



Minnesota Transitions
CHARTER SCHOOL

Minnesota Transitions Charter School

Minutes of Special Board Meeting
March 2 2017
4:00 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 4:06 p.m.

Becky noted that the meeting is a special 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** – Vice Chair (present)
- **Tamara Schultz** – Secretary/Treasurer (present)
- **Andrea Miller** – Teacher (present)
- **Rand Retterath** – Community Member (not present)
- **Sheila McMahon** – Teacher (present)
- **Hassan Hassan** – Parent (not present)
- **Dekha Osman** – Parent (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, 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:

- Dennis Carlson –Superintendent
- Keith Lester – Consultant
- Dustin Reeves - BKDA
- Mary Becker – MTCS Human Resources Director
- Miscellaneous Teachers, Parents, and Guests

3. Recognition of New Board

Becky Juntunen announced the elected board members; Becky Juntunen, Sheila McMahon and Kirsten Krueger.

Beth Ingberg made a motion to accept the elected board members as presented. The motion was seconded by Andrea Miller. There was no discussion / Discussion followed. The motion passed (7-0), with votes in favor from Becky Juntunen, Tamara Schultz, Martin Lukaszewski, Andrea Miller, Sheila McMahon, Beth Ingberg and Dekha Osman. No Board members voted against the motion.

4. Election of Officers

Martin Lukaszewski made a motion to nominate Becky Juntunen as the Board Chair. The motion was seconded by Beth Ingberg. There was no discussion / Discussion followed. The motion passed (6-1), with votes in favor from Tamara Schultz, Martin Lukaszewski, Andrea Miller, Sheila McMahon, Beth Ingberg and Kirsten Krueger. Becky Juntunen abstained.

Andrea Miller made a motion to nominate Tamara Schultz as the Vice Chair. The motion was seconded by Beth Ingberg. There was no discussion / Discussion followed. The motion passed (6-1), with votes in favor from Becky Juntunen, Martin Lukaszewski, Andrea Miller, Sheila McMahon, Beth Ingberg and Kirsten Krueger. Tamara Schultz abstained.



Andrea Miller made a motion to nominate Martin Lukaszewski as the Secretary/Treasurer. The motion was seconded by Beth Ingberg. There was no discussion / Discussion followed. The motion passed (6-1), with votes in favor from Becky Juntunen, Tamara Schultz, Andrea Miller, Sheila McMahon, Beth Ingberg and Kirsten Krueger. Martin Lukaszewski abstained.

5. Board Meeting Schedule

Board meetings will continue on the fourth Thursday of each month. This is pending holidays/break schedules. The meeting time has changed to 4:30pm, as the board agreed that the committees of the board could meet from 4pm-4:30pm that fourth Thursday of each month.

6. Board Members Conflict of Interest Disclosure

Dustin Reeves with BKDA informed the board of disclosures that will need to be reviewed.

- a) Authorizer Statement of Assurances
- b) Building Leases (needed for lease aide application)
- c) Contracts/Board Agenda Items (annual/monthly disclosure)

7. MDE Designations

Board discussed MDE Designations.

- a) Identified Official With Authority (IOWA) – Tamara Schultz
- b) Special Ed Director – Kelly Dietrich
- c) Federal Grant Authorization – Tamara Schultz
 - Title Grant Programs Authorized Representative

8. Designations of Depositories

Martin Lukaszewski made a motion to designate the following depositories: Sunrise Bank, Fire Fly Credit Union, Venture Bank and US Bank. The motion was seconded by Andrea Miller. The motion passed (7-0), with votes in favor from Becky Juntunen, Tamara Schultz, Martin Lukaszewski, Andrea Miller, Sheila McMahon, Beth Ingberg and Kirsten Krueger. No Board members voted against the motion.

9. Secure excess deposits or collateralize funds in excess of FDIC insurance.

No action needed from the Board.



