



K-12 Academic Community

## Minnesota Transitions Charter School

### Minutes of Regular Board Meeting

Thursday, March 22, 2018

4:45 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 4:46p.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 (present)
- **Andrea Miller** – Teacher (not present)
- **Aden Hussein** – Community Member (not present)
- **Sheila McMahon** – Teacher (present)
- **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, six (6) 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
- Dustin Reeves, Financial Manager, BerganKDV

### 3. Open Forum/Pubic Comment

Jill Larson, PE Teacher, from Virtual High School addressed the Board during the Open Forum portion of the meeting. She read a statement that was signed by several Virtual High School staff members asking the Board to reconsider the Calendar for the next school year. The statement is attached.

The Board did not elect to take any action on the statement at this time.

### 4. Approval of Agenda

Sheila McMahon made a motion to approve the agenda. The motion was seconded by Martin Lukaszewski. The only discussion point was an agreement to move the Cadet report before the Finance report. The motion passed 6-0 with votes in favor from Becky Juntunen, Tamar Schultz, Sheila McMahon, Kirsten Krueger, Britta Hagstrom and Martin Lukaszewski. No board members voted against the motion.

### 5. Consent Agenda

Tamara Schultz made a motion to approve the Consent Agenda including the approval of the most Recent Board Minutes, Financial Statements and Accounts Payable. The motion was seconded by Kirsten Krueger. There was no discussion and the motion passed 6-0, with votes in favor from Rebecca Juntunen, Tamara Schultz, Britta Hagstrom, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No board members voted against the motion.

### 6. Reports and Discussion

- a. Cadet Report: The JROTC Cadets gave two reports to the Board. First was a briefing on their most recent Service Learning project with Junior Achievement and the MTS Elementary School and the second report was in regards to their Continuous Improvement project around the topic of reducing the number of times Students are tardy to class and school. A copy of the PPT are

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included in these minutes. The students did a wonderful job and the Board was very pleased with the presentation.

- b. Financial Report: This report was given by Martin Lukaszewski and Dustin Reeves. The Finance Committee had a meeting on Tuesday, March 20, 2018 and recommends the approval of the February financial statements as presented. We are currently in a very good position with a strong cash balance and should not have any cash issues going forward. The financial statements are included with these minutes.

The Finance Committee also made two recommendations to the Board during this time. The first was to give a 60 day notice to our current cleaning company, Perfection Plus that we intend to end the contract. The Finance Committee cited several issues with the quality of the services and felt this in the best interest of the school.

Tamara Schultz made a motion to give a 60 notice to Perfection Plus that we will be ending our contract with them. The motion was seconded by Sheila McMahon. There was no discussion and the motion passed 6-0, with votes in favor from Rebecca Juntunen, Tamara Schultz, Britta Hagstrom, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No board members voted against the motion.

The Finance Committee then made a recommendation to the Board that we extend a contract to Cady Cleaning Services. Although they are a little more expensive they feel the quality and level of services will be greatly enhanced.

Tamara Schultz made a motion to extend a contract to Cady Cleaning Services. The motion was seconded by Sheila McMahon. There was no discussion and the motion passed 6-0, with votes in favor from Rebecca Juntunen, Tamara Schultz, Britta Hagstrom, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No board members voted against the motion.

- c. Superintendent Report: This report was given by both Dennis Carlson and Keith Lester. A copy is included with these minutes.
- d. Pillsbury QSR Report Review: This report was given to all Board Members for review. Pillsbury has offered a three year renewal contract to continue as the Authorizer of Minnesota Transitions Charter School. A committee will be formed to address some of the issues raised in the report.
- e. Board Committee Reports: No additional reports were given.



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## 8. Action Items

### a. BKDV Contract

Sheila McMahon made a motion to send a 90 day notice to BKDV that it is our intent to cancel our contract with them. The motion was seconded by Britta Hagstrom. There was no discussion and the motion passed 6-0, with votes in favor from Rebecca Juntunen, Tamara Schultz, Britta Hagstrom, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No board members voted against the motion.

### b. School Management Services (SMS) Agreement

Denny informed the Board that the Cabinet had interviewed and selected a new Financial Management company. School Management Services (SMS) will provide a Business Manager on site at least 2 days per week and will save us an estimated \$200K per year.

Tamara Schultz made a motion to extend a contract to School Management Services. The motion was seconded by Kirsten Krueger. There was no discussion and the motion passed 6-0, with votes in favor from Rebecca Juntunen, Tamara Schultz, Britta Hagstrom, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No board members voted against the motion.

### c. Minnehaha Lease Agreement

Denny informed the Board that we have reached a lease agreement with Minnehaha LLC for the Secondary location. The lease had been negotiated by Jim McGillis our Lease Attorney and does include a provision that if MDE feels the square footage cost is too high for lease aide we will have the opportunity to renegotiate that aspect of the lease. This current agreement will be until 2030.

Martin Lukaszewski made a motion to accept the Lease agreement with Minnehaha LLC. The motion was seconded by Tamara Schultz. There was no discussion and the motion passed 6-0, with votes in favor from Rebecca Juntunen, Tamara Schultz, Britta Hagstrom, Kirsten Krueger, Sheila McMahon and Martin Lukaszewski. No board members voted against the motion.

### d. Superintendent Search Conclusion

Rebecca Juntunen informed the Board that the Search Committee had conducted interviews for the Superintendent position and selected Brian Erlandson as the next Superintendent for Minnesota Transitions Charter School. They each had a copy of the contract to review. Two questions were brought forward by Martin Lukaszewski the first being to ask about the Benefit "buy-out" option. This option will only apply to Mr. Erlandson's contract and no other employees will have this option. Second he asked about the review process. It was recommended that the Board form a sub-committee to decide on the goals and objectives for the Superintendent and to set forth a plan for conducting performance reviews.

Sheila McMahon made a motion to accept the contract as provide for Brian Erlandson as the next Superintendent. The motion was seconded by Britta Hagstrom. There was no further discussion and



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the motion passed 4-0-2, with votes in favor from Rebecca Juntunen, Britta Hagstrom, Kirsten Krueger and Sheila McMahon. Martin Lukaszewski and Tamara Schultz both abstained. No board members voted against the motion.

**9. Information /Announcements**

The Board would like to send a formal thank you to the JROTC Cadets for giving such a wonderful presentation on their recent projects.

Board Training Opportunity – Tuesday, April 10<sup>th</sup> 6:00pm – 8:00pm

MN Association of Charter of Charter Schools – The Key to Effective Board Governance.

Thursday, April 26<sup>th</sup>, 2018 will be the next Board meeting.

**10. Adjournment**

The meeting was adjourned at 6:31pm