Highland Community School
Board of Directors - Rolling Agenda 2024-2025

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: 8/13/2024 @ 6:00pm Meeting Location: Lyceum Team Members Present: Patrick Bader, derria byrd, Mikaya N. Clark, Latisha Franklin, Kia Green, Rashonda Jones, Brian Litzsey, Amy Nelson Christensen, Brenda Simonis, Kantara Souffrant, Tim Vargo Team Members Absent: Ali Kopyt Brittiny Qualls	Facilitator: Brian Opener: Time: Food: Amy

8/13/24		
Time	Item	Discussion
5 min	Welcome and Approval of Agenda	● Brian motions to approve the agenda, Mikaya seconds. Agenda approved unanimously.
10 min	ED Report	● 🗎 Executive Director Report 081324.docx ● 🗎 DCF Correction Plan 071524.pdf ● 🗎 Forfeiture Letter from DCF.pdf

5 min	Financial Review	📄 2024.05.31 Balance Sheet w PY.pdf 📄 2024.05.31 Condensed Financials.pdf 📄 2024.05.31 Dashboard.pdf 📄 2024.05.31 YTD Budget to Actual.pdf 📄 2024.05.31 YTD Profit & Loss w PY.pdf - W Board Budget Questions_Responses.docx 📄 Budget Variances 24 to 25.pdf 📄 FY25 Budget Narrative.pdf - Reminder: Sarah from WRCCS to attend Sept Board mtg to review financial aspect of Board governance responsibilities - Finance committee meetings: Last weds of the month at noon
5 min	Vote to approve the updated school handbooks	Amy motions to approve the updated school handbooks posted on Basecamp, Mikaya seconds. Motions passes unanimously.
5 min	Review of Board attendance policy	Each board member must attend 9/11 board meetings, 3 meetings per year may be attended virtually
5 min	Board Agendas	- Discussion to move the executive committee meeting to two Thursdays before the board meeting. Next meeting will be the 29th of August. - Deadline to send items to executive committee for consideration to be included in the agenda is the day before the executive committee meeting. Next deadline will be 28th. - Make post on basecamp on last Monday of the month to solicit agenda items.
25 mins	Discussion: 2024 Board Reflection	- Open discussion of reactions to, elaboration on, plans based on 2024 reflections - W HCS BOD Reflection Summary 2024.docx - Concerns: General decision-making, Board systems, incl strat plan - Voting: idea to draft a standard operating procedure/core process document that describes the voting process for reference included in monthly meeting agendas - Question: should we formalize a time in the year when a financial and academic representative provide a report/update to the board? Proposal: Amanda presents at the

		February board meeting. Jean - present at the October meeting SIP focus. Tracy: November/December school report card focus?
25 mins	Bylaws	• [Bylaws Draft](#) ◦ Add expectation for board member onboarding to be provided to new board members. ◦ Descriptions of board meetings need to be added ◦ Board communication plan (checking and answering email, speaking for the board) is not included in the bylaws ◦ Ensure that Brian has access to the board email address • Things to be included in a future procedural handbook ◦ How do board members run for a second term? ◦ Written procedure for evaluating board member performance.
10 mins	Board Calendar	• 📄 HCS Board Annual Calendar (revised Mar 2024)
10 mins	Board Succession Planning	• Proposal - hold an election for a "President Elect" a year before the current president's term ends
10 mins	Board Committee sign up and update BOD contact info	• ⊠ BoD Contact, Committees, & Terms 2024-25.xlsx
10 mins	Community engagement calendar sign-up	• 🗎 HCS Board Engagement Sign-Up 24-25.docx • Rashonda has volunteered to create Board board based on bios/headshots
5 mins	Communications plan	• Brian motions to adjourn, Kia seconds. Meeting adjourned.