis Carlson
 - Business Manager – Charles Herdegen / Dustin Reeves
11. Charles Herdegen is granted authority to execute and update the school's Cash Management Online Banking Setup Worksheet and ACH Agreement with Venture Bank to designate BKDA employees as having Online Banking.
12. **Delegation of Authority to Make Electronic Funds Transfers**
 - Board Chair, Board Treasurer, or Superintendent
 - Financial Manager at Beltz, Kes, Darling and Associates
 - Electronic Funds Transfers can be made for:
 - Investment of excess funds or the transfer of funds between school's accounts
 - Payment of employee payroll direct deposits
 - Payment of federal, state, and unemployment taxes (deductions and/or benefits)
 - Payment of contributions to the Teachers Retirement Association (TRA) and to the Public Employee Retirement Association (PERA) (deductions and benefits)
 - Payment of other payroll related deductions and benefits (when appropriate)
 - Monthly building lease payments
 - Monthly payment of credit card charges
 - Vendor payments (when appropriate)
 - Other payments as approved by the board of directors
13. Credit Card Authorization – Employees authorized to have school issued card and credit limits. (List each employee's name and monthly credit limit.)
14. Designation of Official Newspaper (required for posting of public notices)
15. Approval of Daily and Hourly Rates of Pay
 - Substitute Teachers
 - Substitute Paraprofessionals
 - Substitute Other Positions as needed
 - Certified Staff – Hourly Work Approval
 - Non Certified Staff – Hourly Rate based on Work Agreement (or other basis)
 - Enrichment Class and Activities – As negotiated

The Superintendent along with the HR Director have discretion to adjust these rates on an as-needed basis should the need occur.



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16. Closed Session for preliminary consideration of allegations against an individual who is subject to the Board's Authority pursuant to Minn. Stat. 13D.05, subd. 2(b).
17. Possible action based on issues discussed in closed session.
18. Closed session pursuant to Minnesota Statutes Section 13D.05, subdivision 3(b) to engage in discussions with the Board of Directors' legal counsel related to 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.
19. Possible action based on issues discussed in closed session.
20. Adjournment.