



K-12 Academic Community

## **Minnesota Transitions Charter School**

### **Minutes of Regular Board Meeting**

**Thursday, December 21, 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**

Rebecca Juntunen called the meeting to order at 4:45p.m.

Rebecca noted that the meeting is a Regular Board Meeting of the Minnesota Transitions Charter School ("MTCS") Board of Directors. Rebecca 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**

Rebecca Juntunen noted that as of the beginning of the meeting, the Board was made up of nine (9) Board Members. Rebecca noted the presence/non-presence of the following Board Members:

- **Rebecca Juntunen** – Board Chair (present)
- **Martin Lukaszewski** – Secretary/Treasurer (present)
- **Tamara Schultz** – Vice Chair (not present)
- **Andrea Miller** – Teacher (present)
- **Aden Hussein** – Community Member (present at 5:00pm)
- **Sheila McMahon** – Teacher (present at 4:50pm)
- **Hassan Hassan** – Parent (not present)
- **Kirsten Krueger** – Teacher (present)
- **Britta Hagstrom** – Teacher (present)

Rebecca 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. Rebecca 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. Rebecca noted that, of the nine (9) Board Members currently on the Board, five (5) were in attendance at the Board meeting. Rebecca noted the presence of a quorum.



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The following individuals were also present for the meeting:

- Superintendent, Dennis Carlson
- Deputy Superintendent, Keith Lester
- HR Director, Mary Becker
- Jon Archer, CPA Schlenner, Wenner & Company

### 3. Open Forum/Pubic Comment

It was noted by Rebecca Juntunen that there no requests to speak.

### 4. Approval of Agenda

Marty Lukaszewski made a motion to approve the agenda. The motion was seconded by Kirsten Krueger. No discussion occurred / Discussion followed. The motion passed 5-0 with votes in favor from Becky Juntunen, Andrea Miller, Kirsten Krueger, Britta Hagstrom and Martin Lukaszewski. No board members voted against the motion.

### 5. Consent Agenda

Andrea Miller made a motion to approve the Consent Agenda including the approval of the most Recent Board Minutes, Financial Statements, HR New Hires/Terminations, Employee Handbook and Accounts Payable. The motion was seconded by Marty Lukaszewski. There was no discussion and no items were removed from the consent agenda. The motion passed 6-0, with votes in favor from Rebecca Juntunen, Andrea Miller, Britta Hagstrom, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No board members voted against the motion.

### 6. Reports and Discussion

- a. Audit Report with Schlenner Wenner and Company: Jon Archer was in attendance and gave the audit report to the Board of Directors. He provided a handout. The audit is currently a draft as there is one outstanding item (lease aide). He gave the Board a general overview and discussed the handout. There was one issue with meal counting that has since been resolved. He does recommend the Board pass a Fund Balance policy and a Fundraising Policy. Once the report is final the Board will be asked to approve it formally.
- b. Financial Report: This report was given by Martin Lukaszewski. Good news to report, lease aide was approved for the Virtual HS location. We will now be using MARSS Numbers in our financials



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as we believe that will provide us with a more accurate financial picture. Things are currently look fine although continued monitoring will be required.

- c. Superintendent Report: This report was given by both Dennis Carlson and Keith Lester, A copy is included with these minutes.
- d. Board Committee Reports: No additional reports were given.

## 7. Action Items

The only action item was to approve the calendar for the 2018-2019 School Year. This was presented by Mary Becker. The only discussion was regarding the spring date for Professional Development which will remain on March 15, 2019. This will allow for 173 Student Days and also increase the school day by 10 minutes.

Andrea Miller made a motion to accept the 2018-2019 School Calendar as presented. The motion was seconded by Britta Hagstrom. No discussion occurred / discussion followed. The motion passed with 6-0-1 with votes in favor from Rebecca Juntunen, Kirsten Krueger, Sheila McMahon, Aden Hussein, Britta Hagstrom and Andrea Miller. No Board member voted against the motion and Marty Lukaszewski abstained from the vote.

## 8. Announcements

Winter Break will be from Monday, December 25, 2017 until Friday, January 5, 2018. School will be back in session on Monday, January 8, 2018

Tuesday, January 23, 2018 will be the next Finance Committee meeting

Thursday, January 25, 2018 there will be a Strategic Planning meeting following the Board meeting

February 22, 2018 there will be a Board Training following the Board Meeting with MTCS Attorney and BKDV

Martin also wanted to make the Board aware he will be bringing a recommendation for a Leader Evaluation to the next Board Meeting

## 7. Adjournment

Rebecca Juntunen made a motion to adjourn the board meeting at 6:16pm. The motion was seconded by Sheila McMahon. No discussion occurred / Discussion followed. The motion passed 7-0 with votes in favor from Rebecca Juntunen, Andrea Miller, Kirsten Krueger, Sheila McMahon, Adan Hussein, Britta Hagstrom and Martin Lukaszewski. No Board members voted against the motion.



