

Harbor City International School
Board of Directors



Minutes

7:00 pm Thursday, September 21, 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 7:02)

- Roll Call - Attendees: Sarah, Liz, Bethany, Brian, Terrance, John (late)
- Student Representatives: Amaia, Agnes
- 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.**
 - MSC: Sarah, Liz (5-0)
- Declaration of any conflicts of interest.

Board Business (15 minutes 7:17)

VOTE to appoint Ms. Robin Williams to the vacant teacher seat

MSC: Sarah, Bethany (5-0)

VOTE to elect a vice chairperson

MSC: Sarah, Brian (6-0)

VOTE to accept the [Three Year Strategic Plan](#)

MSC: Sarah, Bethany (7-0)

Sign and return the lease aid forms

Reminder about board training: There are three areas in which all members are required to get training. At least one training has to be completed within 6 months. All three need to be completed within one year. [Roster](#) Please send your certificates of completion to Sarah or Liz.

Discussion (15 minutes 7:32)

"Booster" club fundraising

- Bethany - Northstar Legacy Fund
- Brian - legal research

Applying an Equity Lens to policy review ([Source](#))

Homework for next month's discussion - [VOA video](#) Please watch and note any questions you may have.

Special meeting of the board to adopt new policies necessary because of laws passed by the legislature

- [Survey](#)
- Overview of [new laws](#) from MACS

Treasurer's Report (10 minutes 7:42)

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

Consent Agenda

VOTE to approve for July

- operating receipts in the amount of \$277,889.93
 - MSC: Bethany, Sarah (7-0)

- checks in the amount of \$78,855.05
 - MSC: Bethany, Sarah (7-0)
 - payroll transactions in the amount of \$172,077.21
 - MSC: Bethany, Sarah (7-0)
 - Misc. disbursements in the amount of \$4896.75
 - MSC: Bethany, Sarah (7-0)
- [ADM Report](#)

Regular Finance Committee Meetings: 4:30 p.m. on the second Thursday of each month in Room 416. Next meeting is October 12th.

Secretary's Report -- (3 minutes 7:45)

- Executive Committee Report (ExComm [minutes](#))
- **VOTE** to approve [August Minutes](#)
 - MSC: Liz, Bethany (7-0)
- [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 8:05)

- [Directors' Report](#)
- VOTE: motion to hire Jill Pring as an hourly ASD Consultant
 - MSC Robin, Sarah (7-0)

Student Report (10 minutes 8:15)

- [Report](#)

Committee Reports (15 minutes 8:30) [Committee Roster](#) Please update your committee results by the October meeting. See [this link](#) for more information.

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 -- Brian L.

- [Minutes](#)
- Regular meeting: Next meeting:

Strategic Planning Committee -- Sarah L.

- [Minutes](#)
- **VOTE** to approve the 2023-2024 [Director Results DRAFT](#)
 - MSC: Sarah, Brian (7-0)
- Regular SPC Meetings: The first Thursday of the month, 3:30 in room 417. Next meeting:

Equity, Inclusion and Antiracism Committee -- Terrence

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

Board Policy Review (5 minutes 8:35) ([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

- 1. [B. Vision](#)
 - MSC: Sarah, Bethany (7-0)
- 2. [J. Director Succession](#) – incl. Appendices [A](#), [B](#), [C](#)
 - MSC: Sarah, Bethany (7-0)
- 3. [A. Board Authority](#)
 - MSC: Sarah, Liz (7-0)
- 2. [L. Annual Report](#)
 - MSC: Sarah, Bethany (7-0)
- 4. [H. Emergency Succession Plan for the Director](#) – includes [Appendix D](#)
 - MSC: Sarah, Terrance (7-0)

Bylaws Review (3 minutes 8:38) ([Link to HCIS Bylaws](#)) Do the following bylaws say what we want them to say and are we in compliance?

- VIII. Amendments

Operational Policy Review: (10 minutes 8:48) ([Link to Operational Policies](#)) Do the following say what we want them to say and are we in compliance?

Consent agenda

- **VOTE 5.8.2: Internet & Educational Network Safety & Acceptable Use**
 - MSC: Sarah, Bethany (7-0)
- **VOTE Service Animal Policy**
 - MSC: Sarah, Liz (7-0)
- [Employee Handbook](#) update - 4.4 dress code
 - MSC: Sarah, Liz (7-0)

Annual Review of operational policies (10 Minutes 8:58)

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.

- [4.2.1: Pub. & Private Personnel Data](#)
- [4.4.1: FMLA](#)
- [4.4.2: MN Parental Leave Act](#)
- [5.4.6: Dress Code/Religiously Neutral](#)
- [5.6.3: Removal of Students with IEPs](#)
- [6.7: Field Trips & Travel](#)
- [6.9 Compliance with academic standards](#)
- [7.3.3 Fundraising](#)
- [7.4 Data Access for Public](#)

Vote: Motion to extend

MSC: Sarah, Bethany (6-1) (No Brian)

Review: (2 minutes 9:00)

- Summary of Actions Taken
- Board Reflection: How did we do? What went well? What could we do better next time?

Preview of October 26 meeting: **Reminder - the October meeting will be the fourth Thursday of the month because of MEA weekend.**

August Financials

Preview Annual Report

- [Board Policies](#) To vote on:
 - [I.C. Strategic Intentions](#)
 - [II.H Board Policy Review and Adoption](#)
 - [III.B Accountability of the Director](#)
 - [IV. E. Asset Protection](#)

- [Operational Policies](#) that **must** be revisited:
 - [4.5.1](#) & [5.4.1](#) Against Unfair Discriminatory Practices
Appendix [A](#) and [B](#)
- [Operational Policies](#) to Review:
 - [4.10](#): Whistleblower
 - [6.1](#): Grading
 - [6.4.1](#): Release Time for Religious Events & Rel. Accommodation
 - [7.5](#) Audit
 - [7.11](#) Safekeeping of investments
 - [7.13](#) Insurance Coverage
 - [1.2](#) Equal Education Opportunity
 - [2.1](#) Board Election Policy
- [Bylaws](#) to review: IX. Financial Matters

VOTE to Adjourn
MSC: