

**Highland Community School Parent Board of Directors**

Date: 3.13.2023 Time: 6-8 PM HCS

**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.

<b>Facilitator</b>	VP (Amy)	<b>Opener</b>	Brian	<b>Materials:</b> N/A
<b>Timekeeper</b>	VP (Amy)	<b>Food</b>	Erika	
<b>Location</b>	AP Lyceum			

**Attendees:**

**ABSENT: none**

**Quote/ Opening Activity:**

Facilitator	Topic	Type of Interaction	Time Allotted (mins)	Notes
Brian	<b>Welcome:</b> Approval of Agenda	Interactive	5	Agenda posted in Basecamp & shared via Notes Home
Tracy	<b>Board Report:</b> Executive Director	Discussion	10	ED report posted in Basecamp; please read BEFORE meeting to use this time for questions for Tracy
Brian	<b>Board Reports:</b> Questions for Committees	Notice	15	Minutes posted in Basecamp; please read BEFORE meeting to use this time for questions for committees; update on succession and contingency planning
Devon	<b>Finance:</b> Approval of Financials	Action item	5	Vote on February Financials
Sarah	<b>Strategic Plan:</b> Facilitated Session	Closed Session	90	Discussion of existing plan and direction for future plan; discussion of relationship between board and admin in strategic planning; selecting date for BoD retreat
Brian	<b>Closing</b>	Discussion	1	

**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				