



December Minutes

Approved 1/20/2022

**MEETING POSTPONED TO MONDAY, DECEMBER 20 in room 417 at
HCIS**

Open Meeting (5 minutes) (link to [website](#))

- Roll Call - Attendees: Sarah Lihdahl, Blair Powless, Pam Gipe, Tina Stonebunrer, Liz Holte, Aryn Bergsven, Bethany Carroll Absent: Tori Tracy
- Ex Facto: Tim Tydlacka
- Guests: Michelle Swoboda, Agnes Barthel, Ella Escobar, Jazin Majchrzak, Amaia Mayberry
- Student Representatives: Arryn Clanaugh, Holland Venhuizen
- 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) Consider additions to the agenda.
- **VOTE** Motion by Sarah Lindahl to approve the agenda. Seconded by Bethany Carroll
 - Those in favor: All (8-0)
 - Those opposed: none
- Declaration of any conflicts of interest.

Board Operations (30 minutes)

Audit Presentation - [Audit communication letter](#), [Draft Financial Statements](#) Please welcome Michelle Swoboda
VOTE to approve the audit **VOTE** Motion by Sarah Lindahl to approve the 2021 audit. Seconded by Bethany Carroll

- Those in favor: All (8-0)
- Those opposed: none

Treasurer's Report - (15 minutes) - [Meeting Agenda/Minutes](#)

- Go over [November](#) finance documents: [Treasurer's Report](#), [Check Register](#), [Bank Reconciliation](#), [revenue v budget](#), [expense v budget](#), [Outstanding payments](#), [Bremer Statement](#), [Miscellaneous disbursements](#), [Void checks](#)

Consent Agenda

VOTE to approve for November

- Operating Receipts
 - Motion by Patrick Schmalz to approve November operating receipts of \$ 186,565.33. Seconded by Pam Gipe
- checks
 - Motion by Patrick Schmalz to approve November checks #20336-20372 in the amount of \$ 47,727.16. Seconded by Tina Stoneburner
- payroll transactions
 - Motion by Patrick Schmalz to approve November EFT payroll transactions of \$ 166,546.32. Seconded by Pam Gipe
- Misc. Disbursements
 - Motion by Patrick Schmalz to approve November Misc. Disbursements transactions of \$ 5,761.33. Seconded by Bethany

Carroll.

- **Vote for Consent agenda**
 - **Those in favor: All (8-0)**
 - **Those opposed: None**

- [ADM Report](#)
- Lease Aid forms

Regular Finance Committee Meetings: 4:30 p.m. on the second Thursday of each month.
Check [agenda](#)/minutes for link.

Secretary's Report -- (5 minutes)

- Executive Committee Report (ExComm [minutes](#))
- **VOTE Motion by Aryn Bergsven to approve the [November Minutes Draft](#). Seconded by Tina Stoneburner**
 - **Those in favor: All (8-0)**
 - **Those opposed: none**
- Regular Executive Committee Meetings: 4:00 p.m. Tuesday the week before the regularly scheduled BOD meeting over Zoom.
- [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.

VOTE to pass a resolution to join the Minnesota State High School League (MSHSL)

- **VOTE Motion by Sarah Lindahl to attain membership to the Minnesota State High School League. Seconded by Patrick Schmalz**
 - **Those in favor: All (8-0)**
 - **Those opposed: none**
- Special closed meeting Monday, January 3 to discuss an employment issue. What time would be best for the board?
 - A special closed session will be held MONDAY Jan.3, 2022 at 4:30 in Rm414

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

Board Development/Nominating Committee

- [Minutes](#)
- Regular Meetings: As needed. Check the Board calendar.

Director Review Committee

- [Minutes](#)
- Regular Meetings as needed. Check the Board calendar.

Strategic Planning Committee -- Aryn B.

- [Minutes](#)
- [Director Results planning tool](#)
- Regular SPC Meetings: The first Thursday of the month, 4:00 in room 417. Next meeting:

District Academics Advisory Committee

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

Equity, Inclusion and Antiracism Committee

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

Discussion (20 minutes): 20 year celebration? Concert? Art show? Hire an event planner?
Yes, hire an event planner, book headliners ASAP

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](#)

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

- **VOTE II.C. Board Job Contributions**
- Motion by Sarah Lindahl Policy II.C says what we want it to say and we are in compliance.
Seconded by Bethany Carroll
 - Those in favor: All (7-0)
 - Those opposed: none
 - Abstain: Blair Powless
- **VOTE III. D. Monitoring Director Performance**
- Motion by Sarah Lindahl Policy III.D says what we want it to say and we are in compliance.
Seconded by Bethany Carroll
 - Those in favor: All (7-0)
 - Those opposed: none
 - Abstain: Blair Powless
- **VOTE IV.A. Treatment of Students & Families**
- Motion by Sarah Lindahl Policy A says what we want it to say and we are in compliance.
Seconded by Tina Stoneburner
 - Those in favor: All (7-0)
 - Those opposed: none
 - Abstain: Blair Powless

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 5.4.4: Student Discipline**
- Motion by Sarah Lindahl Policy 5.4.4 says what we want it to say and we are in compliance. Seconded by Bethany Carroll
 - Those in favor: All (7-0)
 - Those opposed: none
 - Abstain: Blair Powless

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:

- [4.5.6: Use of Reasonable Force](#)
- [4.6.1: Health & Safety Including Employee Right to Know](#)
- [4.8.1: Use of Electronic Systems](#)
- [4.8.2 Employee use of Social Media](#)
- [5.8.3 Use of Social Media in School](#)
- [4.11 Tuition Reimbursement](#)

- [5.4.5: Pupil Fair Dismissal Process](#)
- [5.9.1: Student Extra-Curricular Part](#)
- **VOTE**
- **Motion by Liz Holte to strike 4.I in Policy 5.9.1 to amend . Seconded by Bethany Carroll**
 - **Those in favor:All (8-0)**
 - **Those opposed: none**

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 January 20 meeting:

December Financials

Director Review Process begins

Annual Budget Process begins

Discuss annual retreat

- [Board Policies](#) To vote on:
 - II. [K. Student Representative to the Board](#)
 - IV. [G. Communication and Support to the Board](#)
- [Operational Policies](#) that **must** be revisited:
 - [2.5 Open and Closed Meetings](#)
- [Operational Policies](#) to 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](#)
 - [8.4.1 Wellness Policy](#)
- [Bylaws](#) to review: I. Purpose, II. Offices

VOTE to Adjourn