














### Team Dashboard - 2023-2024

Mission & Vision	Meeting Logistics	Meeting Roles
<p>Mission</p> <ul style="list-style-type: none"><li>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.</li></ul> <p>Vision:</p> <ul style="list-style-type: none"><li>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.</li></ul>	<p>Meeting Day/Time: 12/12/2023</p> <p>Meeting Location: Highland Community School, Lyceum</p> <p>Team Members Present: Patrick Bader, Kia Green, Brenda Simonis, Mikaya N. Clark, Tracy Williams, Ali Kopyt, Amy Nelson Christensen, derria byrd, Kantara Souffrant, Latisha Franklin, Dolores Brown, Brian Litzsey</p> <p>Team Members Absent: Melissa Gibson, Jason Evans, Dolores Brown</p>	<p>Facilitator: Amy</p> <p>Opener:</p> <p>Time: Amy</p> <p>Food: Mikaya</p>

12/12/23		
Time	Item	Discussion
5 mins	Welcome/Approval of Agenda	<ul style="list-style-type: none"> <li>• Motion to approve November minutes - Mikaya motions, Kia seconds - motions passes</li> <li>• Motion to approve the December agenda - Brenda motions, Mikaya seconds - motions passes</li> </ul>
20 mins	ED report (Tracy)	<ul style="list-style-type: none"> <li>•  Executive Director Report 121223.docx</li> <li>•  Annie Prak Primakow Resume - 2023 Highland.pdf</li> </ul>
5 mins	Review of discussion of committee expectations (Basecamp)	<ul style="list-style-type: none"> <li>• At our Executive Committee meeting it was clarified that all board members are required to be a member of a board chaired committee. The rationale for this is that the board chaired committees are the committees most directly involved in the oversight of the school, which is the major function of the board. Parent led committees report to the administration, and while important, do not provide oversight for the school. Board members are welcome to be a part of both Board Chaired and Parent Led committees, but must be a member of at least one Board Chaired committee.</li> <li>•  HCS Board Committees Roster</li> </ul>
30 mins	Committee Updates	<ul style="list-style-type: none"> <li>• Governance - derria will now be chairing the Governance committee</li> <li>• Finance - Brenda <ul style="list-style-type: none"> <li>○ Budget process beginning <ul style="list-style-type: none"> <li>■ Are there any anticipated board expenses for the board?</li> </ul> </li> <li>○ Transition to new finance advisor</li> <li>○ Trent Muller will attend the January board meeting to go over a detailed explanation of our investment portfolio/strategy</li> <li>○ Program Highlights: Programs are all operating strongly in the first part of the year. The DCF childcare grant has been instrumental in supporting these programs. The program is currently slated to end in January 2024, but there is a possibility of extended funds beyond that. Will provide updates when we know more.</li> <li>○ We received three \$1,000 grants from the PPG Foundation for STEM projects</li> </ul> </li> </ul>

		<p>submitted by 3 HCS teachers.</p> <ul style="list-style-type: none"> <li>○ Bike Walk Eat raised approx. \$5K including sponsorships, registration fees, raffle &amp; donations.</li> <li>○ Balance Sheet - Grants Receivable includes \$585K in ESSER funds waiting on reimbursement from MPS. We are waiting on the review of our July submission and working on the next submission due 12/15. Prepaid includes \$54K of expenses for MMUN &amp; Costa Rica, \$30K in prepaid insurance, and \$53K of employee discounts for staff children enrolled in programs.</li> <li>○ Expenses to highlight this month: Financial audit fees (\$18K), Classroom Materials (\$22K with ESSER funds). We received E-rate credits in October for July - October - 60% discount on our internet services through the School &amp; Libraries program.</li> <li>○  December 2023 HCS Dashboard.pdf</li> <li>○  2023.10.31 YTD Budget to Actual.pdf</li> <li>○  2023.10.31 YTD Profit &amp; Loss w PY.pdf</li> <li>○  2023.10.31 Condensed Financials.pdf</li> <li>○  2023.10.31 Balance Sheet w PY.pdf</li> <li>○  2023.10.31 Dashboard.pdf</li> <li>● Academics and SEL - Patrick - will meet in January</li> <li>● Facilities - Ali <ul style="list-style-type: none"> <li>○  HCS BOD Facilities Committee Charter - DRAFT</li> <li>○ Discussion of criteria for membership on committees - discussion to be moved to basecamp</li> </ul> </li> </ul>
30 mins	Review revisions of board bylaws	<ul style="list-style-type: none"> <li>●  HCS By Laws (Redline) (01432480xC3B04).docx</li> <li>● Discussion of proposed changes to bylaws <ul style="list-style-type: none"> <li>○ Recommendation to keep number of board members as 9-14</li> <li>○ Language of section three recommended to be changed to “parents or legal guardians”</li> <li>○ Discussion of the added clause “Each member of the BoD shall be required to attend at least nine (9) meetings in a twelve (12) month period. The attendance is preferred</li> </ul> </li> </ul>

		<p>“in person” but three (3) of the nine (9) meetings may be attended via remote access (i.e., Zoom, Teams, etc.)” This may need to be changed to read 8 since there are only 11 board meetings per year, and other areas of the bylaws read that board members may not miss more than 3 meetings per year.</p> <ul style="list-style-type: none"><li>• Jackie will join the January meeting to review proposed changes to bylaws</li></ul>
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