Harbor City International School
Board of Directors

Agenda

Thursday, March 17, 2022 7:00 p.m. in room 417 of HCIS
Zoom Link Password is 3-2022

Open Meeting (5 minutes) (link to <mark>Board of Directors website</mark>)
- 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 (30 minutes)

Treasurer's Report - (15 minutes) - Meeting Agenda/Minutes
- January finance documents: Treasurer's Report, Check Register, Bank Reconciliation, revenue v budget, expense v budget, Outstanding payments, Bremer Statement, Miscellaneous disbursements, Void checks

Consent Agenda
VOTE to approve for January
  - ■ operating receipts
  - ■ checks
  - ■ payroll transactions
  - ■ Misc. disbursements

- ADM Report
- Tax Document

Regular Finance Committee Meetings: 4:30 p.m. on the second Thursday of each month.
Check agenda/minutes for link.

Secretary's Report -- **(5 minutes)**
- Executive Committee Report (ExComm minutes)
- **VOTE** to approve the February Minutes Draft
  - ○ Regular Executive Committee Meetings: 4:00 p.m. Tuesday the week before the regularly scheduled BOD meeting over Zoom.

- <mark>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.</mark> **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.*

- Review the 2022-2023 Calendar Draft (we will vote next month) Budget/salary problem outlined Possible options for schedule change
- In House Training: FYI of Serving on a Charter School BoardBudget and Schedule
- Board Self-Review Survey: Please complete before the next meeting.

New Member Orientation Documents

Committee Reports (20 minutes) *Committee Roster*
Board Development/Nominating Committee
- ○ Minutes
- ○ Regular Meetings: As needed. Check the Board calendar.

Director Review Committee
- ○ Minutes
- ○ Schedule a time for a closed meeting to review the director.
- ○ Regular Meetings as needed. Check the Board calendar.

Strategic Planning Committee -- Aryn B..
- ○ Minutes
- ○ Director Results planning tool
- ○ 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: First and Third Mondays of each month at 4:30.

Discussion (20 minutes): 20 year celebration? Concert? Art show?

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 (5 minutes)
- ● Report

School Operations (20 minutes)
- ● Directors' Report

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?
- ○ II.A Governing Approach
- ○ IV.C. Financial Planning & Budgeting – incl. Fund Balance Policy

Bylaws Review (5 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?

- ● **None**

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:
- ● 2.4.3 & 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

- ○

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 April 14 meeting:
Last meeting for outgoing board members
Board Self Review results
Approve 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

- **VOTE** to Adjourn