### 1. Enrollment

- a. Total enrollment is 3,541 (2,440 are Connections students). Our total working budget is now \$42 million.
- b. We have 721 Seat-based students at MTCS (380 at Virtual Secondary School).
  - i. About 30 are enrolled but not yet counted (over \$200,000)
- c. From our budget projection we are down 66 students (but with adjustments it will be about 40 students or about \$300,000 lower than budget).
- d. We now have more students at MTCS than we had last year.

### 2. Budget

- a. FY17 Fund Balance – Over \$500,000
- b. Current budget is very tight but will make budget
- c. Savings in legal fees, food service, internal contingencies
- d. Title monies are helping us by reducing staffing costs
- e. We are negotiating added lease aid and capital improvement funds
- f. FY18 Fund Balance should be between \$300-500,000
- g. Connections Learning (blended learning classes) will not continue at MTS Sec. or PEASE second semester – we have had continued issues with the program from the start and has not been cost effective with their marketing efforts.
- h. Having serious conversations with our contracted services leadership. We are not getting the performance level we need.
- i. Long term goal – I believe we should hire our own people in these positions - finance, technology, communications/marketing, admissions and possibly others.

### 3. Renewed Instruction Focus

- a. Emphasis on staff development
- b. Equity, cultural competence, and restorative practices
  - i. Working with MN Dep't of Human Rights in this area
- c. Focus on data and adjust staff development accordingly
- d. Our test scores are not where we want them
- e. We need to see proficiency as well as growth
- f. Taking staff time and leadership time to make improvements
- g. Holding staff accountable for quality instruction is a must
- h. We need to get to the next level of results – we need to be better than our competition not the same as.

### 4. Recruiting and Marketing (Defer to Keith)

- a. Heavy competition in the area - Install signage here in January and at PEASE.

# MTCS Superintendent's Report

## December 21, 2017

### Partnerships:

- Nexus is a residential mental health organization interested in getting into school-based work. They are applying for an MDH Grant that would provide funds to do this. We are on the short list of schools they would like to collaborate with.
- Minnesota Trades Academy – Thanks to Courtney for bringing this group to the Resource Fair this fall. We are discussing making their program available to our students in the summer and, hopefully, during the school year. This is a way to provide hands-on training in the trades while the students can earn money for the summer.

### Public Allies:

- We are applying to have a group of Allies work on a College and Career Planning project for MTS Secondary.

### Recruitment:

- In process of setting up meetings with Christine and Shawn to implement or enhance a variety of approaches to recruitment including Community Involvement, Family Engagement, Speaker Series among several ideas. Many of these are in place at specific sites. The goal will be to have them or a version of them at all sites.
- Admissions will be an important next step, also. We will be working with Sarah Bland on this.

### Marketing:

- Anne Marie is no longer with us, but we are bringing in Jenny Buck, an experienced marketing person who has worked with MTCS in the past. We will have a trial where we will pay \$5,000 per month for 85 hours of marketing in each of three months. (This arrangement is \$58 per hour versus her normal rate of \$75 per hour.) This plan will allow us to have someone pick up from where Anne Marie left off without the concern of “dropping” something.
- Denny and I met with CaDan this week and discussed their role in marketing. They will be playing a greater part, particularly in social media, website and photography. This work is part of our current contract.

### Equity:

- Our district Equity Committee is becoming more active. David Thompson has taking over leadership of this group. They are forming sub-committees and starting a book study with the book, “Other People’s Children.”
- Kelly Dietrich and her team have taken the lead on the work around cultural proficient schools. She has a group being trained in this and is in the process of setting up the implementation of the IDI (Intercultural Development Inventory). This instrument is used in the assessment and development of intercultural competence. We will begin with the Expanded Cabinet members.

### School Choice Fair:

- We are a part of the planning and organizing committee for a Minneapolis School Choice Fair. We anticipate up to 30 schools, almost all charters, will participate. It will be held at the 501 Event Center (formerly Ukrainian Center) on Saturday, January 20 from 9-1. We will be there in full force.

### Strategic Planning:

- I presented ideas for “next steps” for our Strategic Planning last month. I am recommending you set a next meeting time for January, so we can get back to finishing that work. It could be done the same way as the September meeting where you had a short board meeting and stayed longer to work on the Strategic Plan.