

Harbor City International School
Board of Directors



Agenda

7:00 pm Thursday, April 25, 2024 in room 417 of HCIS

HELPFUL LINKS FOR BOARD MEMBERS AND GUESTS

[Board of Directors website](#)

[New Member Orientation Documents](#)

[FYI of serving on a charter school board](#)

[Robert's Rules](#)

NEW!.....[Board Training Folder](#)

Open Meeting (2 minutes)

- Roll Call - Attendees:
- Student Representatives:
- 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 to approve the agenda.**
- Declaration of any conflicts of interest.

Board Business (20 minutes)

- **VOTE to approve 2024-2025 school calendar**
- **VOTE to approve the minutes of the closed meeting**
- **Next month we will elect new officers.** Please consider taking an officer position especially if you have been on the board for several months or more.
 - [Chair/president](#)
 - [Vice Chair](#)
 - [Secretary](#)
 - [Treasurer](#)
- **Board Orientation Training May 1 and May 15 at 4:30 in room 417.** All are welcome. Starting in May, the board will be composed of mostly new members and two officers and three committee chairs will need to be appointed. I have made hard copy folders for each member.

Discussion (20 minutes)

VOTE to approve new hires: Stephanie Williams, Lee Matson

[Mission Drafts](#)

Treasurer's Report (10 minutes)

- [Minutes](#)
- [February Finance Documents](#)
- [Finance Committee Folder](#)

Consent Agenda

VOTE to approve for February:

- operating receipts
- checks
- payroll transactions
- Misc. disbursements

- [ADM Report](#)

Regular Finance Committee Meetings: 4:30 p.m. on the 2nd Thursday of each month in Room 416. Next regular meeting is May 9th.

The Finance Committee occasionally holds an extra monthly meeting for the purpose of crafting policy proposals, letters, etc. needed for our various projects. Our next working meeting is TBD.

Secretary's Report -- (2 minutes)

- Executive Committee Report (ExComm [minutes](#))
- **VOTE** to approve [March minutes](#)

[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. **This site now has the three required training areas for new board members which you can do online and for FREE! New members: *Don't start your training until after you are sworn in. It doesn't count if you are not a current board member.*** Reminder: There are three board training areas: governance, finance and employment. 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. Please submit all certifications to Liz Holte [Link to MACS training opportunities](#).

School Operations (20 minutes)

- [Directors' Report](#)

Student Report (10 minutes)

- [Report](#)

Committee Reports (15 minutes) [Committee Roster](#)

Board Development/Nominating Committee -- Liz H.

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

Director Review Committee

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

District Academics Advisory Committee -- Shelby R.

- [Minutes](#)
- Regular meeting: 3rd Tuesday of the month at 3:40

Strategic Planning Committee -- Sarah L.

- [Minutes](#)
- [Student Experience Survey Report 2023-2024](#)
- Regular SPC Meetings: The first Thursday of the month, 3:30 in room 417.

Equity, Inclusion and Antiracism Committee -- Terrance - did not meet - needs members

- [Minutes](#)
- Regular meetings: Second Tuesday of the month at 3:30 in room 310.

Board Policy Review (5 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

- [D. Director's Annual Results](#)
- [G. Cost of Governance](#)
- [D. Financial Activities](#)

Bylaws Review (1 minutes) [\(Link to HCIS Bylaws\)](#) Do the following bylaws say what we want them to say and are we in compliance?

- IV. Board of Directors

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

- [7.3.1: Electronic Transfer of Funds](#)
- [Policy Update Project](#)

VOTE [Policy regarding dropping and switching classes](#)

Annual Review of operational policies (5 Minutes)

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.

- [2.2: Board Member Training](#)
- [4.6.6](#) & [5.5.9](#): Weapons
- [5.5.6 Allergies](#)
- [5.5.7: Student Transportation](#)
- [5.6.1: Section 504](#)
- [7.2.1: Vendor Contracts](#)
- [7.6 Prompt Payment of Bills](#)
- [7.7 Sale or purchase of state property](#)

Review: (2 minutes)

- Summary of Actions Taken
- Board Reflection: How did we do? What went well? What could we do better next time?

VOTE to adjourn

Preview of May 16 Meeting:

March Financials

Seat new members

Sign conflict of interest statements

Elect new board officers

- [Board Policies](#) To vote on:
 - [II.E Board Committee Principles including Appendix G](#)
 - [IV. F Compensation and Benefits](#)
- [Operational Policies](#) that **must** be revisited: **NONE**

[Operational Policies](#) to Review:

- [2.4.2: Prohibition of Harassment](#)
- [4.1.1: EEO](#)
- [4.3.1: Employee Benefits](#)
- [4.3.2: Salary & Wage Compensation](#)
- [5.3.4: Transfer of Educational Records](#)
- [5.4.2: Bullying & Cyber Bullying](#)
- [5.4.3: Hazing Prohibition Policy](#)
- [5.8.1: Cyberbullying](#)
- [7.3.4 Student fee requirements and prohibition](#)

[Bylaws](#) to review: V. Officers and employees