

Board of Directors - January 2026 Minutes

Team Dashboard - 2025-2026

Mission & Vision		Board Group Agreements / Guides: Academic Year 2025-2026	
<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. 		<ul style="list-style-type: none"> One speaker at a time Monitor air time (move up/move back) Active listening Contribute to the conversation Pre-share meeting materials Be Present Seek to Understand Ask clarifying questions Practice reeling it in (ie, "Is this the most effective use of our time?") Start on time/end on time Stick to the agenda Consider/check your bias 	
Meeting Logistics		Meeting Roles	
<p>Meeting Day/Time: 01/13/2026 @ 6:00pm</p> <p>Meeting Location: Lyceum</p> <p>Team Members Present: Mikaya Clark, Brittiny Qualls, Kia Green, Tim Vargo, Kantara Souffrant, Brenda Simonis, derria byrd, Ali Kopyt, Patrick Bader, Rashonda Jones, Suave Kyles, <i>Tracy Williams, Kyara Haynes, Jean Dellemann</i></p> <p>Team Members Absent: Lakita Wells, Ben Corriea-Harker</p>		<p>Facilitator: Mikaya Clark</p> <p>Time Keeper: Tim Vargo</p> <p>Food: Brittiny Qualls</p>	
Most Recent Meeting Action Items / Online Board Activity			
<input type="checkbox"/> <input type="checkbox"/>			

01/13/2026

Time	Item	Discussion
5 min	Welcome and Approval of Agenda	<ul style="list-style-type: none">• Ali motions to approve the agenda. derria seconds. The agenda is approved.
10 min	HCS 2026 Summer Camp Planning	<p><i>Kyara Haynes, Paid Programs Director, joined to discuss 2026 Summer Camp</i></p> <ul style="list-style-type: none">• Updates to the system to support families, programs and students while maintaining a high-quality experience for children.<ul style="list-style-type: none">◦ Intentional enrollment for sustainability - Registration runs Feb. 1 - Feb. 28<ul style="list-style-type: none">■ The earlier enrollment allows staffing and communication to be proactive■ Enrollment structure - capped at a smaller size to ensure staffing is appropriate◦ Policy Updates - revised payment and cancellation policies<ul style="list-style-type: none">■ \$10 non-refundable deposit per week due at registration; full payment required 2 weeks before camp week. Cancellations after April 15 cut off will be assessed a 50% cancellation fee.◦ Program Enhancements - Revised new weekly themes<ul style="list-style-type: none">■ During the last week, Lower EI children will take field trip to Bay Beach■ July 4th schedule will be Monday - Wednesday (prices are prorated this week)◦ Family Engagement designed to strengthen communication and trust<ul style="list-style-type: none">■ Free Lunch Program - promoting nutrition and equity for all (continued from last year)
5 min	ED Report	<ul style="list-style-type: none">• Executive Director Report<ul style="list-style-type: none">◦ Mr. John started Thursday, December 18◦ Highland was selected for the NEAP testing - no option to decline

