



# Hill View Montessori

## Board of Trustees Meeting

Published on December 17, 2024 at 1:48 PM EST

Amended on January 21, 2025 at 1:46 PM EST

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### Date and Time

Thursday January 23, 2025 at 6:30 PM EST

### Location

Hill View Montessori Charter Public School

75 Foundation Ave.

Haverhill, MA 01835

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:30 PM</b>
<b>A.</b> Record Attendance		Jeff Hood	1 m
<b>B.</b> Call the Meeting to Order		Jeff Hood	
<b>C.</b> Public Comment		Jeff Hood	
<b>D.</b> Approve Minutes	Approve Minutes	Jeff Hood	1 m
Approve minutes for Board of Trustees Meeting on November 21, 2024			

	Purpose	Presenter	Time
<b>II. Updates</b>			<b>6:32 PM</b>
<b>A.</b> Surveillance Camera Policy New Surveillance Camera Policy - 1st Read	Discuss	Ginger Whitson	5 m
<b>B.</b> Staff Complaint Procedure Revised Staff Complaint Procedure - 1st Read	Discuss	Phil Arnold	5 m
<b>C.</b> Leadership Transition Update	FYI	Jeff Hood	5 m
<b>D.</b> PTO Update	FYI	Jeff Hood	3 m
<b>E.</b> New Business		Jeff Hood	5 m
<b>F.</b> Executive Director Report	FYI	Phil Arnold	5 m
<b>G.</b> Accountability	FYI	Allysha Roth	5 m
<b>H.</b> Development	FYI	Sarah Brush	5 m
<b>I.</b> Finance	FYI	Veronica Guzman	10 m
<b>III. Closing Items</b>			<b>7:20 PM</b>
<b>A.</b> Next Meeting Scheduled 4th Thursday is 2/27/2025	Discuss	Jeff Hood	1 m
<b>B.</b> Adjourn Meeting	Vote	Jeff Hood	

# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** D. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board of Trustees Meeting on November 21, 2024

APPROVED



## Hill View Montessori

# Minutes

## Board of Trustees Meeting

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### Date and Time

Thursday November 21, 2024 at 6:30 PM

### Location

Hill View Montessori Charter Public School  
75 Foundation Ave.  
Haverhill, MA 01835

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### Directors Present

A. Roth, J. Edokpolor, J. Hood, J. Landry, K. Laureano, P. Carelis, R. Turner, S. Brush, V. Guzman

### Directors Absent

*None*

### Directors who arrived after the meeting opened

J. Edokpolor

### Directors who left before the meeting adjourned

R. Turner

### Guests Present

G. Whitson, H. Herklotz, Jenny Green, Mike Mizzoni (remote), N. Dolan, P. Arnold

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## I. Opening Items

A.

### **Record Attendance**

J. Edokpolor arrived at 6:40 PM.

R. Turner left at 7:02 PM.

### **B. Call the Meeting to Order**

J. Hood called a meeting of the board of directors of Hill View Montessori to order on Thursday Nov 21, 2024 at 6:30 PM.

### **C. Public Comment**

### **D. Approve Minutes**

V. Guzman made a motion to approve the minutes from Board of Trustees Meeting on 10-24-24.

R. Turner seconded the motion.

Question regarding vote on remote attendance: Do we need to have stipulations as part of vote?

The board **VOTED** to approve the motion.

## **II. Updates**

### **A. Massachusetts Open Meeting Law Guidelines**

Mike from BoT presented slides on open meeting laws & compliance. Spoke to the importance of transparency, consequences of not following laws

### **B. Board Policies**

Phil had sent an email with policy framework. Kim will be loading specific policies within the framework into Board on Track.

Mike advised that we shouldn't be concerned about what policies we have/don't have but should work to wrap our head around that over the next year.

### **C. Staff Complaint Procedure**

Question on which policy is active. The policy (newer) that was added to the agenda addressed concerns of previous policy. Suggestion to change he/her to "they/them"

Discussion of including an incident reporting form that some other schools are using. Board will review this for potential inclusion.

Question on whether employees can go to HR Knowledge. This was in previous policy, but not in revised. Phil said that HR knowledge will generally direct employees back to school officials to resolve. Jeff L suggested mentioning the 3rd party in the revised policy if they are indeed an option.

