

# MINUTES

February 28, 7:00 p.m.

HCIS Theater

[Annual Meeting Program](#)



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

- Roll Call - Attendees: Sarah Lindahl, Eric Beyer, Paul Belsito, Ginna Moores, Justin Strom, Pete Langr, Sandra Radkte, Tim Tydlacka
- Student Representatives: None
- 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 February agenda
  - Motion by Beyer to approve February Agenda. Seconded by Langr.
    - Those in favor: All (7-0)
    - Those opposed: None
- Declaration of any conflicts of interest --

## Board Operations ( minutes)

- Finances - Pete (15 minutes) - [Meeting Minutes](#)  
February- ([treasurer's report](#), [Check Register](#), [Bank Reconciliation](#))
  - **VOTE** to approve January
    - (1) operating receipts
      - Motion by Langr to approve January operating receipts of \$173,935.56. Seconded by Beyer.
        - Those in favor: All (7-0)
        - Those opposed: None
    - (2) checks
      - Motion by Langr to approve check 14281 - 14317 in the amount of \$48,634.53. Seconded by Beyer.
        - Those in favor: All (7-0)
        - Those opposed: None
    - (3) payroll transactions
      - Motion by Langr to approve January EFT payroll transactions of \$172,470.38. Seconded by Belsito.
        - Those in favor: All (7-0)
        - Those opposed: None
    - (4) miscellaneous disbursements
      - Motion by Langr to approve January misc disbursements of \$5,906.28. Seconded by Belsito.
        - Those in favor: All (7-0)
        - Those opposed: None
  - [ADM Report](#)
  - [Copier Contract](#)
    - Motion by Langr to approve the purchase of the contract of a new copier in the amount of \$26,311.32. Seconded by Belsito.

- Those in favor: All (7-0)
  - Those opposed: None
- 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 January meeting
    - **Motion by Justin to approve BOD Minutes from January. Seconded by Belsito.**
      - Those in favor: All (7-0)
      - Those opposed: None
  - Regular Executive Committee Meetings: 3:40 p.m. Monday or Tuesday the week before the regularly scheduled BOD meeting in room 417
- **VOTE** to move official board meeting location for regular meetings from room 310 to room 417
  - **Motion by Lindahl to change the meeting location from room 310 to room 417. Seconded by Langr.**
    - Those in favor: All (7-0)
    - Those opposed: None
- **VOTE** to change the date of the April board meeting from Thursday the 18th to Wednesday the 17th.
  - **Motion by Lindahl to move the April meeting from Thursday the 18th to Wednesday the 17th. Seconded by Langr.**
    - Those in favor: All (7-0)
    - Those opposed: None
- Board Retreat will take place on March 30, in the lobby of 2nd floor of HCIS from 9:00 to 1:00. Agenda coming soon.
- **VOTE** to approve money for new copier (Approved above during Finances)
- Discuss parent seat appointment

**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. [Link to MACS training opportunities.](#)

#### **Student Report (5 minutes)**

#### **School Operations (20 minutes)**

- [Directors' Report](#)

#### **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?

- **VOTE** [II.M Board Committee Structure](#) - add bullet on page four.
  - **Motion by Lindahl to add bullet point The Board Chair will act as the District Data Practices Policy Official. See Operational Policy 7.4 for details to the executive committee. Seconded by Beyer.**
    - Those in favor: All (7-0)
    - 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?

- **None**

**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** to revise policy [8.4.1 on Wellness](#)
  - **Motion by Lindahl to adopt changes to the Wellness policy. Seconded by Belsito.**
    - Those in favor: All (7-0)
    - Those opposed: None
- **VOTE** to revise policy [7.4 Data Access Policy for Members of the Public](#) change VII.B and VII.C.
  - **Motion by Lindahl to make adjusted changes to policy VII. Seconded by Langr.**
    - Those in favor: All (7-0)
    - 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.

Review:

- **None**

#### **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](#)
  - Regular Meetings: Thursday afternoon the week after the BOD meeting in Sandra Radtke's room at 3:30
- Director Review Committee -- Justin
  - [Minutes](#)
  - Regular Meetings: 1st and 3rd Tuesdays of the month
- Strategic Planning Committee -- Sarah L.
  - [Agenda](#) for 3/7 meeting. No meeting in February
  - Regular SPC Meetings: The first Thursday of the month, 4:00 to 5:00 in room 417.
- District Academics Advisory Committee - Paul
  - [Minutes](#)
  - Regular meeting: 2nd Monday of each month at 3:45.
- World's Best Workforce District Advisory Committee Annual Meeting - Sarah
  - [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 March 21 meeting:**

February Financials

School Calendar Review

- [Board Policies](#) To vote on:
  - [II.A Governing Approach](#)
  - [IV.C Financial Planning and Budgeting including fund balance policy](#)
- [Operational Policies](#) that **must** be revisited: NONE
- [Operational Policies](#) to Review:
  - [2.4.3](#) & [4.5.5](#): Gifts (policies are the same)
  - [4.6.4](#) & [5.5.2](#): Drug-Free Workplace/Drug-Free School (policies are the same)
  - [5.5.1: Chemical Use & Abuse](#)
  - [5.5.3](#) and [5.5.2](#): Drug/Tobacco-Free Environment
  - [5.5.8: Student Medicine in School](#)
  - [6.2 School year and calendar](#)

[7.1: Segregation of Duties](#)

[7.9 Collateral Requirements for Depositories](#)

[7.10 Investments](#)

- [Bylaws](#) to Review: III. Membership

**VOTE** to Adjourn

**Motion by Lindahl to Adjourn. Seconded by Strom.**