

Highland Community School Parent Board of Directors				Date: 8.8.2023 Time: 6-8 PM HCS
<b>Mission:</b>				
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.				
<b>Vision:</b>				
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>	Brian	<b>Opener</b>	Brian	<b>Materials:</b> review materials on Basecamp in 8/8 meeting thread ahead of meeting.
<b>Timekeeper</b>	Amy	<b>Food</b>	Amy	
<b>Location</b>	Highland Community School, Lyceum			
<b>Attendees:</b>				
<b>ABSENT: none</b>				
<b>Quote/ Opening Activity:</b>				
Facilitator	Topic	Type of Interaction	Time Allotted (mins)	Notes
Brian	<b>Welcome:</b> Approval of Agenda	Interactive	10	Agenda posted in Basecamp
Tracy	<b>Board Report:</b> Executive Director	Discussion	15	ED report posted in Basecamp; please read BEFORE meeting.
Brian	<b>Finance Report:</b> Approval of Financials	Action item	5	Financial report posted in Basecamp; please read BEFORE meeting.
Erica	<b>Fund Development:</b> Fund Development Committee	Discussion	15	
Jason/Mikaya	<b>Communication Report:</b> Communication co-chairs	Discussion	5	
Tracy	<b>2023-24 HCS Handbooks:</b> Approvals of Handbooks	Action Item	15	Handbooks were posted in Basecamp.
Amy	<b>2023-2024 Board Retreat</b>	Discussion	10	
Brian	<b>Strategic Plan Timeline</b>	Discussion	10	
Brian	<b>Closing</b>	Discussion	1	
<b>Next Steps</b>				
Action Steps / Milestone	Person(s) Responsible	Evidence	Due Date	Task Action: In Progress, Completed, Not Started