

Harbor City International School  
Board of Directors



# January Minutes

Approved: 2/25/2021

Thursday, January 21, 2021 7:00 p.m.

[Zoom link](#) (Password: 1-2021)

## 7:00pm Open Meeting (5 minutes) (link to [website](#))

- Roll Call - Attendees: Liz Holte, Aryn Bergsven, Bethany Carroll, Pam Gipe, Sarah Lindahl, Patrick Schmalz, Tina Stoneburner, Luke Morcomb, **Ex officio:** Tim Tydlacka **Absent:** Skip Sandman
- Student Representatives: Scout Weinandt, Rayshan Pannell **Absent:**
- Guests: Brian Scott, Blair Powless
- 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.*
- **VOTE** to waive requirement that at least one member of the body be present at the regular meeting location according to statute [13D.021](#) #4. Reason being that it is unfeasible due to health pandemic. (5) all votes are conducted by roll call, so each member's vote on each issue can be identified and recorded.
- **Communication from guests (limit 5 minutes per guest) - please sign up if you wish to speak.** Consider additions to the agenda
  - Information regarding upcoming education plan request to the Board by Brian Scott
- **Motion by \_Sarah Lindahl\_** to waive requirement that at least one member of the body be present at the regular meeting location according to statute [13D.021](#) #4. Reason being that it is unfeasible due to health pandemic. **Seconded by \_Tina Stoneburner\_.**
- **Motion by \_Sarah Lindahl\_** to approve the January agenda **Seconded by \_Bethany Carroll\_.**
- **VOTE: Consent agenda**
- **Those in favor: all (9-0)**
- **Those opposed: none**
- Declaration of any conflicts of interest --

## Board Operations (30 minutes)

**Treasurer's Report** - (15 minutes) - [Meeting Agenda/Minutes](#) (Thursday, January 14 at 4:30. meeting [zoom link](#) password: HCISFin20)

**December :** [Treasurer's Report](#), [Check Register](#), [Bank Reconciliation](#), [revenue v budget](#), [expense v budget](#), [Outstanding payments](#), [Miscellaneous disbursements](#), [Frandsen Main Checking](#), [void checks detail](#), [lease aid application](#)

## **Consent Agenda**

**VOTE** to approve for December

- operating receipts
  - **Motion by \_\_Patrick Schmalz\_** to approve December operating receipts of \$ \_209,437.61\_. **Seconded by \_Sarah Lindahl\_.**
- checks
  - **Motion by \_\_Patrick Schmalz\_** to approve December checks 15243- \_15273\_ in the amount of \$ \_51,915.62\_. **Seconded by \_Luke Morcomb\_.**
- payroll transactions
  - **Motion by \_\_Patrick Schmalz\_** to approve December EFT payroll transactions of \$ \_158,276.21\_. **Seconded by \_Bethany Carroll\_.**

- Misc. Disbursements
  - **Motion by \_\_Patrick Schmalz\_ to approve December Misc. Disbursements transactions of \$ \_9,999.68\_\_ . Seconded by \_Tina Stoneburner\_\_.**
- **Vote for Consent agenda**
  - **Those in favor:All (9-0)**
  - **Those opposed: none**

Regular Finance Committee Meetings: 4:30 p.m. on the second Thursday of each month.

- ADM Report

**Secretary's Report -- (5 minutes)**

- Executive Committee Report ([ExComm minutes](#))
- **VOTE** to approve minutes ([December Minutes Draft](#) ) from the previous meeting
  - **Motion by \_Aryn Bergsven\_ to approve the December Minutes. **Seconded by \_Sarah Lindahl\_\_.****
  - **Those in favor: all (9-0)**
  - **Those opposed: none**
    - Regular Executive Committee Meetings: 3:15 p.m. Monday the week before the regularly scheduled BOD meeting in room 417
- [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.

**Discussion (20 minutes):**

Should we have a board retreat this year?

- Possibility of moving date back and considering an outdoor location (Camp Miller), vaccination pending?
- Purpose: meet board members, address upcoming needs
- Decision: push decision a few months

**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](#).

**Student Report (5 minutes)**

- [Report](#)

**School Operations (20 minutes)**

- [Directors' Report](#)
  - Please read and offer feedback for the Proposed REpeat Course policy in the director's notes

**Board Policy Review (10 minutes)** ([Policy review Calendar](#))

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

**Consent Agenda**

- II. [K. Student Representative to the Board](#)
- IV. [G. Communication and Support to the Board](#)
- **Motion by Sarah Lindahl** that policy **II.K Student Representative to the Board** be changed in ii.7 to strike GPA requirement and then it will say what we want and we are in compliance. **Seconded by \_Bethany Carroll\_\_.**
- **Motion by Sarah Lindahl** that policy **IV.G. Communication and support to the Board** says what we want and we are in compliance. **Seconded by \_Bethany Carroll\_\_.**
- **Vote for Consent agenda**
  - **Those in favor: all (9-0)**
  - **Those opposed: none**

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

- I. Purpose, II. Offices

**Operational Policy Review: (10 minutes)** ([Link to Operational Policies](#)) Do the following say what we want them to say and are we in compliance?

**VOTE** [2.5 Open and Closed Meetings](#)

- **Motion by Sarah Lindahl** that policy [2.5 Open and Closed Meetings](#) says what we want with the following updates: including “on the board website” on B and to replace the final sentence in D with “on the board website” and we are in compliance. **Seconded by \_Bethany Carroll\_.**
- **Those in favor: all (9-0)**
- **Those opposed: none**

**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:

- [2.5 Open and Closed Meetings](#)
- [3.1: Record Retention/Destruction](#)
- [3.2: Administration of the MGDPA](#)
- [5.1.1: Admissions Policy with Lottery](#)
- [5.3.1: Student Educational Data](#)
- [5.3.2: Adjudicated Juveniles](#)
- [7.2.2: Bidding for Services from Authorizer](#)

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

**Update from VOA: We need to post committee minutes on the website so please be sure to make a document of your minutes and send it to Sarah to put on the website.**

Board Development/Nominating Committee

- [Minutes](#)
- Regular Meetings: Wednesday afternoons the week after the BOD meeting at 3:00 over Zoom.

Director Review Committee

- [Minutes](#)
- Regular Meetings the second Tuesday of each month at 3:45.

Strategic Planning Committee -- Aryn B..

- [Minutes](#)
- Regular SPC Meetings: The first Thursday of the month, 4:00 to 5:00 over Zoom.

District Academics Advisory Committee

- [Minutes](#)
- Regular meeting: 2nd Monday of each month at 3:45.

Equity, Inclusion and Antiracist Committee

- [Minutes](#)
- 
- Regular meetings: First and Third Mondays of each month at 4:30.

**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 February 25 meeting:**

January Financials

Election Results

Director’s State of the School Annual Address

- [Board Policies](#) To vote on: NONE
- [Operational Policies](#) that **must** be revisited:
  - NONE
- [Operational Policies](#) to Review: NONE

- [Bylaws](#) to review: NONE

**VOTE** to Adjourn