

Harbor City International School  
Board of Directors



# Agenda

Thursday, March 9, 7:00 p.m.  
Room 310

## 7:00pm Open Meeting (5 minutes)

- Roll Call: Attendees:
- Student Representatives:
- Communication from guests (limit 5 minutes per guest) - please sign up if you wish to speak.
- 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.*
- Consider additions to the agenda
- **Vote to approve the March agenda**
- Declaration of any conflicts of interest --

## Board Operations (40 minutes)

- Finances -- Pete (10 minutes)
  - **Vote** to approve February (1) operating receipts, (2) checks, (3) payroll transactions, and (4) miscellaneous disbursements
  - **Vote** to approve Budget Revision
  - Regular Finance Committee Meetings: 4:30 p.m. on the first Thursday of each month in Room 310 at HCIS
- Secretary's Report -- Sara (5 minutes)
  - Executive Committee Report ([ExComm for March](#))
  - **Vote** to approve minutes ([February BOD 2016 Minutes](#)) from the February meeting
  - Regular Executive Committee Meetings: 3:20 p.m. Monday, the week before the regularly scheduled BOD meeting in room 417.
- Board retreat on Sunday, March 26 from 9AM to 1PM. Revise [agenda](#) for retreat? Please read [this booklet](#) and bring any questions or discussion points to the retreat.
- Congratulations to us for receiving a governance award!

## School Operations (15 minutes)

- Directors' Report
- Review Calendar for 2017/2018 year. We are scheduled to approve calendar in April.

## Student Report (10 minutes)

## Parent Report (10 minutes)

## 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?
  - **Vote:** II.A. Governing Approach
  - **Vote:** IV. C. Financial Planning and Budgeting - Including Fund Balance Policy
  - **Vote:** Appendix H - Acceptance and administration of Gifts to HCIS

## **Operational Policy Review: (0 minutes)** ([Link to Operational Policies](#))

### **Committee Reports (20 minutes)**

- Board Development/Nominating Committee -- Sara F
  - Committee Report ([February 2017 Minutes](#))
  - Regular Meetings: Regular Meetings: 3:20 Monday afternoon the week after the BOD meeting in Sandra Radtke's room.
- Director Review Committee -- Sumair S.
  - Committee Report
  - Regular Meetings: 2nd and 4th Tuesdays at 4:15
- Strategic Planning Committee -- Sarah L.
  - Meeting reports: [2/16](#), [3/2/17](#)
  - Regular SPC Meetings: Thursday before BOD meeting: 3:15 Room 417, and Thursday after the board meeting at 3:15 in room 417 (meeting twice a month)
  - Regular Personnel meetings - every other Wednesday after school during committee time.
- Policy Committee -- Liz Holte
  - Policy Review of: ([Link to Operational Policies](#))
    - 2.4.3 & 4.5.5: Gifts
    - 4.6.4 & 5.5.2: Drug-Free Workplace/Drug-Free School
    - 5.5.1: Chemical Use and Abuse
    - 5.5.3: Tobacco-Free Environment
    - 5.5.8: Student Medicine in school
    - 7.1: Segregation of Duties

### **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 meeting:
  - Date changed to April 20 to accommodate Stephanie Olsen
  - Board Policies: I.D, II.G, IV. D.
  - March Financials
  - Operational Policy 7.3.1: Electronic Transfer of Funds
  - Last meeting for outgoing board members: Liz, Sumair, Sara
  - Board Review Results
  - Approve Calendar
- Adjourn - **Vote** to Adjourn