

Harbor City International School  
Board of Directors



# Minutes

Thursday, October 24, 2019 at 7:00 p.m.  
Room 417

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

- **Roll Call - Attendees:** Sarah Lindahl, Paul Belsito, Liz Holte, Robert Turner, Tina Stoneburner, Ginna Moores, Luke Morcomb, Warren Taylor, Eric Beyer, Tim Tydlacka **Absent:** NA
- Student Representatives: Mya Cuypers, William Smith
- **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 October agenda. Seconded by \_Eric Beyer\_.**
  - **Those in favor: All (9-0)**
  - **Those opposed: None**
- Declaration of any conflicts of interest -- **None**

## Board Operations (45 minutes)

- Treasurer's Report - (15 minutes) - [Meeting Minutes](#)  
September: [Treasurer's Report](#), [Check Register](#), [Bank Reconciliation](#)
  - **VOTE to approve operating receipts, checks, payroll transactions, and misc. disbursements for September**
    - (1) operating receipts,
      - **Motion by Paul Belsito\_ to approve September operating receipts of \$323,201.11. Seconded by \_Luke Morcomb\_.**
        - **Those in favor: All (9-0)**
        - **Those opposed: None**
    - (2) checks,
      - **Motion by \_Paul Belsito to approve September checks 14643 - 14686\* in the amount of \$44,358.37. Seconded by \_Eric Beyer\_ .**
        - **Those in favor: All (9-0)**
        - **Those opposed: None**
    - 3) payroll transactions,
      - **Motion by Paul Belsito to approve September EFT payroll transactions of \$166,807.96. Seconded by Liz Holte.**
        - **Those in favor: All (9-0)**
        - **Those opposed: None**
    - (4) [misc. disbursements](#)
      - **Motion by Paul Belsito to approve September miscellaneous disbursements of \$16,056.08. Seconded by Liz Holte.**
        - **Those in favor: All (9-0)**
        - **Those opposed: None**
  - **VOTE to approve [year end financial statement](#) for year ending 6/30/2019**
    - **Motion by Sarah Lindahl to approve [year end financial statement](#) for year ending 6/30/2019. Seconded by Luke Morcomb.**

- Those in favor: All (9-0)
- Those opposed: None

- **VOTE** to approve the changing of banks
  - **Motion by Sarah Lindahl** to allow HCIS Bookkeeper to change of banks from Frandsen to Bremer. **Seconded by Luke Morcomb.**
  - Those in favor: All (9-0)
  - Those opposed: None
  -
- **VOTE** to transfer **\$32,241.87** from General Fund to Food Service Fund to eliminate the deficit incurred in fiscal year 2018-2019
  - **Motion by Sarah Lindahl** to approve the transfer of **\$32,241.87** from General Fund to Food Service Fund to eliminate the deficit incurred in fiscal year 2018-2019. **Seconded by Liz Holte.**
  - Those in favor: All (9-0)
  - Those opposed: None
- Audit? How is that going? When will the board be able to see the report? Must be voted on in December.

- [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 ([BOD Minutes](#)) from the previous meeting
    - **Motion by Robert Turner to approve the September minutes. Seconded by Sarah Lindahl.**
    - 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

- **VOTE** to approve [2018-2019 Annual Report](#)
  - **Motion by Sarah Lindahl to approve the [2018-2019 Annual Report](#) . Seconded by Liz Holte.**
  - Those in favor: All (9-0)
  - Those opposed: None
- **VOTE** Harbor City International School, District 4085, officially adopts the Minnesota School District General Records Retention Schedule.
  - **Motion by Sarah Lindahl to officially adopt the Minnesota School District General Records Retention Schedule. Seconded by Tina Stoneburner.**
  - Those in favor: All (9-0)
  - Those opposed: None
- For your information: Report from Federal Reserve Bank of Minneapolis - [Statewide Crisis: Minnesota Education Achievement Gaps](#)

**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?

- **VOTE** [I.C. Strategic Intentions](#)
  - **Motion by Sarah Lindahl that [I.C. Strategic Intentions](#) says what we want it to say and that we are in compliance. Seconded by Eric Beyer.**
    - Those in favor: All (9-0)
    - Those opposed: None
- **VOTE** [II.H Board Policy Review and Adoption](#)
  - **Motion by Sarah Lindahl that [II.H Board Policy Review and Adoption](#) says what we want it to say and that we are in compliance with adding the word “other “ onto ii. Seconded by Eric Beyer.**
    - Those in favor: All (9-0)
    - Those opposed: None
- **VOTE** [III.B Accountability of the Director](#)
  - **Motion by Sarah Lindahl that [III.B Accountability of the Director](#) says what we want it to say and that we are in compliance. Seconded by Luke Morcomb.**
    - Those in favor: All (9-0)
    - Those opposed: None
- **VOTE** [IV. E. Asset Protection](#)
  - **Motion by Sarah Lindahl that [IV. E. Asset Protection](#) 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

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

- IX. Financial Matters

**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** [4.5.1](#)
  - **Motion by Sarah Lindahl that [4.5.1](#) says what we want it to say and that we are in compliance with the change to VI. A. from Jo Jones to Maddy Clark. Those opposed: None. Seconded by Luke Morcomb.**
    - Those in favor: All (9-0)
    - Those opposed: None
- **VOTE** [5.4.1](#) Against Unfair Discriminatory Practices Appendix [A](#) and [B](#)
  - **Motion by Sarah Lindahl that [5.4.1](#) Against Unfair Discriminatory Practices Appendix [A](#) and [B](#) says what we want it to say and that we are in compliance with the change to VI.C. from Jo Jones to Maddy Clark. Seconded by Liz Holte.**
    - Those in favor: All (9-0)
  - Those opposed: None
- **VOTE** [5.6.3](#) Removal of students with IEPs
  - **Motion by Sarah Lindahl that [5.6.3](#) says what we want it to say and that we are in compliance with the updates of section III. 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.**

- [4.10](#): Whistleblower
- [6.1](#): Grading
- [6.4.1](#): Release Time for Religious Events & Rel. Accommodation
- [7.5](#) Audit
- [7.11](#) Safekeeping of investments
- [7.13](#) Insurance Coverage
- [1.2](#) Equal Education Opportunity
- [2.1](#) Board Election Policy

#### **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: 1st and 3rd Tuesdays of the month

##### **Strategic Planning Committee** -- Sarah L.

- [Minutes](#) - Sarah
- 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 November 21 meeting:**

October Financials

Audit Review

##### **Open Meeting Law training**

- [Board Policies](#) To vote on:
  - [II.I Strategic Planning](#)
  - [III.C Delegation to the Director](#)
  - [IV.B Treatment of Staff and Volunteers](#)
- [Operational Policies](#) that **must** be revisited:  
NONE
- [Operational Policies](#) to Review:
  - [4.5.2](#): Code of Conduct for Employees Licensed by MDE
  - [4.7.1](#): Maltreatment of Minors/Mandatory Reporting 5.6.2 Use of Restraints
  - [5.7.1](#): Tennessean Warning
  - [5.7.2](#): School Lockers
  - [5.7.3](#): Students' Free Speech Rights
  - [7.3.2](#): Employee Expenses & Reimbursement Policy
- [Bylaws](#) to review: X. Miscellaneous

**VOTE** to Adjourn

- Motion by **Tina Stoneburner** to adjourn at 8:55 pm. Seconded by **Eric Beyer**.