



Board of Directors - September 2025 Meeting Minutes

Team Dashboard - 2025-2026

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: 09/09/2025 @ 6:00pm</p> <p>Meeting Location: Cafe</p> <p>Team Members Present: Ben Correia-Harker, Kia Green, Kantara Souffrant, Rashonda Jones, Lakita Wells, Patrick Bader, Tim Vargo, Brenda Simmonis, Mikaya Clark, Ali Kopyt, Suave Kyles <i>Tracy Williams, Jean Delleman, Annie Prak-Primakow</i></p> <p>Team Members Absent: derria boyd, Brittney Qualls</p>	<p>Facilitator: Mikaya Clark</p> <p>Time Keeper: Kantara Souffrant</p> <p>Food: Ali Kopyt</p>

Most Recent Meeting Action Items | Follow Up from August 2025 Meeting

<p><input type="checkbox"/> Admin Follow Up Quantify number of families who received wraparound care during 25-26 registration: On 8/14/25, Tracy posted to Basecamp the Program Historical Enrollment Data for '24-'25 and '25-'26 school years. In the post, she noted there is an extremely small percentage of families waitlisted compared to those who secured seats. The numbers will continue to change as families confirm need. The data reflects a consistent trend.</p> <p><input type="checkbox"/> SharePoint access for HCS Board Directors: It was determined that Board members cannot have access to Highland's SharePoint and OneDrive instance, due to limitations with the IT company (sharing is only permitted internally, between HCS emails). Basecamp projects for BoD committees will be used. Projects for Finance, Facilities and Governance were already established; administration created a project for Academics & SEL.</p>	
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9/9/25

Time	Item	Discussion
5 min	Welcome and Approval of Agenda	Tim Motions to approve agenda. Patrick seconds. The agenda is approved
5 min	ED Report	<ul style="list-style-type: none"> ● <u>Executive Director Report</u> <ul style="list-style-type: none"> ○ Student count at 429; one 4th grade student left HCS due to transportation issues
7 min	HCS Fundraising & Highland Hustle Update	<p>Annie Prak-Primakow, Director of Development, joined meeting to discuss HCS Fund Development</p> <ul style="list-style-type: none"> ● Funding at HCS divided in three ways: government, charter contract, fundraising <ul style="list-style-type: none"> ○ Fundraising encompasses targeted approaches, funds from grants and annual campaign/events ○ HCS Board Members support through: donations, attending HCS fundraising events, Sharing Highland story, Helping HCS make connections <ul style="list-style-type: none"> ■ Seeking 100% commitment from HCS BoD to make financial contribution - demonstrates strength of support in school ○ Highland Hustle - 10/4 at Washington Park - goal this year is to raise \$15,000, with proceeds going to HCS immersive learning experience (ie. camping, etc.) <ul style="list-style-type: none"> ■ T-shirt offered with \$5 registration through 9/12 thanks to a HCS family's business sponsorship ■ Classroom with the highest participation rate will lead the Hustle at the end of the event
45 min	Committee Updates	<ul style="list-style-type: none"> ● Finance <ul style="list-style-type: none"> ○ <u>Revised Budget</u> <ul style="list-style-type: none"> ■ Audit took place in August. During the September finance meeting, the team will conduct a deep dive review of the audit (meeting to be held on 9/24) <ul style="list-style-type: none"> ● Largest difference: increase in budget from MPS ● Largest updates: Personnel adjustment & building reserve

- HCS BoD will vote to approve the budget on Basecamp this week
- **Facilities**
 - Working to establish better collaboration with Director of Facilities & Maintenance
 - Looking to establish a check-in meeting cadence for the 3rd week of the month to ensure collaboration and timely updates are shared during BoD meetings
 - Trying establish a rapport to ensure smooth collaboration during Summer '26 project
 - Everything seems to be running smoothly with the beginning of the school year
 - Have not put protection on the windows on the lower level, as they are still in production
 - Per admin: Kids are not allowed to play wallball in the interim
- **Academics & SEL**
 - First committee meeting check-in to be held on 9/29 at 4:30 PM CST
 - Goal to meet monthly
 - AI & Academics Update
 - Through research, the committee has learned that currently MPS does not have an AI Taskforce, but has an Instructional Technology and Personalized Learning Dept. Rashonda has reached out to that department
 - Additional outreach: Contacted the Milky Way Tech Hub - this organization conducts sessions for youth regarding responsible AI usage.
- **Governance**
 - *Deliberation & Decision-Making* | Group Agreements (also referred to as Ground Rules) for Board Meetings
 - Group Agreements/Guides are for support during meetings to be effective/accessible for all, as well as for how Board Members treat one another
 - Group Agreements/Guides Brainstorm:
 - One speaker at a time
 - Monitor air time (move up/move back)

		<ul style="list-style-type: none"> ● Active listening ● Contribute to conversation ● Pre-share meeting materials ● Be Present ● Seek to Understand ● Assume positive intent ● Ask clarifying questions ● Reel it in (ie. Is this the most effective use of our time?) ● Start on time/end on time ● Stick to agenda <ul style="list-style-type: none"> ○ Reminder: Board Resources & Engagement <ul style="list-style-type: none"> ■ HCS Annual Calendar identifies work of the board throughout the year. Committees are encouraged to utilize the calendar in their committee work. ■ <u>Virtual Board Finance Training Recording - Posted to Basecamp:</u> <ul style="list-style-type: none"> ● In September 2024, as part of our Board onboarding, we had a Board Financial Training led by Sarah Hackett, Executive Director of Wisconsin Resource Center for Charter Schools. In lieu of using the board meeting to re-review the training, on 8/22/25, Kantara posted the materials for new board members to review and as a refresher for returning board members.
10 min	Round Robin Discussion	<ul style="list-style-type: none"> ● Ali shared that some parents have continued concerns regarding after care <ul style="list-style-type: none"> ○ Administration has also addressed concerns from parents - advising parents that due to quality of care, staffing limitations and space constraints, spots are limited. All schools have capacity issues ○ Suggestions: Parents coordinating rideshares via room parents - establish connections with other HCS families by attending school events - the HCS Hustle is a great start
5 min	Adjourn	Ben motions to adjourn. Kantara seconds - the meeting is adjourned.