Harbor City International School

Board of Directors

Agenda

7:00 pm Thursday, April 17th, 2025 in room 320 of HCIS

HELPFUL LINKS FOR BOARD MEMBERS AND GUESTS
Board of Directors website
New Member Orientation Documents
NEW -- HCIS Board of Directors Training Schedule
FYI of serving on a charter school board
Robert's Rules
2024-2025 Board Committee Assignments
Board Training Folder

Open Meeting (2-32 minutes)

- Roll Call - Attendees:
- Student Representatives:
- Read Mission Statement: ***Harbor City International School is an inclusive, tuition free, public high 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 (6 spots available).
- Consider additions to the agenda.
- **VOTE to approve the agenda.**
- Declaration of any conflicts of interest.

Board Business (10 minutes)

- Appoint Nicole Ottjes to vacant teacher board seat
- AIPAC compliance report (tabled to May)
- **VOTE to approve Draft of 2025-2026 School Calendar** (tabled until May)
- Director presents tuition reimbursement requests for following fiscal year to the board
  Board may ask questions, seek clarification
- Motion by Ted A.

Note: Outgoing members stay through June; new members start July 1st (first meeting is in August)

Discussion (20 minutes)

- Consider Spanish graduation requirements for Spanish immersion students (credit for high school classes?); District Academics Committee consideration?
- **VOTE** to approve VOA contract; discuss Addendums A and B
- March motion to review discipline policies–review and next steps
  - Guiding Concepts Slides
- Change June board meeting to June 12th instead of June 19th (due to holiday)?

Treasurer's Report (20 minutes)

- Budget revisions- feedback from sessions with staff

Minutes
February Finance Documents

Finance Committee Folder
ADM Report
Review planning sessions with staff held in March regarding spending freeze
VOTE to approve revised budget

Consent Agenda
VOTE to approve for February:

- operating receipts
- checks
- payroll transactions
- Misc. disbursements

Regular Finance Committee Meetings: 4:30 p.m. on the 2nd Thursday of each month in Room 416. Next regular meeting is Thursday April 10th, 2025.

Secretary's Report -- (2 minutes)

- Executive Committee Report (ExComm minutes)
- **VOTE** to approve March minutes (note: minutes linked by T. Anderson, assuming they are final draft)

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 see your individual training folder and submit certificates into it.

School Operations (20 minutes)

- Directors' Report

Student Report (10 minutes)

- Report

Committee Reports (5 minutes) *Committee Roster*

Board Development/Nominating Committee -- Mark J.

- Minutes
- Regular Meetings: As needed. Check the Board calendar.

Director Review Committee - John S.

- 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 -- Ted A. STRATEGIC PLAN

- Minutes
- Student Experience Survey Report 2023-2024
- Regular SPC Meetings: The first Thursday of the month, 3:30 in room 415.

Equity, Inclusion and Antiracism Committee -- Brian S.

- Minutes
- Regular meetings: Second Tuesday of the month at 3:30 in room 320.

Expansion Committee-Mark

- Minutes
- Regular meetings: 4:30 p.m., 2nd Thursday each month in person in room 302, 4th Thursday each month online

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

- D. Director's Annual Results
- G. Cost of Governance
- D. Financial Activities

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?**

- IV. Board of Directors

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

- 7.3.1: Electronic Transfer of Funds

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.

- 2.2: Board Member Training
- 4.6.6 & 5.5.9: Weapons
- 5.5.6 Allergies
- 5.5.7: Student Transportation COPY of POLICY with suggested edits
- 5.6.1: Section 504
- 7.2.1: Vendor Contracts
- 7.6 Prompt Payment of Bills
- 7.7 Sale or purchase of state property

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 May 15th Meeting:

March Financials

Sign conflict of interest statements

Vote on tuition reimbursement requests

- Board Policies To vote on:
  - II.E Board Committee Principles including Appendix G
  - IV. F Compensation and Benefits

- Operational Policies that **must** be revisited: **NONE**

Operational Policies to Review:

- 2.4.2: Prohibition of Harassment
- 4.1.1: EEEO
- 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

Bylaws to review: V. Officers and employees