

Highland Community School Parent Board of Directors				Date: 10.11.2021 Time: 6-8 PM VIRTUAL
Mission: We are a community of diverse families and educators, working together to offer quality Montessori education in a nurturing environment that enriches, empowers, and inspires children to reach their potential and encourages parents to become responsible for and involved with their children's education.				
Vision: Changing the world by nurturing children and their families to be informed, lifelong learners who are a force of change, in education, the community, and society.				
Facilitator		Opener		Materials: This meeting will be held virtually due to Covid-19 quarantines in place.
Timekeeper		Food		
Feedback		Location	Zoom	
Attendees:				
ABSENT: none				
Quote/ Opening Activity:				
Facilitator	Topic	Type of Interaction	Time Allotted (mins)	Notes
Brian	Welcome	Interactive	5	
Brian	Approval of September Meeting Minutes	Action	5	Approval of September Meeting Minutes posted in Basecamp
Brian	Approval of the Agenda	Action	3	Approval of September Agenda posted in Basecamp
Brian	Staff Liaison	Discussion	3	Introduction of Alicia Steiner as the 2021-2022 Staff Liaison
Tracy	Board Report: Executive Director Report	Discussion	10	Standard updates, Building Expansion project update, ESSER update, other - see E.D. report in Basecamp.
Tracy	Covid Discussion Framework	Discussion	10	Students in quarantine, testing, positive cases in past month
Brian	Board Report: Exec Committee	Notice	1	Meeting Minutes posted in Basecamp.
Devon	Board Report: Finance Committee	Notice	5	Review of July financials
Amy	Board Report: Governance Committee	Discussion	5	BoD retreat update and status
Tresca	Board Report: Fund Dev Committee	Discussion	10	Fund Dev dashboard & YTD funds raised, ribbon cutting ceremony update, capital campaign updates
Brian	Community Discussion*	Discussion	10	*As needed throughout the mtg, this time is also reserved for the end of mtg. 1-2 minute testimonies/questions/comments by meeting guests (all guests will join the mtg on mute, chat disabled, and will be asked to raise hand during the agenda topic to ask question/make comments regarding the specific topic; all other questions/comments will be reserved for the end of the mtg)
Brian	Closing	Discussion	3	
Next Steps				
Action Steps / Milestone	Person(s) Responsible	Evidence	Due Date	Task Action: In Progress, Completed, Not Started
Quarterly Strategic Plan review on BoD mtg agenda				
Add Education topic to every other BoD meeting agenda				