10. Authorized signers at banks

- a) Board Chair – Becky Juntunen
- b) Board Treasurer – Martin Lukaszewski
- c) Superintendent – Dennis Carlson
- d) 2018 Deputy Superintendent – Keith Lester
- e) Business Manager BKDA - Chuck Herdegen and Dustin Reeves

Tamara Schultz made a motion to authorize signers for the designated banks. The motion was seconded by Andrea Miller. The motion passed (7-0), with votes in favor from Becky Juntunen, Tamara Schultz, Martin Lukaszewski, Andrea Miller, Sheila McMahon, Beth Ingberg and Kirsten Krueger. No Board members voted against the motion.

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

Tamara Schultz made a motion to grant authority to Chuck Herdegen to execute and update the school's Cash management Online Banking. The motion was seconded by Martin Lukaszewski. The motion passed (7-0), with votes in favor from Becky Juntunen, Tamara Schultz, Martin Lukaszewski, Andrea Miller, Sheila McMahon, Beth Ingberg and Kirsten Krueger. No Board members voted against the motion.



12. Delegation of Authority to Make Electronic Funds Transfers

- a) Board Chair, Board Treasurer, Deputy Superintendent, Superintendent
- b) Financial Manager at BKDA
- c) 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

Beth Ingberg made a motion for Delegation of Authority to Make Electronic Funds Transfers. The motion was seconded by Andrea Miller. The motion passed (7-0), with votes in favor from Becky Juntunen, Tamara Schultz, Martin Lukaszewski, Andrea Miller, Sheila McMahan, Beth Ingberg and Kirsten Krueger. No Board members voted against the motion.

13. Credit Card Authorization

Employees who are authorized to have school issued credit card and limits:

- a) Tamara Schultz - \$1,000 for Curriculum
- b) Courtney Stenseth District Social Worker - \$1,000 (title one)
- c) Erin Schurman – \$1,000 for District General Fund
- d) Tamara Schultz to remain as the contact on the US bank credit card

Martin Lukaszewski made a motion for credit card authorization. The motion was seconded by Beth Ingberg. The motion passed (7-0), with votes in favor from Becky Juntunen, Tamara Schultz, Martin Lukaszewski, Andrea Miller, Sheila McMahan, Beth Ingberg and Kirsten Krueger. No Board members voted against the motion.



14. Designation of Official Newspaper

Tamara Schultz made a motion to designate Star Tribune as the MTS official newspaper. The motion was seconded by Martin Lukaszewski. The motion passed (7-0), with votes in favor from Becky Juntunen, Tamara Schultz, Martin Lukaszewski, Andrea Miller, Sheila McMahon, Beth Ingberg and Kirsten Krueger. No Board members voted against the motion.

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.

No action needed from the Board.



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).

Possible action based on issues discussed in closed session.

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.

Possible action based on issues discussed in closed session.

Becky Juntunen announced closed session pursuant to Minnesota Statutes Section 13D.05, subdivision 3(b) at 4:33 pm. Reopened at 5:31pm. Recess occurred from 5:41pm-5:48pm.

Becky Juntunen announced second closed session pursuant to Minnesota Statutes Section 13D.05, subdivision 3(b) at 5:50pm. Reopened at 6:08pm

Martin Lukaszewski made a motion action based on issues discussed in closed session. The motion was seconded by Tamara Schultz. The motion passed (7-0), with votes in favor from Becky Juntunen, Tamara Schultz, Martin Lukaszewski, Andrea Miller, Sheila McMahon, Dekha Osman, Hassan Hassan, Rand Retterath and Beth Ingberg. No Board members voted against the motion.

Martin Lukaszewski made a motion to adjourn the meeting. The motion was seconded by Tamara Schultz. The motion passed (7-0), with votes in favor from Becky Juntunen, Tamara Schultz, Martin Lukaszewski, Andrea Miller, Sheila McMahon, Kirsten Krueger, and Beth Ingberg. No Board members voted against the motion.

Adjourned at 6:11 p.m.