

Harbor City International School
Board of Directors



Agenda

Thursday, September 15, 2022 in room 417 at HCIS

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

- 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 Operations (25 minutes)

- [Crisis Plan Review](#)
- Exposure Control Plan (see Policy [4.6.2](#))*
- Hazardous Information Plan (see Policy [4.6.2](#))*
- Board Composition** -Annual results from all committees are due
- Sarah's last term as board chair. Consider replacement for next year. [Chair duties](#).

Treasurer's Report

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

Consent Agenda

VOTE to approve for July

- operating receipts
- checks
- payroll transactions
- Misc. disbursements
- [ADM Report](#)

Regular Finance Committee Meetings: 3:30 p.m. on the second Thursday of each month via Zoom.

Next meeting is October 13th **Check [minutes](#) for link.**

Secretary's Report -- (5 minutes)

- Executive Committee Report (ExComm [minutes](#))
- **VOTE** to approve the [August Minutes Draft](#)
 - Regular Executive Committee Meetings: 3:15 p.m. **Monday** 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. This site now has the three required training 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.*

New Member Orientation Documents

Discuss [Proposal](#) for the policy on the formation of a committee (African Heritage and Indigenous Representation Committee - AHIRC) Blair

Committee Reports (20 minutes) [Committee Roster](#) **DUE BY THE OCTOBER MEETING: Annual results for each committee. See [Board Policy II.M.](#) for more information. Please send your committee's annual results to Sarah or Liz prior to the October meeting.**

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](#) [Director Results Doc](#)
- 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: Second Tuesday of each month at 4:00.

Discussion (20 minutes): Student Activities Fees, student enrollment and retention.

Activity Fees:

- [Information on student fees from the Minnesota Department of Education](#)
- [ISD 709 Activity Fee breakdown](#)
- [Wrenshall activity fee breakdown](#)
- [Duluth Public Schools booster club guidelines](#)
- Policy proposal for student activity fees.

Strategic Plan for the next five years: Fall Board retreat?

20 year Celebration

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 (10 minutes)

- [Report](#)

School Operations (20 minutes)

- [Directors' Report](#)
- **VOTE** to approve new hires

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?

- 1. [B. Vision](#)
- 2. [J. Director Succession](#) – incl. Appendices [A](#), [B](#), [C](#)
- 3. [A. Board Authority](#)
- 2. [L. Annual Report](#)
- 4. [H. Emergency Succession Plan for the Director](#) – includes [Appendix D](#)

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

- VIII Amendments

Operational Policy Review: (10 minutes) ([Link to Operational Policies](#)) Do the following say what we want them to say and are we in compliance?

- [5.8.2: Internet & Educational Network Safety & Acceptable Use](#)

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:

- [4.2.1: Pub. & Private Personnel Data](#)
- [4.4.1: FMLA](#)
- [4.4.2: MN Parental Leave Act](#)
- [5.4.6: Dress Code/Religiously Neutral](#)
- [5.6.3: Removal of Students with IEPs](#)
- [6.7: Field Trips & Travel](#)
- [6.9 Compliance with academic standards](#)
- [7.3.3 Fundraising](#)
- [7.4 Data Access for Public](#)

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 October 27 meeting: Reminder - the October meeting will be the fourth Thursday of the month because of MEA weekend.

August Financials

Preview Annual Report

- [Board Policies](#) To vote on:
 - [I.C. Strategic Intentions](#)
 - [II.H Board Policy Review and Adoption](#)
 - [III.B Accountability of the Director](#)
 - [IV. E. Asset Protection](#)
- [Operational Policies](#) that **must** be revisited:
 - [4.5.1](#) & [5.4.1](#) Against Unfair Discriminatory Practices
Appendix [A](#) and [B](#)
- [Operational Policies](#) to Review:
 - [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
- [Bylaws](#) to review: IX. Financial Matters

VOTE to Adjourn