



# Highland Community School

## September 2024 Board Meeting Minutes

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: 9/10/2024 @ 6:00pm</p> <p>Meeting Location: Lyceum</p> <p>Team Members Present: Patrick Bader, derria byrd, Mikaya N. Clark, Kia Green, Rashonda Jones, Brian Litzsey, Amy Nelson Christensen, Brenda Simonis, Kantara Souffrant, Tim Vargo, Ali Kopyt, Brittiny Qualls</p> <p>Team Members Absent: Latisha Franklin</p>	<p>Facilitator: Brian</p> <p>Opener:</p> <p>Time:</p> <p>Food:</p>

9/10/24		
Time	Item	Discussion
5 min	Welcome and Approval of Agenda	<ul style="list-style-type: none"> <li>Amy motions to approve the agenda, Mikaya seconds, motions passes unanimously</li> </ul>
30 mins	Wisconsin Resource Center for Charter Schools Consultation	<ul style="list-style-type: none"> <li>Sarah from WRCCS to review financial aspect of Board governance responsibilities</li> <li><a href="#">WRCCS Slides - Sep 2024 - Finances</a> (<a href="#">link to video</a>) – sorry I missed the first few minutes!</li> </ul> <p>Notes:</p> <p>The board serves as the representative body for taxpayers, ensuring the ongoing academic progress of students and safeguarding against any unlawful or unethical activities.</p> <p>Governance boards: Are afforded autonomy under statute and as set forth in their charter contracts, May be sued and have claims brought against them, Ensure compliance with state and federal laws, Ensure compliance with their</p>

	<p>charter contracts, (including policies made applicable by those contracts)</p> <p>Two big responsibilities: Student learning &amp; Charter Finances. Boards should avoid weighing in on matters of school operations, human resources, etc.</p> <p>Board Open Meeting:</p> <ul style="list-style-type: none"><li>• Website should have board member contact info, contract, bylaws, and policies available to public, as well as folder of agendas and minutes</li><li>• Post agendas in 3 places in advance of meeting (should include any potential votes)</li><li>• Hold period of public comment (limit time and no need to reply)</li><li>• Openly share and discuss financial and academic reports, as well as committee reports in full during the meeting (and not in advance of)</li><li>• Minutes should include attendance, votes, and pertinent changes/additions to the meeting</li><li>• Any board member communications between board meetings should be strictly informational -- no discussion, decision-making, or "doing business" -- unless there was a public meeting discussion prior to the activity to permit it (such as a virtual vote following in-person discussion)</li></ul> <p>Board Financial Review Summary</p> <p>Include review of financial reports other updates on Board calendar for agenda items as needed to inform financial position, commitments and budget management:</p> <ul style="list-style-type: none"><li>• Monthly Reports: Budget, Staffing, Enrollment, Cash and Investments</li><li>• Budget Development (February – May)</li><li>• Budget Approval and Adoption (June)</li><li>• Close of Fiscal Year – final budget report prior to audit (August)</li><li>• Cash Flow – Line of Credit Needs (Varies – usually July or August)</li><li>• Audit Report (November or December)</li><li>• Pupil Count: January and September</li><li>• Grants and donations</li><li>• Contracts (leases, contracts, debt)</li></ul> <p>Sarah (WRCCS, CESA 9) is inviting you to a scheduled Zoom meeting.</p> <p>Topic: WRCCS at HCS meeting (Zoom)</p> <p>Time: Sep 10, 2024 06:00 PM Central Time (US and Canada)</p>
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		<p>Join Zoom Meeting</p> <p><a href="https://cesa9-org.zoom.us/j/7154531078?omn=81309440537">https://cesa9-org.zoom.us/j/7154531078?omn=81309440537</a></p> <p>Meeting ID: 715 453 1078</p>
10 mins	Review of Action Items	<p>Which board action items from the last meeting have been completed?</p> <ul style="list-style-type: none"> <li>• Standing Action Item: Needed agenda items should be communicated by committee chairs to Patrick by the last Wednesday of the month - <b>open</b></li> <li>• Draft a standard operating procedure/core process document that describes the voting process for reference included in monthly meeting agendas - derria/gov com - <b>open</b></li> <li>• Invite Jean to present at November board meeting - Patrick - <b>closed</b></li> <li>• Invite Amanda to present at Feb board meeting - Brenda - <b>closed</b></li> <li>• Ensure that Brian has access to the board email address - Tracy - <b>open</b></li> <li>• Respond to Basecamp <a href="#">post</a> about needs related to HCS Board email addresses -- <b>closed</b></li> <li>• Community Engagement Event attendance <a href="#">W</a> HCS Board Engagement Sign-Up 24-25.docx - <b>closed</b></li> <li>• Committee Sign Ups: <a href="#">X</a> BoD Contact, Committees, &amp; Terms 2024-25.xlsx - <b>closed</b></li> <li>• edits to Board bios/headshots-further corrections/updates to Elizabeth - <b>closed</b></li> <li>• Create Board board based on bios/headshots - Rashonda - <b>open</b></li> </ul>
10 mins	Highland Hustle	<p>Annie Prak-Primakow, HCS Director of Development will present</p> <p><u>Major streams of development fundraising</u></p> <ul style="list-style-type: none"> <li>• Annual Campaign</li> <li>• Grants</li> <li>• Events</li> </ul> <p><u>Asks of the Board in supporting development</u></p> <ul style="list-style-type: none"> <li>• Networking/making connections</li> <li>• Commitment to Community Form (donating)</li> <li>• Attending fundraising events</li> <li>• Sharing your Highland story</li> </ul> <p>Highland Hustle: seeking to expand access for more families, removing biking portion, moving event to Washington Park. Sign up by Friday to get a T-Shirt. Oct 5th 10am-12pm</p>