Discussion of who HR knowledge will report items to, Phil will get clarification.

#### **D. New Business**

Input form for volunteers on HVM website: Making some final edits and will be able to publish soon. This is being developed by Sarah and Veronica.

Consideration of a distribution email.

#### **E. PTO Update**

Holiday decor fundraiser going on  
Santa parade this Sunday, HVM participating.  
PTO sponsoring new sound system for school.  
Thanksgiving potluck for teacher conferences.

PTO did not get great participation in leaf cleanup event effort.

#### **F. Executive Director Report**

Having pedagogical director role has had a positive impact on school allowing them to accommodate different learning styles and other classroom needs.

Have been conducting student assessments to find areas of need. Have been working on school's DERS rating observation/measure

1 FT position open (custodian) have a finalist candidate  
4 ee separations this year (2 voluntary, 1 mutual, 1 involuntary)

Working on areas of concern within budget. Where can we cut, can Foundation bring in additional funds?

Phi attended MSCPA delegate assembly meeting to discuss important items to school. Lots of questions regarding uncertainty of what changes new presidential team may bring to schools, charter schools.

fully enrolled currently

State Rep Andy Vargas visited the school

Laps for Logan was a beautiful and successful event raised \$12,000 for the Jimmy Fund

Becca Paul was nominated for educator of the year through YMCA

Haverhill public received emergency planning grant and we have opportunity to potentially use portion of funds. Ginger will be point person for this.

Winter concert Tues 12/10

The Massachusetts Educator Diversity Act has passed. We may be able to tap into funds as a result.

Question for Hannah: Have teachers been open to coaching warm to observations? Yes, completely

Question on capital project: How do we avoid budgetary shortfalls or surprises with roof project given recent news, revision (doubling) of estimated costs? Architect estimate was half of estimate from professional estimator. Discrepancy might be in estimated HVAC cost. Committee will need to reconvene asap to clarify these figures and the plan. Delays in getting response from Pentucket Bank with crucial lending info.

Should we investigate previous mention of short-term repair due to financial issues?

## **G. Accountability**

Quick meeting this past month.

Reviewed how we will review data this year and going forward. This will support board/DESE goal

Will be analyzing Star and Debel scores for Q1.

## **H. Committee on Trustees**

Board succession planning:

New non-voting members on finance and accountability committees (1 each). Jeff H had a call with each of them to discuss the role, expectations and responsibilities.

Phil, Jeff, Jeff and Paul attended webinar on strategic planning

Jeff shared resources for board development.

Ryan Turner's term ends in January.

## **I. Development**

Group working on alumni event. Potentially at Wicked Axe, suggestion for Game Time Amesbury

Looking into attending Chamber events, volunteer opportunities.

Planning ongoing for anniversary event.

Rock n Roll Bingo will be on again this year

No meeting in December

## **J. Finance**

Revenue holding steady

DESE will be posting new rates in December, usually increase, but not last year

Nutrition ahead of budget, personnel budget is off \$55k. Will reassess in December.

Expenses above budget (board on track was \$10k) but other items are mostly due to timing

Committee had conversation on plans depending on DESE funding for 2025

Conversation regarding any impact of Federal DoE changes

## **III. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:19 PM.

Respectfully Submitted,  
J. Hood



# Coversheet

## Surveillance Camera Policy

**Section:** II. Updates  
**Item:** A. Surveillance Camera Policy  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** HVM Surveillance Camera Policy 1.16.25.pdf

## Hill View Montessori Charter Public School

### Surveillance Camera Policy

First Read: 1/23/2025

Second Read:

BOT Approved:

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### Surveillance Camera Policy

Video surveillance is the use of security cameras to monitor and record activity in a specific area or location for security, safety or monitoring purposes. Security cameras capture live footage, which can be viewed in real-time or recorded for later review.

Hill View Montessori (HVM) seeks to promote and foster school safety with a safe and effective educational and work environment. HVM supports and reserves the right to place and use surveillance cameras, when necessary and appropriate, in its schools, school facilities, school buses and/or on its school grounds.

#### Purpose of Surveillance Cameras

The primary uses of surveillance cameras are as follows:

1. Promote a safe environment by deterring conduct that violates the law, Board of Trustees policy, and/or school-based rules; and
2. Record images for future identification of individuals in the event of violations of law, Board of Trustees policy, and/or school-based rules;
3. Aid in search of lost or missing children, and
4. Assist emergency services personnel.

