



Minutes

7:00 pm Thursday, June 29, 2023 in room 409 of HCIS

***HELPFUL LINKS FOR BOARD MEMBERS AND GUESTS**

[Board of Directors website](#)

[New Member Orientation Documents](#)

[FYI of serving on a charter school board](#)

[Robert's Rules](#)

Open Meeting (2 minutes)

- Roll Call - Attendees: Brian Lukasavitz, John Schulte, Terrance Lovejoy, Sarah Lindahl, Bethany Carroll, Liz Holte
- Student Representatives: Amaia Mayberry, Agnes Barthel
- Read Mission Statement: *Harbor City International School is a college preparatory, public high school. We are a small community whose mission is to nurture a sense of belonging, insist upon academic excellence, and graduate global citizens who eagerly pursue knowledge and enrich their communities.*
- Communication from guests (limit 5 minutes per guest)
- Consider additions to the agenda.
- **VOTE** to approve the agenda.
 - Motion: Sarah
 - Second: Brian
 - Vote: 6-0 all in favor
- Declaration of any conflicts of interest.

Board Business (30 minutes)

- **VOTE** to appoint Sarah as Board Chair
 - Motion: Bethany
 - Second: Liz
 - Vote: 6-0 all in favor
- **VOTE** to approve board stipends. Proposals: [Sarah's Proposal](#)
Proposal 2: \$200 per month for the chair
 - $200 \times 11 = 2,200$
 - \$50 a month for other executive committee members
 - $3 \times 50 \times 11 = 1,650$
 - \$25 a month for other board members
 - $3 \times 25 \times 11 = 825$
 - **Total = \$4675**
 - Motion: Sarah
 - Second: Bethany
 - Vote: 6-0 all in favor
- Set [Board Committee \(sorting doc\)](#)

Discussion (20 minutes)

- **VOTE** to approve Aryn Bergsven as Interim Director
 - Executive Director Hiring Proposal - Offer interim director \$80k
 - Motion: Brian
 - Second: John
 - Vote: 6-0 all in favor
- Consider who to name for the Emergency Succession Plan: [H. Emergency Succession Plan for the Director](#) – includes [Appendix D](#)

- AP testing fees (Tim)

Treasurer's Report (30 minutes)

- [Minutes](#)
- [April Finance Documents](#)
- [Finance Committee Folder](#)

VOTE To approve the operating budget for the fiscal year ending June 30, 2024 for the following amounts:

- GENERAL FUND REVENUE \$2,793,442.00
- GENERAL FUND OPERATING EXPENSES \$2,831,472.00
- FOOD SERVICE REVENUE 56,231.00
- FOOD SERVICE EXPENDITURES 76,185.00
- TRANSFER FROM GENERAL FUND TO FOOD SERVICE FUND 19,954.00
- THE PROJECTED FUND BALANCE AS OF JUNE 30, 2024 IS \$547,646.06
- THE PROJECTED FUND BALANCE AS OF JUNE 30, 2024 IS 19.34% OF GENERAL FUND EXPENDITURES
 - Motion: Sarah
 - Second: Bethany
 - Vote: 6-0 all in favor

Consent Agenda

VOTE to approve for April

- operating receipts: \$263,632.16
- checks: \$55,160.18
- payroll transactions: \$172,038.44
- Misc. disbursements: \$31,345.81
 - Motion: Bethany
 - Second: Sarah
 - Vote: 6-0 all in favor
- ADM Report

Regular Finance Committee Meetings: 4:30 p.m. on the second Thursday of each month in Room 416. Next meeting is August 3rd - a week earlier than usual.

Secretary's Report -- (5 minutes)

- Executive Committee Report (ExComm [minutes](#))
- **VOTE** to approve [May Minutes](#)
 - Motion: Liz
 - Second: Bethany
 - Vote: 6-0 all in favor
- [Mncharterboard.com](#) is available to us. Your username is your email address and the password is "password." There are short presentations about all things having to do with charter school boards. This site now has the three required training for new board members which you can do online and for FREE! New members: *Don't start your training until after you are sworn in. It doesn't count if you are not a current board member.* **Reminder:** There are three board training sessions. The first has to be done within 6 months of membership, and they all have to be completed in the first year of your term. Here is our [roster](#) which includes completed training, and at the bottom you will find links to training available. Please submit all certifications to Liz Holte [Link to MACS training opportunities](#).

