Agenda

7:00 pm Thursday, March 21, 2024 in room 417 of HCIS

<div style="border:1px solid black; background-color:#FCE4CA;">

HELPFUL LINKS FOR BOARD MEMBERS AND GUESTS
Board of Directors website
New Member Orientation Documents
New Board Member Training Guidance
FYI of serving on a charter school board
Robert's Rules

</div>

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 (15 minutes)
- AIPAC compliance report
- Preview 2024-2025 school calendar - vote next month
- Board self review - please take the survey before April 12. Here is a handy presentation for studying before taking the survey.
- Director Review Materials sent to you via email. Please review all the reports and take the board survey (different from the one above) before the closed director review meeting that will take place at 6:15 on Thursday, April 25 (before the April board meeting). Does that date and time work for everyone?

Discussion (20 minutes)
- VOA Report Card - We either partially met, or did not meet requirements in 6 of 49 areas. Average rating: 92%
- PTO/Sick days - earned sick and safe time law - we need to revise. Clarify who gets to determine if you have to stay home.
- Salary vs hourly pay
- 2024 Hires: Job descriptions - Office Coordinator, Dean of Students, Administrative Assistant

Treasurer's Report (10 minutes)
- Minutes
- January Finance Documents
- Finance Committee Folder

Consent Agenda
VOTE to approve for January:
- 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 April 11th.

The Finance Committee has chosen to start meeting twice a month to craft the policy proposals, letters, etc. needed for our various projects. Our next working meeting is Thursday, April 4th at 4:30 p.m. in room 416.

Secretary's Report -- (2 minutes)
- Executive Committee Report (ExComm [minutes](#))
- **VOTE** to approve [February 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
- ● [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
- [II.A Governing Approach](#)
- IV.[C. Financial](#) [Planning &](#) [Budgeting](#) – incl. Fund Balance Policy

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

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

- Tuition reimbursement policy notes from Bethany
- **Tabled - VOTE** Proposal for updates
- Policy Update Project
  - **Adopt** Menstrual Products Policy and label it 5.11
  - Cannabis updates
    - 4.6.4 Drug-Free Workplace/Drug-Free School
    - 4.6.4 Drug-Free Workplace/Drug-Free School
    - 5.5.1 Chemical Use and Abuse
    - 5.5.2 Drug-Free Workplace/Drug-Free School
    - Employee Handbook - 4.5 SUBSTANCE ABUSE
    - 5.4.4 Student Discipline
- **NOTE**: Update to Employee handbook page 35 to be in compliance with new earned sick and safe time requirements (pg 37 of handbook) New policy to go into effect for the 2024-2025 school year. Outlined in employment agreements.

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.
  - 2.4.3 & 4.5.5: Gifts (policies are the same)
    4.6.4 & 5.5.2: Drug-Free Workplace/Drug-Free School (policies are the same)
    5.5.1: Chemical Use & Abuse
    5.5.3 and 5.5.2: Drug/Tobacco-Free Environment
    5.5.8: Student Medicine in School
    6.2 School year and calendar
    7.1: Segregation of Duties
    7.9 Collateral Requirements for Depositories
    7.10 Investments

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 April 25 Meeting:
6:15 closed director review meeting
Last meeting for outgoing board members
Board Self Review results
Adopt 2023-2024 School Calendar
February Financials

- Board Policies To vote on:
  - D. Director's Annual Results
  - G. Cost of Governance
  - D. Financial Activities
  -
- Operational Policies that **must** be revisited:
  - 7.3.1: Electronic Transfer of Funds

- Operational Policies to Review:
  - 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

- Bylaws to review:
    - IV. Board of Directors