








Highland Community School


Board of Directors - Meeting Minutes - November 2023

Mission & Vision	Meeting Logistics	Meeting Roles
<p>Mission</p> <ul style="list-style-type: none">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. <p>Vision:</p> <ul style="list-style-type: none">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.	<p>Meeting Day/Time: 11/14/2023</p> <p>Meeting Location: Highland Community School, Lyceum</p> <p>Team Members Present: Patrick Bader, Jason Evans, Kia Green, Brian Litzsey, Brenda Simonis, Mikaya N. Clark, Tracy Williams, Kantara Souffrant, derria byrd</p> <p>Team Members Absent: Melissa Gibson, Latisha Franklin, Ali Kopyt, Amy Nelson Christensen, Dolores Brown</p>	<p>Facilitator: Brian</p> <p>Opener: Brian</p> <p>Time: Amy</p> <p>Food:</p>

11/14/23

Time	Item	Discussion
6:00	Welcome/Approval of Agenda	<ul style="list-style-type: none">• Brenda motions to approve agenda, Kia seconds. Motion unanimously approved
6:05	ED report (Tracy)	<ul style="list-style-type: none">•  Executive Director Report 111423.docx• Discussion of the creation of a policy for families who are in need of open enrollment for K3 students. Proposed: if parents are not able to pay the MPS tuition fee they must write a letter to the board to request that the school waive the tuition fee. The board will consider these requests on a case by case basis.
6:20	Family Involvement Presentation (Elizabeth)	<ul style="list-style-type: none">• Presentation from developed by Ms. Elizabeth and presented by Tracy on the Family Involvement strategy of Highland<ul style="list-style-type: none">◦ 70% open rate on Notes Home◦ 50% K-6 parent participation rate in Follow the Child◦ __% parent participation rate in Parent Teacher Conferences
6:40	Vote on Handbook revisions (Tracy)	<ul style="list-style-type: none">•  Family Handbook Additions_.pdf• Mikaya motions to approve the additions to the family handbook, derria seconds. Motion unanimously approved.
7:00	Committee Updates	<ul style="list-style-type: none">• Finance (Brenda)<ul style="list-style-type: none">◦ Discussion of updates to the management of the school's Investment Portfolio◦  Finance Highlights Nov 2023.pdf• Governance Committee (Jason)<ul style="list-style-type: none">◦  2023-2024 – Highland Community School Board Calendar• Fund Development (no chair)<ul style="list-style-type: none">◦  November 2023 HCS Dashboard.pdf• Communications Chair position (Brian)<ul style="list-style-type: none">◦ Discussion of the need for a board Communications Chair. The Board will return to

		<p>the pre-COVID policy of having the Board Chair speak on behalf of the Board in communication with families, community, etc. There still may be a need for a Board member in addition to the Chair to monitor the Board email address and assist in drafting Board communications. Discussion will be posted to Basecamp to be discussed over the next month.</p>
7:10	Committee Structure (Amy)	<p>Motion made on Basecamp for vote at board meeting with new structure We, Brian D. Litzsey, President of the Highland Board of Directors, and Amy Nelson Christensen, Vice President of the Highland Board of Directors, motion to approve the following Board chaired committees as part of the Highland Committee School by-laws to support the recently approved 2023-2028 strategic plan:</p> <ol style="list-style-type: none"> 1. Executive 2. Governance 3. Finance 4. Academics and SEL 5. Facilities <p>Once approved, each committee will be responsible for identifying a chair and creating a charter that explicitly outlines the goals and objectives of the committee.</p> <p>Voting on this motion will occur at the next Board meeting on Tuesday, November 14, 2023. If passed, the motion will take effect immediately and updates on the progress of establishing each committee will be discussed at the following Board meeting on Tuesday, December 12th.</p> <ul style="list-style-type: none"> ● Mikaya motions to approve, Kia seconds. Motion unanimously approved. ● Discussion of committee chairs <ul style="list-style-type: none"> ○ 1. Executive - Brian chair - Amy, Brenda, Patrick members ○ 2. Governance - Jason chair (should have second board member)

		<ul style="list-style-type: none"> ○ 3. Finance - Brenda chair - Kantara member (should have two board members) ○ 4. Academics and SEL - Patrick chair ○ 5. Facilities - Ali chair ● Discussion to be posted to Basecamp <ul style="list-style-type: none"> ○ Description of the committee/work of the committee <ul style="list-style-type: none"> ■  HCS Board Committees Roster ○ All board members sign up for committee before December meeting ○ Clarification needed: do board members need to be a member of board chaired committee, or does membership of parent led committees “count”? Do all parent-led committees need a board member to participate on them? ○ Discussion of how often committees need to meet and how often they need to report to the full board.
7:40	Board Commitments for Donations (Amy)	<ul style="list-style-type: none"> ● All board members should plan to donate to Highland <ul style="list-style-type: none"> ○ Tracy will bring forms next month
7:42	Staff Holiday Gift (Brian)	<ul style="list-style-type: none"> ● Board will donate a staff lunch before winter break.
7:49	Adjourn	