



Minnesota Transitions Charter School

Minutes of Regular Board Meeting

Thursday, January 24th, 2019

4:45 p.m.

At Minnesota Transitions Charter School District Office
2872 26th Avenue South, Minneapolis, MN 55406

1. Call to Order

Martin Lukaszewski called the meeting to order at 4:47p.m.

Martin Lukaszewski noted that the meeting is a Regular Board Meeting of the Minnesota Transitions Charter School (“**MTCS**”) Board of Directors. Martin Lukaszewski 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

Martin Lukaszewski noted that as of the beginning of the meeting, the Board was made up of eight (8) Board Members. Martin Lukaszewski noted the presence/non-presence of the following Board Members:

- **Martin Lukaszewski** – Board Chair (present)
- **Britta Hagstrom** – Vice Chair (present)
- **Rebecca Juntunen** – Secretary/Treasurer (present)
- **Andrea Miller** – Teacher (present)
- **Sheila McMahon** – Teacher (present)
- **Kirsten Krueger** – Teacher present)
- **Soham Sengupta** – Teacher (present)
- **Julie Starkey** –Parent (present)

Martin Lukaszewski noted that at the beginning of the Board meeting, the Board had eight (8) individuals currently holding the office of Director on the Board of Directors. Martin Lukaszewski 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. Martin Lukaszewski noted that, of the eight (8) Board Members currently on the Board, eight (8) were in attendance at the Board meeting. Martin Lukaszewski noted the presence of a quorum.

The following individuals were also present for the meeting:

- Brian Erlandson, Superintendent
- Ryan Schmidt, Auditor with Schlenner & Wenner
- Trevor Helmers, Attorney
- Kelly Dietrich, Special Ed Director
- Scott Marine, Business Manager
- Erin Schurman, Minute Recorder

3. Open Forum/Public Comment

It was noted by Martin Lukaszewski that there were no requests to speak.

4. Approval of Agenda

Sheila McMahon made a motion to approve the agenda. The motion was seconded by Britta Hagstrom. There was no discussion. The motion passed 8-0 with votes in favor from Becky Juntunen, Britta Hagstrom, Martin Lukaszewski, Andrea Miller, Sheila McMahon and Kirsten Krueger, Soham Sengupta and Julie Starkey. No board members voted against the motion.

5. Consent Agenda

Sheila McMahon made a motion to approve the Consent Agenda including the approval of the December Board, Finance and Committee minutes Accounts payable and HR employment updates. The motion was seconded by Kirsten Krueger. The motion passed 8-0 with votes in favor from Becky Juntunen, Britta Hagstrom, Martin Lukaszewski, Andrea Miller, Sheila McMahon, Soham Sengupta, Julie Starkey and Kirsten Krueger. No board members voted against the motion.

6. Action Items

a. 2018 Audit Report

Sheila McMahon made a motion to approve the audit report as presented by Ryan Schmidt of Schlenner & Wenner. The motion was seconded by Soham Sengupta. There was no discussion. The motion passed 8-0 with votes in favor from Becky Juntunen, Britta Hagstrom, Martin Lukaszewski, Andrea Miller, Sheila McMahon, Soham Sengupta, Julie Starkey and Kirsten Krueger. No board members voted against the motion.

b. Revised Budget for Fiscal Year 2018-2019

Andrea Miller made a motion to approve the revised budget as presented by Scott Marine of SMS. The motion was seconded by Britta Hagstrom. The motion passed 8-0 with votes in favor from Becky Juntunen, Britta Hagstrom, Martin Lukaszewski, Andrea Miller, Sheila McMahon, Soham Sengupta, Julie Starkey and Kirsten Krueger. No board members voted against the motion.



c. Amendment to SMS Contract

Sheila McMahon made a motion to approve the amendment to the SMS contract. The motion was seconded by Julie Starkey. The motion passed 8-0 with votes in favor from Becky Juntunen, Britta Hagstrom, Martin Lukaszewski, Andrea Miller, Sheila McMahon, Soham Sengupta, Julie Starkey and Kirsten Krueger. No board members voted against the motion.

d. Surrogate Parent Policy

Soham Sengupta made a motion to accept the first read of the surrogate parent policy. The motion was seconded by Andrea Miller. There was no discussion. The motion passed 8-0 with votes in favor from Britta Hagstrom, Soham Sengupta, Martin Lukaszewski, Andrea Miller, Sheila McMahon, Julie Starkey, Becky Juntunen and Kirsten Krueger. No board members voted against the motion.

e. Superintendent Job Description

Kirsten Krueger made motion to above the job description as presented. The motion was seconded by Sheila McMahon. There was no discussion. The motion passed 7-0 with votes in favor from Britta Hagstrom, Soham Sengupta, Martin Lukaszewski, Andrea Miller, Sheila McMahon, Julie Starkey and Becky Juntunen. No board members voted against the motion.

7. Reports

- a. **Financial Report** – Presented by Scott Marine; Business Manager with SMS
- b. **Superintendent Report** – Presented by Superintendent; Brian Erlandson
- c. **Board Committees** – Nothing to report.

8. Discussion

a. Superintendent Evaluation

Attorney; Trevor Helmers explained to the Board of Directors the importance of their role when conducting this task. The board made decision to extend the evaluation to June 2019.

b. Board Training –February 2019

Date of work sessions and topics are being considered and will be discussed next meeting

9. Adjournment

Meeting was adjourned at 6:36pm