



Agenda

6:30 pm Thursday, November 20th, 2025 in room 320 of HCIS

HELPFUL LINKS FOR BOARD MEMBERS AND GUESTS

[Board of Directors website](#)
[New Member Orientation Documents](#)
[HCIS Board of Directors Training Schedule](#)
[FYI of serving on a charter school board](#)
[Robert's Rules](#)
[2025-2026 Board Committee Assignments](#)
[Board Training Folder](#)

Open Meeting (2 minutes)

- Roll Call - Attendees:
- Student Representatives:
- Read Mission Statement: *Harbor City International School is an inclusive, tuition free, public school committed to academic challenge, community engagement, creative expression, and global perspective.*
- Communication from guests (limit 5 minutes per guest)
-Sign up sheet for communication from guests.
- Consider additions to the agenda.
- **VOTE to approve the agenda.**
- Declaration of any conflicts of interest.

Student Report (10 minutes)

- [Report](#)

Board Business (30 minutes)

- **VOTE to appoint Sarah Scrignoli to vacant teacher member BOD seat**
- **VOTE to approve 2024-25 [Annual Report](#)**
- [Employee Policies Board Training](#)

Discussion (20 minutes)

- Advocacy opportunity: Lakes International Language Academy's Advocacy team is meeting on 11/24, 6 to 7:30 with a virtual option for us to join and learn about how they advocate for their school and for charter schools
 - [Safety Aid Action Alert](#) (also in October meeting)
- Discuss increasing cap of 8th graders

Data Review

- Discipline report
- Attendance data

- Student Learning: [Science MCA report](#)

Treasurer's Report (20 minutes)

[Minutes](#)

[October Finance Documents](#)

[Finance Committee Folder](#)

ADM Report

VOTE to approve for October:

- Motion to approve the October Documents as presented in the supplemental report provided by Creative planning.

Regular Finance Committee Meetings: 4:30 p.m. on the 3rd Tuesday of each month in the conference room. Next regular meeting is December 16th.

Secretary's Report -- (2 minutes)

- Executive Committee Report (ExComm [minutes](#))
- **VOTE** to approve October 2025 minutes

Mncharterboard.com/learn 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: you must complete training in roles and responsibilities, open meeting law, and data practices law before your term begins.** Reminder: The following board trainings must be completed within twelve months of being seated: 1) employment policies and practices, 2) public school funding and financial management, and 3) the board's roles and responsibilities regarding student success, achievement, and performance. Here is [our roster](#) which includes completed training. Please see [your individual training folder](#) and submit certificates into it.

School Operations (20 minutes)

- [Directors' Report](#)

Committee Reports (5 minutes) Committee Roster

Board Development/Nominating Committee -- Mark Johnston

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

Director Review Committee - John Schulte

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

District Academics Advisory Committee --Michaela Mayfield

- [Minutes](#)
- Regular meeting: 1st Monday of the month at 3:40pm in the conference room, room 323

Strategic Planning Committee -- Ted Anderson

- Regular SPC Meetings: The first Thursday of the month, 3:30 in room 415.
- [Minutes & agendas](#)

Equity, Inclusion and Antiracism Committee -- Brian Scott

- [Minutes](#)
- Regular meetings: Second Tuesday of the month at 3:30 in room 320.

Expansion Committee-Mark Johnston

- [Minutes](#)
- Regular meetings: 3:30 pm, 2nd Thursday each month.

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?

VOTE

- 4.H. [Emergency Succession Plan for the Director](#) – includes [Appendix D](#) (appendix D had been updated)
- **VOTE** II.I. [Strategic Planning](#)
- **VOTE** III.C. [Delegation to the Director](#)
- **VOTE** IV.B. [Treatment of Staff and Volunteers](#)
-

Five questions to ask yourself while you are reviewing policies:

- Who does this policy impact?
- What forces are driving the policy?
- Are there individuals and/or communities that will be disproportionately (and negatively) affected by this policy?
- Does this policy perpetuate or help to dismantle historical, legal, or other barriers set in the past?
- If disparities are identified, how can they be mitigated or eliminated?

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

- [Bylaws](#) to Review:
 - X. Miscellaneous

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

- [Operational Policies](#) that **must** be revisited:
 - None

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.

- [5.3.3: Directory Information \(FERPA\)](#) (tabled from August; John will look at this)
- [6.3 Promotion and Retention](#) (link to Mark's draft)
- [4.5.2: Code of Conduct for Employees Licensed by MDE](#)
- [4.7.1: Maltreatment of Minors/Mandatory Reporting](#)
- [5.6.2 Use of Restraints](#)
- [5.7.1: Tennessen Warning](#)

- [5.7.2: School Lockers](#)
- [5.7.3: Students' Free Speech Rights](#)
- [7.3.2: Employee Expenses & Reimbursement Policy](#)
- [5.10 Opioid Reversal Medication](#)
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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 December 18th meeting:

November Financials

Audit Approval and presentation

Student retention data?

- [Board Policies](#) To vote on:
 - [C. Board Job Contributions](#)
 - [D. Monitoring Director Performance](#)
 - [A. Treatment of Students & Families](#)
- [Operational Policies](#) that **must** be revisited:
 - [5.4.4: Student Discipline](#)
- [Operational Policies](#) to 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](#)
- [Bylaws](#) to review: NONE

VOTE to Adjourn