Vote: motion to extend meeting until 9:30

- Motion: Bethany
- Second: Sarah
- Vote: 6-0 all in favor

School Operations (20 minutes)

- [Directors' Report](#)

Vote: To hire Lee Mattson effective immediately as a .5 FTE including benefits which supersedes his current contract to continue in his accounting role and write grants for the school

- **Motion: Sarah**
- **Second: Terrance**
- **Vote: 6-0 all in favor**

Student Report (10 minutes)

- [Report](#)

Committee Reports (20 minutes) [Committee Roster](#)

Board Development/Nominating Committee (On hiatus)

- [Minutes](#)
- Regular Meetings resume in August

Director Review Committee (On hiatus)

- [Minutes](#)
- Regular Meetings as needed. Check the Board calendar.

District Academics Advisory Committee

- [Minutes](#)
- Regular meeting: 2nd Monday of each month at 4:00 in room 310. Next meeting:

Strategic Planning Committee -- Sarah L.

- [Minutes](#)
- [Director Results planning tool](#) [Director Results Doc](#)
- Regular SPC Meetings: The first Thursday of the month, 4:00 in room 417. Next meeting:

Equity, Inclusion and Antiracism Committee (On hiatus)

- [Minutes](#)
- [Report to board](#)
- Regular meetings:

Vote: table the policy review

Motion: Sarah

Second: Brian

Board Policy Review (5 minutes) [\(Policy review Calendar\)](#)

Board Policies: Do the following Board Policies say what we want them to say and are we in compliance?

- [II.B. Board Members Conduct](#) including [Appendix E](#)
- [IV.I Results Focus of Grants](#)

Bylaws Review (5 minutes) [\(Link to HCIS Bylaws\)](#) Do the following bylaws say what we want them to say and are we in compliance?

- VI. Distribution of Assets

Operational Policy Review: (0 minutes) [\(Link to Operational Policies\)](#) Do the following say what we want them to say and are we in compliance?

- None
- **Reminder:** In August we will vote on the [employee handbook](#) and the [student handbook](#) so please look at those ahead of time.

Annual Review of operational policies (5 Minutes)

We don't have to vote on these policies, but please review them and determine if they say what we want them to say and that we are in compliance.

Review:

- [2.4.1](#) Conflict of interest - Charter board members
- [2.8:](#) Tort Liability
- [2.9:](#) Nepotism

- [4.1.2](#): At-Will Employment
- [4.1.3](#): Criminal Background Checks
- [4.5.3](#): Employee Ethics & Conflicts of Interest
- [4.5.4](#): Outside Employment
- [4.6.5](#): Referring of Firearms Possessor

Review: (5 minutes)

- Summary of Actions Taken
- Board Reflection: How did we do? What went well? What could we do better next time?

Preview of August 17 meeting:

May/June Financials

[Student Handbook](#)

[Employee Handbook](#)

- [Board Policies](#) To vote on:
 - I. [A. Mission](#) – refer to HCIS [Pol. 1.1.1](#)
 - II. [M. Board Committee Structure](#) – incl. Exec. Comm. Roles, Board Comm. Structure, and Comm.'s Annual Results – refer HCIS [Policy 2.2](#)
 - IV. [J. Executive Director Qualifications](#)
- [Operational Policies](#) that **must** be revisited:
 - [6.6: The Pledge of Allegiance Policy](#)*
 - Approve Student Handbook
 - Approve Employee Handbook
- [Operational Policies](#) to Review:
 - [4.6.2: Bloodborne Pathogens](#)
 - [4.6.3](#) & 5.5.5: Communicable Diseases & Infections
 - [4.9: Employee's Rights Regarding Termination](#)
 - [5.3.3: Directory Information \(FERPA\)](#)
 - [5.5.4: Concussion Management](#)
 - [6.3 Promotion and Retention](#)
 - [6.8 Parent Involvement](#)
 - [7.8 Designation of depositories](#)
- [Bylaws](#) to Review:
 - VII. Indemnification
- **VOTE** to adjourn
 - Motion: Sarah
 - Second: Liz