

Harbor City International School
Board of Directors



Agenda

7:00 pm Thursday, May 18, 2023 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](#)

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 (30 minutes)

- Swear in new members: John Schulte, Terrence Lovejoy Sr., and student members Amaia and Agnes. Thank you to Aryn, Pam, and Leo!
- Sign oaths, conflict of interest statements

Discussion

[Compensation for taking on duties of the board chair.](#)

- Elect officers (duties of [chair](#), [treasurer](#), [vice chair](#), [secretary](#))
- Set [committee rosters](#)

Treasurer's Report (30 minutes)

In House [Finance Training](#) with Lee Matson
[Budget Draft](#)

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

Consent Agenda

VOTE to approve for March

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

Regular Finance Committee Meetings: 3:30 p.m. on the second Thursday of each month in Room 416. Next meeting is June 8th.

Secretary's Report -- (5 minutes)

- Executive Committee Report (ExComm [minutes](#))
- **VOTE** to approve the [tabled March Minutes](#)
- **VOTE** to approve the [April Minutes](#)
- **VOTE** to approve the minutes of the director review meetings on [4/20](#) and [5/18](#)
- [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.* **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](#).

School Operations (20 minutes)

- [Directors' Report](#)
- Wellness Committee and update of [wellness policy](#)
- **VOTE** to approve hiring of Math teacher

Student Report (10 minutes)

- [Report](#)

Committee Reports (20 minutes) [Committee Roster](#)

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.

District Academics Advisory Committee

- [Minutes](#)
- **VOTE** to update the Policy Regarding Dropping A Class
- Regular meeting: 2nd Monday of each month at 4:00 in room 310. Next meeting:

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:

Equity, Inclusion and Antiracism Committee

- [Minutes](#)
- [Report to board](#)
- Regular meetings: Second Tuesday of the month at 4:00 in Ms. Holte's room

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?

- [II.E Board Committee Principles including Appendix G](#)
- [IV. F Compensation and Benefits](#)

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

- V. Officers and employees

Operational Policy Review: (0 minutes) ([Link to Operational Policies](#)) Do the following say what we want them to say and are we in compliance?

- None
- **Reminder:** next month we will vote on the [employee handbook](#) and the [student handbook](#) so please look them over before then.

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.

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](#)

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 June 15 meeting:

April Financials

Approve 2023-2024 Budget

Pass motion for board stipends

- [Board Policies](#) To vote on:
 - [II.B. Board Members Conduct](#) including [Appendix E](#)
 - [IV.I Results Focus of Grants](#)
- [Operational Policies](#) that **must** be revisited:
NONE
- [Operational Policies](#) to Review:
- [2.4.1](#) Conflict of interest - Charter board members
- [2.8](#): Tort Liability
- [2.9](#): Nepotism
- [4.1.2](#): At-Will Employment
- [4.1.3](#): Criminal Background Checks
- [4.5.3](#): Employee Ethics & Conflicts of Interest
- [4.5.4](#): Outside Employment
- [4.6.5](#): Referring of Firearms Possessor
- [Bylaws](#) to Review: VI. Distribution of Assets

VOTE to Adjourn