50 min	Committee Updates	<ul style="list-style-type: none"> ● Finance Committee (20 mins) <ul style="list-style-type: none"> ○ October Financials <ul style="list-style-type: none"> ■ Highlights from Basecamp: <ul style="list-style-type: none"> ● October YTD numbers are overall positive. Revenue categories are all performing well compared to budget. Program revenue is slightly below budget - with a smaller K3 class, enrollment in CHECK is down compared to usual. The lower K3 class is to help right size lower elementary class sizes. Investment income totals \$98K. ● Highland Hustle - our annual schoolwide fundraiser - raised over \$16K (up \$3K over last year)! ● Expenses to highlight this month: Library books/digital resources using Common School Funds (\$4K), Annual financial audit fees (\$20K), Mulch installation on the playground (\$5K), Fall mechanical/boiler preventative maintenance (\$5k) ● Upcoming expenses to note: Troubleshoot/repair front door (\$2K), Heating repairs (\$2K), plumbing repairs pending, bathroom partition upgrade (\$50K funded by Greater Milwaukee Foundation - pending spring break) ○ Brief board AC update <ul style="list-style-type: none"> ■ Director of Facilities from the Pfister came for an assessment of various units in the building. Providing measurements, information and contacts <ul style="list-style-type: none"> ● A representative from Trane came to HCS for an assessment. Estimated a six-month lead time to order the unit we would need and will share follow up ● Facilities Committee (10) mins) <ul style="list-style-type: none"> ○ Additional building walkthroughs & updates to Strategic Plan/road to AC timeline. <ul style="list-style-type: none"> ■ Ali attended a session and connected with a contact who was helpful in providing information and assessments about the existing equipment. She learned that Mitsubishi and Trane equipment are essentially the same, which opens new strategies and opportunities, inclusive of installing a chiller on the roof that would take the temperature down significantly <ul style="list-style-type: none"> ● Will place new systems and complete tests to ensure efficiencies and proper distribution of air
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		<ul style="list-style-type: none"> ■ Based on the new findings, the ability to have AC by Summer 2027 is highly probable. The roof and boiler are secondary priorities and would be addressed following the AC project. <ul style="list-style-type: none"> ● Will have 2 reports to compare in the coming weeks ○ Greater Milwaukee Foundation Grant <ul style="list-style-type: none"> ■ Bathroom partition to be included in this grant ○ Pest control update <ul style="list-style-type: none"> ■ John, the Director of Facilities, had a company come in this week. Jean noted she has not captured or disposed of any mice in the past few weeks ■ Tim's contact also came out and provided a quote for sealing the building. ● Academics (10 mins) <ul style="list-style-type: none"> ○ The committee met Tuesday, Jan. 13 to review the raw data from the family experience survey and the staff survey. Will provide in-depth review to the board during next meeting after follow up on additional questions ● Governance (10 mins) <ul style="list-style-type: none"> ○ Pulse Check Survey <ul style="list-style-type: none"> ■ Will release a 5-question pulse check that will launch tomorrow via Basecamp as well as email. Responses to this survey will be used to design the agenda for the February mini-retreat. ■ Please provide responses by Wednesday, Feb. 21 ○ Highland Parent Board Representation (updated events) <ul style="list-style-type: none"> ■ New events and dates have been added/modified. The next event is Winter Celebration this Friday, as well as two events for Black History Month ○ February Mini-Retreat logistics - Session will likely be held at HCS
10 min	Round Robin Discussion	<ul style="list-style-type: none"> ● Brittney has been updating the Board attendance document ● Mikaya brought up the issue of the HCS Board email. We need to establish access to the BOD emails to ensure the Board is able to respond to inquiries from the community. Tracy will follow up with Amanda ● Kantara is working on scheduling time with WRCCS, Tracy and Jean regarding succession

		<p>planning. The meeting is tentatively scheduled for Jan. 29</p> <ul style="list-style-type: none"> • Brenda asked about the staff luncheon. Tracy noted that the luncheon was well-received and successful • derria inquired about the strategic plan as it runs through next year (2027). Discussion surrounded continuing the plan with the same focus or revising with different focus. The executive committee will have a check-in/assessment of the plan at an upcoming meeting <ul style="list-style-type: none"> ◦ Jean noted a community member had concerns regarding verbiage surrounding disparities with achievement gaps - there are opportunities to revise some wording to be specific and more intentional.
5 min	Adjourn	<ul style="list-style-type: none"> • Kantara motions to adjourn. Brittany seconds. The meeting is adjourned.
January 2026 Board Engagement / Representation		<div>1/16 - Winter Celebration: Lakita, Ben, Suave, Mikaya, Rashonda, Tim, Kantara, Patrick, derria</div> <div>1/27 - Virtual Family Education Night: <i>No Representation</i></div>