

Harbor City International School
Board of Directors



Agenda

7:00 pm Thursday, May 16, 2024 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](#)

NEW!.....[Board Training Folder](#)

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)

- **VOTE** to approve the [minutes](#) of the special meeting on 5/3
- Swear in new members - Oath, Conflict of Interest docs
- Thank you to members who have completed their tenure! [Liz Holte](#), [Sarah Lindahl](#), Terrance Lovejoy
- **Elect new officers.** Please consider taking an officer position especially if you have been on the board for several months or more.
 - [Chair/president](#)
 - [Vice Chair](#)
 - [Secretary](#)
 - [Treasurer](#)
- **VOTE** to appoint student members Maddox Wiediger and Blythe Halenbeck
- In House [Finance Training](#) with Lee Matson
- Update [committee assignments](#)

Treasurer's Report (15 minutes)

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

VOTE: Budget Revision - **MOTION:** "To record the IRS tax rebate received in August 2023 as revenue in the General Fund for \$134,980 in the current fiscal year."

Consent Agenda

VOTE to approve for March:

- operating receipts
- checks
- payroll transactions

■ Misc. disbursements

- [ADM Report](#)

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

The Finance Committee occasionally holds an extra monthly meeting for the purpose of crafting policy proposals, letters, etc. needed for our various projects. Our next working meeting is TBD.

Discussion (10 minutes)

VOTE to update the mission [Mission Drafts](#)

Secretary's Report -- (2 minutes)

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

[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 submit all certifications to Liz Holte [Link to MACS training opportunities](#).

School Operations (25 minutes)

- [Directors' Report](#)
- **VOTE** on new hires: Beth Burnett, \$63,000 salary, 12 mo work calendar, Krissa Boman, \$50,000 salary 12 mo work calendar
- **VOTE** [Tuition reimbursement request for approval for Robin Williams](#)
Robin, submitted March 31
- **VOTE** to approve: Approval of [Cub and /or Superone Marketing opportunity](#)

I met with the rep from Media Works advertising and feel it is a real opportunity we should consider. Their marketing team creates a 15 second moving ad running every 2 minutes in a local grocery store. If we begin now, we will be expanding our local views, creating familiarity and respreving our "spot" to prepare for 6-8th grade enrollment ads beginning in December.

Cost: 1 location (Cub or SuperOne Kenwood) \$300/Month for 12 months

2 locations (Cub and Superone Kenwood) \$550/month for 12 months (\$6,600)

- **VOTE**: Early Release day, 5/29 1:08 for Mawadishiwe

Student Report (5 minutes)

- [Report](#)

Committee Reports (10 minutes) [Committee Roster](#)

Board Development/Nominating Committee -- Liz H.

- [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 -- Shelby R.

- [Minutes](#)
- Regular meeting: 3rd Tuesday of the month at 3:40

Strategic Planning Committee -- Sarah L.

- [Minutes](#)
- [Student Experience Survey Report 2023-2024](#)

- Regular SPC Meetings: The first Thursday of the month, 3:30 in room 417.

Equity, Inclusion and Antiracism Committee -- Terrance - did not meet - needs members

- [Minutes](#)
- Regular meetings: Second Tuesday of the month at 3:30 in room 310.

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

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

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

- V. Officers and employee

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

- [Policy Update Project](#)

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.

- [2.4.2: 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: (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 June 20 meeting:

April Financials

Approve 2024-2025 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