Highland Community School

Board of Directors Agenda - August 2026

Team Dashboard - 2026-2027

Mission & Vision	Board Group Agreements / Guides: Academic Year 2025-2026
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.	• 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	
Meeting Day/Time: 08/11/2026 @ 6:00pm Meeting Location: Room 116 Team Members Present: Lakita Wells, Stephanie Copeland, Priscella Haynes, Rashonda Jones, Brittiny Qualls, Ben Correia-Harker, Tim Vargo, Suave Kyles, Kia Green, Mikaya Clark, Melvin Guyton, *Tracy Williams, Jean Dellemann* Team Members Absent: Brenda Simonis, derria byrd, Kara Coleman	Facilitator: Mikaya Clark Time Keeper: Tim Vargo Food: Mikaya Clark	

Most Recent Meeting Action Items / Online Board Activity

- [ ] Board Retreat and New Member Orientation was held on Tuesday, July 28. Link to retreat & new member orientation deck for reference.
- [ ] On Tuesday, August 11, Tracy posted the 2026-2027 Family Handbook to Basecamp for Board Members to review for approval. Specific updated sections include: Medication use, Attendance Policy, and Student Tech Expectations. Board members are to review, discuss and vote electronically within the next week. A request was made to share the document with redlined sections that have been updated for quicker review.

<table>
<tr><th colspan="3">08/11/2026</th></tr>
<tr><th>Time</th><th>Item</th><th>Discussion</th></tr>
<tr><td>5 min</td><td>Welcome and Approval of Agenda</td><td>

Suave motions to approve agenda. Ben seconds. The agenda is approved and called to order at 6:07 PM.
Quick round of intros for new Board members.

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<tr><td>5 min</td><td>ED Report/Admin Updates</td><td>

ED Report

Tracy expounded on air quality concerns during the Canadian wildfires
Staff changes
All staff will be HCS staff and the school will not have contracted roles
Regarding the open special education roles: filling one full-time role with two part-time positions.
Engagement from Basecamp:
Q: Can you give insight to whether you have interviews, candidates, and/or prospects for the remaining open slots?
A: We now have signed contracts for two of the four open positions. Ky has scheduled interviews for the after-school positions.

Tomo's assistant - Myra Werner
Special education teacher - Karen Christensen
LE Late - Interviews scheduled with Ky
UE Late - Interviews scheduled with Ky

If you know of anyone looking for part-time work (3-6pm) please have them send in a resume to khaynes@hcsmke.org

July 2026 Development
Annie plans to attend future board meetings to share opportunities for the Board to support HCS
Fulfilling our financial board commitment is a required way to support HCS. We achieved 100% participation last year, and will do it again this year!
Tracy was recently contacted and notified that a community member tested positive for tuberculosis.

The last time the community-member was in the building was mid-June. While the person had symptoms since mid-March, they were unaware that it was TB until very recently.
The health department was notified within the last 24 hours
Tracy will send out an email notification to staff and families on Wednesday, August 12
There will be free testing available on Tuesday, August 25 from 9AM - 12PM; a follow up clinic will be held on Thursday, August 27 from 3 PM - 6 PM
Testing is recommended, however, not required per the health department

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40 min	Committee Updates	**Finance Committee (5 min - *Entire update posted to Basecamp in advance of meeting*)** - <u>Fiscal Year 25-26 Financials</u> - Our annual audit has been completed - In the August financial committee meeting we will go over the results of the audit. If interested, you can attend virtually on August 26. - The investment account is up over $300K at year-end so hoping we can keep that forward momentum which will really help us out with big building projects - MPS revenue - early projections look like we'll avoid dipping into any carryover revenue and spending looks to be within about $100K of our total MPS revenue. This is an estimate so it could change as we continue to finalize and review. That would mean more carryover revenue available for future years which is a good thing. - <u>Big Building Projects</u> - The roof replacement is still ongoing, hoping to be finished this week (cross your fingers!) - We met with Mared Mechanical last week to discuss the project scope for add cooling to the building. They presented their recommendations for AC and we are working on finalizing details so we can put the project out to bid soon. This was a cost of $4K to HCS for project design documents. - We did some patching in the parking lot and they will come back in a couple weeks for a seal coat. This will be a total cost of $8K when they are done and we're hoping it will last 2 years so that we can focus on AC before shifting focus to longer-term repairs of the parking lot. - <u>FY26-27 Budget Updates</u> - FY27 enrollment budgeted at 417. Right now we are at 422 students but haven't gone through school registration yet and we may still see a few students drop between now and 3rd Friday. We're in a good place with a buffer on our budget figure. - Staffing: We still have a few spots to fill for the upcoming year, however we have some good leads and we're hoping to wrap up hiring in the next couple of weeks. Right now, our estimates are still well within budget so that's a good thing. We are also looking to shift the 1 contracted hire position to a direct hire, so we would then have no more contracted hires. That's an overall budget savings and would increase of special education revenue eligibility as well. **Governance Committee (20 mins)** 2025-2026 Board Member Paperwork - please complete all necessary forms and documents by Friday, August 14 EOD - Board Contact Information and Committee sign up - Additional support needed in the Facilities and FInance committees - HCS Board Skills Matrix - Conflict of Interest - All Board members must complete - Whistleblower Policy - All Board members must review

