



Harbor City International School
Board of Directors



January Minutes

Thursday, January 16, 2020 at 7:00 p.m.
Room 417

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

- Roll Call - Attendees: **Directors:** Sarah Lindahl, Liz Holte, Robert Turner, Tina Stoneburner, Paul Belsito, Eric Beyer, Ginna Moores, Warren Taylor, Luke Morcomb **Ex officio:** Tim Tydlacka **Absent:** None
- Student Representatives: Mya Cuypers, William Smith **Absent:** None
- **Visitor:** Lee Matson, school accountant
- 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 agenda**
 - **Motion by __Sarah Lindahl__ to approve the January agenda. Seconded by __Liz Holte__.**
 - Those in favor: All (9-0)
 - Those opposed: None
- Declaration of any conflicts of interest -- **None**

Board Operations (20 minutes)

- Treasurer's Report - (15 minutes) - Meeting Minutes
December: [Treasurer's Report](#), [Check Register](#), [Bank Reconciliation](#), [expense v budget](#), [revenue v budget](#)
- **VOTE to approve**
 - operating receipts,
 - **Motion by __Paul Belsito__ to approve December operating receipts of \$315,490.38. Seconded by __Eric Beyer__.**
 - Those in favor: All (9-0)
 - Those opposed: None
 - checks,
 - **Motion by __Paul Belsito__ to approve December checks 14788 - 14830* in the amount of \$58,610.80. Seconded by __Eric Beyer__.**
 - Those in favor: All (9-0)
 - Those opposed: None
 - payroll transactions,
 - **Motion by __Paul Belsito__ to approve December EFT payroll transactions of \$167,277.38. Seconded by __Eric Beyer__.**
 - Those in favor: All (9-0)
 - Those opposed: None
 - and [misc. disbursements](#)
 - **Motion by __Paul Belsito__ to approve December miscellaneous disbursements of \$7,939.66. Seconded by __Luke Morcomb__.**
 - Those in favor: All (9-0)
 - Those opposed: None

ADM Report

Regular Finance Committee Meetings: 4:30 p.m. on the second Thursday of each month in Room 310 at HCIS

- Secretary's Report -- (5 minutes)

- Executive Committee Report ([ExComm minutes](#))
- **VOTE** to approve minutes ([December Minutes Draft](#)) from the previous meeting
 - **Motion by __Robert Turner__ to approve the December minutes. Seconded by __Tina Stoneburner__.**
 - Those in favor: All (9-0)
 - Those opposed: None

Regular Executive Committee Meetings: 3:40 p.m. Tuesday the week before the regularly scheduled BOD meeting in room 417

Discussion (20 minutes)

- Student Board member candidates: Questions?
- [Annual Meeting Program](#)
- **Saturday, MARCH 14 Governance and Employment training at HCIS. Sign up on MACS website.**
- Board retreat - What do we want to get out of a retreat? What topics should we cover? Do we want to move the retreat from March to June?

Reminder: There are three board trainings. The first has to be done within 6 months of membership, and they all have to be completed 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 Sarah Lindahl. [Link to MACS training opportunities.](#)

Student Report (5 minutes)

- [Report](#)

School Operations (20 minutes)

- [Directors' Report](#)

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?

- [II.K](#) Student Representatives to the Board
 - **Motion by __Sarah Lindahl__ that [II.K](#) Student Representatives to the Board says what we want it to say and that we are in compliance. Seconded by __Liz Holte__.**
 - Those in favor: All (9-0)
 - Those opposed: None
- [IV.G](#) Communication and Support to the Board
 - **Motion by __Sarah Lindahl__ to table [IV.G](#) Communication and Support to the Board . Seconded by __Liz Holte__.**
 - 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 [2.5](#) Open and Closed Meetings says what we want it to say and that we are in compliance. Seconded by __Liz Holte__.**
 - 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 we they say what we want them to say and that we are in compliance.

- [3.1](#): Record Retention/Destruction
- [3.2](#): Administration of the MGDPA
- [5.1.1](#): Admissions Policy with Lottery
 - **Motion by __Sarah Lindahl__ to add “gender identity” after the phrase “based on race, color, ethnicity, sex, _____”, in IV. D. and to insert the word “be” in V.D. (Both lists will __be__ shuffled . . .) Seconded by __Liz Holte__.**
 - Those in favor: All (9-0)
 - Those opposed: None
- [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 website so please be sure to make a document of your minutes and send to Sarah to put on the website.

Board Development/Nominating Committee

- [Minutes - Liz](#)
- Regular Meetings: Thursday afternoon the week after the BOD meeting in room 417

Director Review Committee

- [Minutes](#) - Sarah
- Regular Meetings: 3rd Tuesdays of the month

Strategic Planning Committee -- Sarah L.

- [Minutes](#) - Sarah
- **VOTE** to create Facilities Planning Committee- *"I move to create an ad hoc five member long-term facilities planning committee whose primary purpose is to focus on exploring facilities options that will address both current and long-term operational needs of the HCIS organization.*
 - **Motion by __Sarah Lindahl__ to approve the creation of a Facilities Planning Committee. Seconded by __Liz Holte__.**
 - Those in favor: All (9-0)
 - Those opposed: None
- Regular SPC Meetings: The first Thursday of the month, 4:00 to 5:00 in room 417.

District Academics Advisory Committee - Paul

- Minutes - Paul
- Regular meeting: 2nd Monday of each month at 3:45.

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 February 27 Annual meeting:

January Financials

Annual State of the School 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

- **Motion by __Sarah Lindahl__ to adjourn the January meeting. Seconded by __Eric Beyer__.**
 - Those in favor: All (9-0)

- **Those opposed: None**