Highland Community School
Board of Directors - Rolling Agenda 2023-2024

Team Dashboard - 2023-2024		
Mission & Vision	**Meeting Logistics**	**Meeting Roles**
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.	Meeting Day/Time: 10/10/2023 Meeting Location: Highland Community School, Lyceum Team Members Present: Patrick Bader, Dolores Brown, Amy Nelson Christensen, Jason Evans, Kia Green, Brian Litzsey, Brenda Simonis, Mikaya N. Clark, Ali Kopyt, Tracy Williams, Kantara Souffrant, derria byrd Team Members Absent: Melissa Gibson, Latisha Franklin	Facilitator: Brian Opener: Brian Time: Amy Food:

10/10/23		
Time	Item	Discussion
6:00	Welcome/Announcements/ Approval of Agenda	● Agenda approval ○ Brenda motions, Jason seconds, unanimous approval

6:12	Governance Committee	● Jackie to present about revisions of our bylaws
		● Current bylaws - 📄 HCS Bylaws ammended July 13, 2020.pdf
		  ○ Issues to address in the bylaws
		    ■ Election of board members, including criteria for current board members to run for reelection

		■ % of board members for a quorum
		■ Committee Structure
		■ Running for and electing board officers
		■ Jackie will return for December board meeting with bylaw revisions
		● Discussion of governance committee discussion of committee duties
		  ○ Board handbook
		  ○ Board calendar
		  ○ Charter for each committee
		  ○ Improve board orientation/development

6:47	Finance Committee	● Vote to approve year end financials presented at last meeting
		  ○ Mikaya motions to approve, Dolores seconds - unanimous approval
		● Vote to approve revisions to 2023-2024 budget
		  ○ Mikaya motions to approve, Amy seconds - unanimous approval
		● 22-23 School year audit was completed and results presented
		  ○ Clean audit, results have been submitted to MPS
		  ○ HCS is in a healthy financial position
		  ○ Compared to our comp set, we are doing better, specifically with more liquid assets
		  ○ Amanda called out for having great internal checks/balances
		● Discussion of an annual review of the school's investment portfolio
		📄 2023-2024 Budget Revisions Summary.pdf
		📄 2023-2024 Budget_Revised new FTE rate.pdf
		📄 20230630 Audit Communication - Highland Community School.pdf
		📄 20230630 Financials - Highland Community School.pdf

7:08	ED Report	🆆 Executive Director Report 101023.docx ● Discussion of 3yo students out of district ○ Board would need to approve keeping students at school without reimbursement from MPS ● Discussion of increased need for special education services for new students

		• Discussion of not continuing Bike, Walk, Eat as a fundraiser in the future ○ Are there other events that can be held that are only community focused (not fundraising)
7:30	Review of Strategic Plan Edits	🟨 HCS Strategic Plan Review Slides (Oct 2023) • See slides 21-22 for updated strategic plan ➕ HCS Strategic Plan Tracker 2023 Vote to approve the updated 2023-2026 Strategic Plan • Patrick motions to approve the strategic plan to be sent to committees to develop final strategies and metrics , Brenda seconds, unanimous approval ○ 🟨 Updated Strategic Plan (Oct 2023)
8:00	Committee Assignments	🟨 HCS_Committee Realignment **Board Chaired** • Executive - **Brian, Brenda, Amy, Patrick, Tracy** • Governance - • Finance - • Academics and SEL - **Patrick, Melissa** • Facilities - **Ali** ○ Discussion to approve the solicitation of bids of Phase 2 of **With Board Representative** • Parent Engagement - **Mikaya** • ==Fund Development (?)-== **Parent Led w/Board Participation** • ==Social Justice -== • ==Creativity -== **AdHoc** • Charter Renewal • Board Development

		Discussion of assigning strategic plans goal to committees will be moved to Basecamp and reported out at next meeting Discussion of finalizing which committees will be board chaired, parent led with board participation or representation, and AdHoc to be moved to Basecamp and reported out at next meeting
8:00	Adjourn	● Ali moves to adjourn, Jason seconds, unanimous approval