



Highland Community School

Board of Directors - June Minutes 2024

Team Dashboard - 2023-2024

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: 6/11/2024 @ 6:00pm</p> <p>Meeting Location: Lyceum</p> <p>Team Members Present: Patrick Bader, Kia Green, Brenda Simonis, Mikaya Clark, Tracy Williams, Amy Nelson Christensen, derria byrd, Kantara Souffrant, Dolores Brown, Brian Litzsey, Ali Kopyt</p> <p>Team Members Absent: Latisha Franklin</p>	<p>Facilitator: Brian</p> <p>Opener:</p> <p>Time: Amy</p> <p>Food: derria</p>

6/11/24		
Time	Item	Discussion
5 min	Welcome/Approval of Agenda	<ul style="list-style-type: none"> • Mikaya motions to approve agenda, Kia seconds, agenda approved unanimously.
15 mins	ED report	<ul style="list-style-type: none"> • Executive Director Report 061124.docx • June 2024 HCS Community Resources Overview.pdf • Charter renewal update • Discuss board engagement/responsibilities during renewal process • Parent Survey results
90 mins	Committee Updates	<ul style="list-style-type: none"> • Finance: <ul style="list-style-type: none"> ○ Vote to approve Finance Charter (discussion to be held on basecamp prior to the meeting) ○ Highland staff insurance update ○ Review Finance/Facilities joint meeting and discuss Road to AC budget to Highland can start to move forward with the process <ul style="list-style-type: none"> ■ Work will begin next summer after charter has been renewed ■ Plan is to use funds from building reserve as well as funds from unallocated reserves for the HVAC project ○ Board questions <ul style="list-style-type: none"> ■ Per-pupil increase expenditures: <ul style="list-style-type: none"> • Summarizing (by percentages) where increased per-pupil income has been allocated in current budget(s) • What have the funding priorities been with the increase in per-pupil funding? If adding to the building reserve at a more aggressive level is not possible, what priorities have been taking precedence? ■ HVAC expense planning: Seeing the multi-year financial plan of how HCS is planning to fund the HVAC project – what was anticipated, how the building reserve gets funded, financial elements that shifted from the anticipated plan, and annual funds secured and needed for the anticipated 3-5 years of the HVAC project ○ Reimbursement issues due to MPS climate <ul style="list-style-type: none"> ■ 2024.04.30 - Balance Sheet with PY.pdf ■ 2024.04.30 - YTD Budget to Actual.pdf

- 2024.04.30 - YTD Profit & Loss w PY.pdf
- 2024.04.30 Condensed Financials-496329810.pdf
- 2024.04.30 Condensed Financials-496329811.pdf
- [w Finance Committee Charter.docx](#)
 - Vote to approve committee charter will take place on Basecamp

- Governance

- Election results for new board members and discuss next steps
 - Newly elected board members (3yr terms start July 2024)
 - Rashonda Jones
 - Tim Vargo
 - Brittiny Qualls
 - Announcement: db to draft announcement, signed by Brian as Board president.
- Confirm August orientation date and meeting dates for 2024-25 school year
 - Aug 1st 5:30-8pm, new board member orientation
 - Aug 13 6-8pm, first board meeting of the new year
 - Added to Basecamp as of Aug 1
- Upcoming activities: Board development, succession planning, new Board onboarding
- **Follow Up Items:**
 - Complete the annual board evaluation (10-15mins: Board [reflection](#): <https://forms.gle/3UP4aAdsQogmm9kF9>)
 - Planning Board orientation (incl. Gov Comm, Kantara, Dolores. Tasks: Patrick, Ali, Brian, Brenda. Facilitation: Sarah/WRCSS)

- Facilities

- Timeline for approvals (board calendar) to keep momentum going for facilities plan
- [w Momentum_Motions.Votes.Dates.docx](#)
- For each September meeting for the next 5 years the board will discuss the feasibility of funding the next step in the “Path to AC” project.
- For every October meeting for the next 5 years the board will need to approve facilities to solicit bids for the next step in the “Path to AC” project.
- Bids will need to be accepted by January of each year.
- Danny is approved to move forward with soliciting bids for new windows in the FY25

		school year
5 min	Conclude and adjourn	<ul style="list-style-type: none"> • Brian motions to adjourn, Dolores seconds, motions passes