



Minutes

7:00 pm Thursday, February 27, 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 minutes)

- Roll Call - Attendees: Brian Scott, Mark Johnston, Shelby Renoos, Whitney Runia, Bethany Carroll, John Schulte, Executive Director Aryn Bergsven, Dean Beth Burnett, Student Representative Blythe Hallenbeck, Finance Director Lee Mattson, new parent rep. Mikayla
- 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)
- Consider additions to the agenda.
- **VOTE to approve the agenda. M - Mark, S - Bethany, passes unanimously**
- Declaration of any conflicts of interest.

Discussion (20 minutes)

- [VOA contract Addendum A](#) - please read and come with notes, comments, questions, additions

Board Business (10 minutes)

- **VOTE** to Update our enrollment policy to be able to enroll middle school students-[5.1.1-Admissions Policy with Lottery](#) M - Brian, S - Bethany, passed unanimously
- **VOTE** on draft proposal of new [Outside Resources Access Operational Policy](#) M - Brian, S - Whitney, passed unanimously
- [Update on Policy Update Project](#)
 - [Malicious and Sadistic Conduct](#) has been given policy number 5.4.7 and is in the Policy folder pertaining to Students. It has also been added to the policy review calendar under January, as that is when we created it.
- The HCIS Board website does list all committees, including the executive committee.
- [4.11 Tuition Reimbursement](#) was updated March 2024.
- **VOTE** [Group health policy](#)
 - We need to have one. Please review and come with notes, proposals for changes to make it our policy.. Brian - move to approve, Mark seconds, passes unanimously
- Election Results
- **VOTE** to approve [HCIS Equity Statement](#) M - Brian S - Whitney, passes unanimously

Treasurer's Report (20 minutes)

[Minutes](#)

[December Finance Documents](#)

[Finance Committee Folder](#)

[ADM Report](#)

VOTE School will freeze all non-essential spending (defined as anything not contractual or system critical) until the March board

meeting. M – John, S - Mark, passed unanimously

- In the meantime, the finance committee will convene 2 planning sessions to revise the current budget to maintain the largest possible fund balance which will be voted on in March.

Consent Agenda

VOTE to approve for December:

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

M - John, S - Mark, passed unanimously

Regular Finance Committee Meetings: 4:30 p.m. on the 2nd Thursday of each month in Room 416. Next regular meeting is Thursday March 13th, 2025.

Secretary's Report -- (2 minutes)

- Executive Committee Report (ExComm [minutes](#))
- **VOTE** to approve [January Minutes](#)
M - John, S – Bethany, passed unanimously

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](#)

VOTE to extend the meeting M - Shelby S – Bethany passed unanimously

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: 3:30 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?

- None

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?

- None

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

- **VOTE 6.7: Field Trips & Travel (tabled in September) [Proposal link](#) (tabled)**

Tabled until March

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.

- [5.11 Access to Menstrual Products](#) - was adopted last year, the changes just were not made to remove the draft language. It is now correctly named and listed for review.

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– Approved

Preview of March 20th Meeting:

- Revised vision statement
 - See notes in SPC meeting minutes

- Possible VOTE to approve the revised vision statement and amend Board Policy I., “vision”

Welcome new members

January Financials

Review 2025-2026 School Calendar

Make Board Retreat Plans

- [Board Policies](#) To vote on:
 - [II.A Governing Approach](#)
 - IV.[C. Financial Planning & Budgeting](#) – incl. Fund Balance Policy
- [Operational Policies](#) that **must** be revisited:
 - None
- [Operational Policies](#) to 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](#)
 - [7.10 Investments](#)
- [Bylaws](#) to review:
 - III. Membership