10 min	ED Report	<ul style="list-style-type: none"> <li>• <a href="#">W Executive Director Report 091024.docx</a></li> </ul>
5 mins	Bylaws Vote	<ul style="list-style-type: none"> <li>• Amy moves to approve the new draft of Bylaws dated September 10th, which includes the most recent changes to the Bylaws dated July 2020. If this motion passes, the version of Bylaws dated July 2020 will be retired and the Board will move forward with the new Bylaws as amended dated September 2024. Mikaya seconds, motion passes unanimously.</li> <li>• <a href="#">W HCS Bylaws_DRAFT_revised9.10.24.docx</a></li> </ul>
5 mins	President Elect Vote	<ul style="list-style-type: none"> <li>• Amy makes a motion to hold elections between September 2024 and October 2024 for a President-elect who will agree to serve as President beginning in July 2025. If the motion passes nominations will be collected and confirmed between the September and October Board meetings.</li> </ul> <p>Patrick Bader - yes  derria byrd - yes  Mikaya N. Clark - yes  Kia Green - yes  Rashonda Jones - yes  Amy Nelson Christensen - yes  Brenda Simonis - yes  Kantara Souffrant - absent  Tim Vargo - yes  Ali Kopyt - yes  Brittinity Qualls - yes</p> <p>If this motion passes, the President-elect once elected will shadow the current President by attending any meetings regarding Highland business, including any consultation meetings with the Executive Director and all monthly Executive Committee meetings. The President may also hold monthly one-on-one meetings with the President-elect to support succession planning.</p> <p>Any member who accepts the nomination for President-elect must agree to run for re-election if their term is up in June 2025. The Vice President will preside over the nomination and election process. Any member nominated for President-elect will be contacted by the Vice President, who can accept or decline their nomination. All members with accepted nominations will be considered for election at</p>

		<p>the Regular Board meeting on October 8th via secret ballot.</p> <p>To be decided - can the board internally elect the president elect to a second board term?</p>
40 mins	Committee Updates	<ul style="list-style-type: none"> <li>• Finance committee <ul style="list-style-type: none"> <li>◦ Attend the Sept 25th finance committee meeting if you would like to review the yearly audit findings</li> <li>◦ First contract payment was received from MPS, special ed reimbursement is delayed</li> <li>◦ Unexpected expense ~\$18,000 to replace toddler exterior doors</li> <li>◦ 📎 2024.06.30 Balance Sheet w PY.pdf</li> <li>◦ 📎 2024.06.30 Profit &amp; Loss by Class.pdf</li> <li>◦ 📎 2024.06.30 Profit &amp; Loss w PY.pdf</li> <li>◦ 📎 2024.06.30 YTD Budget to Actual.pdf</li> </ul> </li> <li>• Governance <ul style="list-style-type: none"> <li>◦ Specific questions/concerns for Sarah <ul style="list-style-type: none"> <li>■ Succession Planning (Board and school leadership) <ul style="list-style-type: none"> <li>📖 Governance Board Officer Election Guide (WRCCS)</li> <li>📄 HCS Board Succession Planning.docx</li> </ul> </li> <li>■ Academic oversight as BoD update from Sarah at October meeting</li> </ul> </li> <li>◦ Reminder about Board engagement calendar 📄 HCS Board Engagement Sign-Up 24-25.docx</li> <li>◦ Edits to bios on website can go to Elizabeth, start year</li> <li>◦ <b>Board To do:</b> <ul style="list-style-type: none"> <li>■ update Board matrix 📄 HCS Board Matrix_updated 7/2023</li> <li>■ Sign conflict of interest form, returning folks only (handout)</li> <li>■ Board donation: Financial Commitment Form (outreach from Annie)</li> <li>■ Reminder about using Board calendar for Board and committee planning/reporting</li> </ul> </li> </ul> </li> <li>• Academics &amp; SEL <ul style="list-style-type: none"> <li>◦ In November Jean will update the Board on the school improvement plan, Tracy will update the board on the school report card</li> </ul> </li> <li>• Facilities <ul style="list-style-type: none"> <li>◦ Meeting to be scheduled</li> </ul> </li> </ul>
5 mins	Adjourn	<ul style="list-style-type: none"> <li>• Brian motions to adjourn, Amy seconds, motions passes unanimously</li> </ul>