



MINUTES - draft

November 15, 7:00 p.m.
Room 310, HCIS

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

- Roll Call: Attendees: Sarah Lindahl, Justin Strom, Pete Langr, Paul Belsito, Eric Beyer, Ginna Moores, Tim Tydlacka
- Absent: Leah Prussia, Sandra Radkte, Jason Amundsen
- Student Representatives: Will Smith, Hannah Ashbach
- 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) - please sign up if you wish to speak. Consider additions to the agenda
- **VOTE** to approve the November agenda
- Motion by Beyer to approve November Agenda. Seconded by Belsito.
 - Those in favor: All (6-0)
 - Those opposed: None
- Declaration of any conflicts of interest --

Board Operations (30 minutes)

- Finances - Pete (15 minutes) - [Meeting Minutes](#)
 - October- ([treasurer's report](#), [Check Register](#), [Bank Reconciliation](#))
 - **VOTE** to approve October
 - (1) Motion by Langr to approve October operating receipts of \$273,475.21. Seconded by Strom.
 - Those in favor: All (6-0)
 - Those opposed: None
 - (2) Motion by Langr to approve checks 14149 - 14193 in the amount of \$48,379.20. Seconded by Beyer.
 - Those in favor: All (6-0)
 - Those opposed: None
 - (3) Motion by Langr to approve payroll transactions \$166,714.68. Seconded by Strom
 - Those in favor: All (6-0)
 - Those opposed: None
 - (4) Motion by Langr to approve miscellaneous disbursements in the amount of \$7,150.51. Seconded by Beyer
 - Those in favor: All (6-0)
 - Those opposed: None
 - [ADM Report](#)
- Audit presentation
- Regular Finance Committee Meetings: 4:30 p.m. on the second Thursday of each month in Room 310 at HCIS
- Secretary's Report -- Justin (5 minutes)
 - Executive Committee Report ([ExComm minutes](#))

- **VOTE** to approve minutes ([BOD Minutes](#)) from the October meeting
- **Motion by Strom to approve October Minutes. Seconded by Lindahl.**
 - Those in favor: All (6-0)
 - Those opposed: None
- Regular Executive Committee Meetings: 3:40 p.m. Monday, the week before the regularly scheduled BOD meeting in room 417
- Answers to [questions about Addendum B.1 VOA](#) contract
- **Tabled: VOTE** to adopt [Addendum B.1 VOA contract](#) [More info from VOA](#)
 - **Tabled again until December**
- **VOTE** to make Tim Tydlacka [Identified Individual with Authority](#)
 - **Motion by Lindahl to make Tim Tydlacka the Identified Individual with Authority. Seconded by Beyer.**
 - Those in favor: All (6-0)
 - Those opposed: None
- **VOTE** on Addition to [Employee Handbook](#) - page 8: Wage disclosure
 - **Motion by Lindahl to add Wage Disclosure Protection to the employee handbook. Seconded by Beyer.**
 - Those in favor: All (6-0)
 - Those opposed: None
- Open Meeting Law [review](#)
- **Reminder:** There are three board trainings. The first has to be done within 6 months of membership, and they all have to be complete the first year of your term. Here is our [roster](#) which includes completed trainings, and at the bottom you will find links to trainings available. Please submit all certifications to Sandy Radtke.

Student Report (5 minutes)

School Operations (20 minutes)

- [Directors' Report](#)
- **VOTE** to approve Madalyn Gardas hired as new paraprofessional
 - **Motion by Lindahl to approve hiring of Madalyn Gardas. Seconded by Belsito.**
 - Those in favor: All (6-0)
 - Those opposed: None

Board Policy Review (15 minutes) ([Policy review Calendar](#))

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

- II.I: Strategic Planning (15)
- **Motion by Lindahl to make changes to Strategic Planning happen every 5 years instead of 4 and that with the changes it says what we want it to say and we are in compliance. Seconded by Beyer.**
 - Those in favor: All (6-0)
 - Those opposed: None
- III.C: Delegation to the director (27)
- **Motion by Lindahl that Delegation to the Director says what we want it to say and that we are in compliance. Seconded by Langr.**
 - Those in favor: All (6-0)
 - Those opposed: None
- IV.B: Treatment of staff and volunteers (30)
- **Motion by Lindahl that Treatment of staff and volunteers says what we want it to say and that we are in compliance. Seconded by Belsito.**
 - Those in favor: All (6-0)

- 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?

- REVIEW - X. Miscellaneous (14)

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

- **None**

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

- REVIEW:
 - 4.5.2: Code of conduct for employees licensed by MDE (70-71)
 - 4.7.1: Maltreatment of Minors/Mandatory Reporting (93-99)
 - 5.7.1: Tennessee Warning (216-219)
 - 5.7.2: School lockers (219)
 - 5.7.3: Students' free speech rights (220-224)
 - 7.3.2: Employee Expenses and Reimbursement Policy (271-272)

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

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

- Board Development/Nominating Committee -- Sandy
 - Minutes
 - Committee Report Regular Meetings: Thursday afternoon the week after the BOD meeting in Sandra Radtke's room at 3:30
- Director Review Committee -- Justin
 - Committee Report - [Minutes](#)
 - Regular Meetings: Every other Tuesday
- Strategic Planning Committee -- Sarah L.
 - Committee report - [Minutes](#)
 - Regular SPC Meetings: The first Thursday of the month, 4:00 to 5:00 in room 417.
- Academics Committee - Paul - Regular meeting: 2nd meeting of each month at 3:45. Next meeting November 26. [Meeting minutes](#)
- Policy Committee - [Minutes](#)

Review: (5 minutes)

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

Review of December 20 meeting:

- [Board Policies](#)
 - To vote on:
 - II.C Board Job Contributions
 - III.D Monitoring Director Performance
 - IV. A Treatment of students and Families
- November Financials
- [Operational Policies](#) that must be revisited
 - 5.4.4 Student Discipline
 - Operational Policies to Review
 - 4.5.6: Use of Reasonable Force
 - 4.6.1: Health & Safety Includes Employee Right to Know

- 4.8.1: Use of Electronic Systems
 - 5.4.5: Pupil Fair Dismissal Process
 - 5.9.1: Student Extra-Curricular Part.
- [Bylaws](#) to Review:
 - None
- Election Update
- Audit Approval

VOTE to Adjourn

- **Motion by Beyer to Adjourn. Seconded by Strom.**
 - **Those in favor: All (6-0)**
 - **Those opposed: None**