            - Financial Commitment Form
                - Board members must commit financially and can be as little as $1. The goal is to ensure that we meet 100% commitment. This form will be provided in a future board meeting.
            - 26-27 Community Engagement Sign-Up
                - When attending community events, be sure to wear Board Member name badges that are located in the main office.
        - Board Systems Refresher
            - Basecamp
            - Communication & Voting
                - Stressed the importance of timely voting and meeting quorum to ensure a vote can be held
                - Why doesn't voting take place in the moment? The Board cannot discuss an item and vote on that item in the same meeting to allow processing time for all board members.
            - Board Meeting Structure and Agenda
                - The agenda contains links to important Board documents and materials. The Group Agreements, which outline how members engage for effective meetings, are also included in each agenda. During the September meeting, the Board will discuss the Group Agreements/Guides to determine if any changes or updates are needed
            - Schedule for board and board committee meetings
                - Suggestion: While meetings are consistently held the second Tuesday of each month at 6 PM, a calendar invite could be helpful.
                    - Ben will send a meeting invite to place holds on calendars for general meetings.
                - Schedule for standing committee meetings (though subject to change for 2026-2027 school year based on committee members needs/availability):
                    - Finance - 4th Wednesday of the month
                    - Academics - 2nd Tuesday of the month
                    - Governance - 2nd Friday of the month
                    - Facilities - 3rd Monday of the month
            - Board Calendar
            - Miscellaneous
- **Academics Committee (5 mins)**
    - Committee to meet next month
    - Jean has developed a wireframe for flow of Academic themes that need to be presented throughout the year. She would like to connect with a Board member to infuse these themes into board meeting agendas.

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Board discussed the Board Calendar has already identified many of these topics, as well as topics from other school teams
Facilities Committee (10 mins)
The Road to A/C has been shortened. The committee has been meeting with Andy from Mared on a design/build for cooling with the goal of an RFP out by the end of August.
Two methods have been suggested. Looking at deploying the system that has a cabinet stationed in each room that would have one large cooler on the 3rd floor.
With some exceptions, all internal rooms would be cooled as well.
The committee has noticed there isn’t a policy for contracting with minority/women-owned businesses and is looking at updating this in the future.
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<td>15 min</td>
<td>Roundtable Discussion</td>
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Tracy noted the Family Handbook is posted on Basecamp. She will have the document redlined to clearly identify the updates. Board members are to review the updated changes and approve them. A motion will be made and there will be a 48-hour turnaround for voting.
Kia requested that Board members share any updated headshots or bios for inclusion on the Board of Directors page of the Highland website.
Suave noted that there is a green indicator light on the exterior main doors that was installed today. The light notifies people when the front door has been unlocked and can be opened to mitigate continual pulling on the door.
Brittiny inquired about the HCS theater programming (circus, plays and music). Tracy noted she and the team have been strategizing ways to fill the gap following Mr. Barry’s departure.
The team interviewed candidates and presented the programs, but the applicants self-disclosed that they were not experienced enough for such a high-level program.
Tracy did interview a candidate with extensive experience and that candidate went through a series of interviews and assessments with other teachers. They also worked with a group of Children’s House and Lower El students
As noted in the ED report, Tracy and the team have hired Ms. MarVanna Cash as Performing Arts/Music teacher. Ms. MarVanna is an experienced educator with validated recommendations and a background teaching theater at Howard Fuller Collegiate Academy.
It was suggested that the admin team create an afterschool club that is parent-run to provide opportunities for performance arts, specifically plays and the circus
Limitations include: the need to have a staff member sponsor the club and time and space conflicts
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<td>5 min</td>
<td>Adjourn</td>
<td colspan="2">Brittiny motions to adjourn. Suave seconds. The board meeting is adjourned at 7:27 PM</td>
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<td colspan="2">August 2026 Board Engagement/Representation</td>
<td>8/6 - Ice Cream Social: Mikaya, Brittany, Rashonda, Ben, Kia, Suave
8/10 - Playground Work Day:
8/18 - Playground Work Day:</td>
<td>8/22 - Playground Work Day:
8/22 - MKE Run Back to School:
8/27 - Classroom Orientation: Lakita, Kia</td>
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