



Minutes - Draft

Wednesday, December 7, 2016, 7:00 p.m.
Room 310

7:02 pm Open Meeting (5 minutes)

- Roll Call-- Attendees: Sarah Lindahl, Ted Buck, Pete Langr, Anne Wise, Leah Prussia, Sumair Sheikh, Justin Strom, Sara Floerke, Sandra Radtke, Amanda Ashbach
- Guest: Beck Cebelinski
- Student Representatives: Elle Schoenfeld, Connor Ehrbright
- Communication from guests (limit 5 minutes per guest) - please sign up if you wish to speak.
- 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.*
- Consider additions to the agenda
- **Vote to approve the December agenda MSC Holte/Floerke**

Declaration of any conflicts of interest --

Board Operations (40 minutes)

- Audit Presentation: Becky Cebelinski from Wipfli (25 minutes)
 - [Link to Required Communication Letter](#)
 - [Link to Audit](#)
 - **Vote to approve audit with the changes as discussed by the auditor for the financial year ending June 30, 2016 MSC Holte/Sheikh**
- Finances -- Pete (10 minutes)
 - **Vote to approve the motion to accept a fund balance of up to 25% when the surplus funds to be spent on middle school startup needs and/or has a sudden fluctuation in enrollment. MSC Langr/Holte**
 - Tabled November (1) operating receipts, (2) checks, (3) payroll transactions, and (4) miscellaneous disbursements
 - **Vote To approve a transfer of \$31,208 from the General Fund to the Food Service Fund to finance the operating deficit in the Food Service Fund for fiscal year 2015-2016. MSC Langr/Sheikh**
 - Regular Finance Committee Meetings: 4:30 p.m. on the first Thursday of each month in Room 310 at HCIS
- Secretary's Report -- Sara (5 minutes)
 - Executive Committee Report ([ExComm Minutes for December](#))
 - **Vote to approve minutes ([November BOD 2016 Minutes](#)) from the November meeting MSC Floerke/Langr**
 - Regular Executive Committee Meetings: 3:20 p.m. Monday, the week before the regularly scheduled BOD meeting in room 417

Board Policy Review (20 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.C: Board Job Contributions (pg 10) MSC Holte/Sheikh**

- **Vote: III.D: Monitoring Director Performance (pg 27-28) MSC that this policy says what we want it to say but we are not in compliance Holte/Langr**
- **Vote: IV.A: Treatment of Students and Families (pg 29) says what we want it to say and we are in compliance MSC Langr/Holte**

Operational Policy Review: (10 minutes) ([Link to Operational Policies](#))

- Do the following operational policies say what we want them to say and are we in compliance?
 - **Vote: 5.4.4 Student Discipline MSC Holte/Sheikh**
 - Resolve issue of online copies and record of changes

- Policy Committee -- Liz H. 4.6.1 - Health and Safety including employee right to know
 - **Vote to approve to add the operational policies 7.6, 7.9, 7.10, 7.11 and 8.5 to agenda MSC Floerke/Langr**
 - **Vote to approve the consent agenda including 7.6, 7.9, 7.10, 7.11 and 8.5 MSC Holte/Strom**
 - **Vote to approve [Policy 4.8.2](#) MSC Holte/Langr**
 - **Tabled policy from student handbook**

School Operations (15 minutes)

- [Directors' Report](#)
- Sarah Lindahl and Justin Strom added to the Affiliated Building Company Board.

Student Report (10 minutes)

Committee Reports (20 minutes)

- Board Development/Nominating Committee -- Sara F.
 - Election Update
 - Meeting Report ([11/14/16 BOD Dev Minutes](#))
 - Regular Meetings: Regular Meetings: 3:20 Monday afternoon the week after the BOD meeting in Sandra Radtke's room.
- Director Review Committee -- Sumair S.
 - Regular Meetings: 2nd and 4th Tuesdays at 4:15
- Strategic Planning Committee -- Sarah L.
 - Meeting reports: [11/17](#), [12/1](#) Talk about SPC "to do" list.
 - Personnel Committee
 - Continue discussion from last month on whether we are following our mission. Come up with bullet points that clarify the mission. [Link to staff meeting notes, and notes from Dr. Haire about mission.](#)
 - Regular SPC Meetings: Thursday before BOD meeting: 3:15 Room 417, and Thursday after the board meeting at 3:15 in room 417 (meeting twice a month)
 - Regular Personnel meetings - every other Wednesday after school during committee time.

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 meeting:
 - Board Policies:
 - II.K Student Representatives to the Board
 - IV.G Communication and Support to the board
 - Appendix F: Open and Closed meetings

- December financials
- Policies to review:
 - 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
- Director Review Process begins
- Annual Budget Process begins
- Retreat Planning
- **Adjourn - Vote to Adjourn MSC Strom**