Surveillance camera use is limited to uses that do not violate federal or state constitutional protections against unreasonable search and seizure, reasonable expectation of privacy and other applicable laws prohibiting wiretapping and electronic surveillance of oral communications.

Surveillance cameras are not a guarantee of safety but are a tool that helps deter crime and assist in promoting the safety and security of individuals and property. Surveillance cameras are implemented as a passive system; no school staff will be designated to view live events in real time.

#### Implementation, Installation of Surveillance Cameras

Camera installations will only be located in public areas, such as school entrance ways, hallways, recess areas, large public gathering spaces, and parking lots. All camera installations should be visible. The purpose of these installations is to monitor public areas to provide a safe and secure environment for all students, staff and visitors. The cameras shall not be placed in areas where there may be a reasonable expectation of privacy (e.g. rest rooms, locker rooms, private offices, department offices, adult only conference rooms).

Surveillance cameras will not monitor or record sound and will not make audio recordings unless by Court Order and in compliance with wiretap statutes. The use of surveillance cameras and the monitoring of any resultant recordings will be conducted in a professional, ethical and legal manner and in a manner consistent with all existing policies and state and federal laws and will not be based on a subject's personal characteristics, including race, gender, gender

## Hill View Montessori Charter Public School Surveillance Camera Policy

**First Read: 1/23/2025**

**Second Read:**

**BOT Approved:**

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identity, national origin, ethnicity, sexual orientation, disability or other protected class.

In determining the most appropriate use and implementation of surveillance cameras in the school, on school buses, and/or on school grounds, school administration's recommendation will be guided by, at a minimum, the following considerations:

1. Demonstrated need for the device at designated location(s);
2. Appropriateness and effectiveness of proposed protocol(s);
3. The use of additional, less intrusive means to further address the issue of school safety (e.g., restricted access to buildings, use of pass cards, increased lighting, alarms);
4. Right to reasonable expectation of privacy and other legal considerations; and
5. Expense involved to install and to maintain the use of surveillance cameras at designated location(s).

School administration shall maintain a current up-to-date record of locations of installed surveillance cameras.

### **Monitoring**

Only authorized school personnel, as determined by school administration, shall be involved with and/or have access to surveillance cameras and any resultant recordings.

1. All employees involved in video monitoring of public areas will perform their duties in accordance with the practices outlined in this policy.
2. Video surveillance monitors shall be located in areas to which access is controlled and shall not be viewable by unauthorized persons.
3. Video recording may only be monitored by school administration and other designated staff. No unapproved employees may monitor or view video or camera images for any reason except as necessary in the course of an investigation or adjudication.

Any employee violating this policy may be disciplined, up to and including termination. All shall receive a copy of this policy and provide written acknowledgment that they have read and understand this policy.

### **Storage**

Any video recording used for surveillance purposes shall be the sole property of the District and stored for no more than 30 days after which such recordings will be promptly erased unless retained as part of a criminal investigation, court proceeding (criminal or civil), or other bona fide use, as approved by school administration; and school administration will be the custodian of such recordings and all such recordings shall be properly protected from unauthorized viewing. A record log will be kept of all instances of access to and use of recorded material.

Any video recording used for surveillance can only be stored in three locations.

## **Hill View Montessori Charter Public School Surveillance Camera Policy**

**First Read: 1/23/2025**

**Second Read:**

**BOT Approved:**

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1. On the surveillance video system's cloud server
2. HVM's administrative drive with limited access
3. Employee issued laptop (not cell phone)

Video recordings cannot be shared via email or cell phone.

### **Release of Information**

Surveillance camera recordings are not considered "directory information" and may be subject to confidentiality restrictions, including but not limited to requirements under the Family Educational Rights and Privacy Act (FERPA).

Cameras installed or utilized for criminal investigations by law enforcement agencies are subject to appropriate state and federal laws and are excluded from the scope and application of this policy. This policy also does not apply to legitimate academic use of video cameras for educational purposes that have been approved by school administration.

Requests for viewing a recording must be made in writing to the Executive Director of and all public records requests for recordings that are received will be forwarded to Legal Counsel for review. The request, other than public records requests, shall identify the individual for whom access is sought, the date(s) and/or time period(s) for which access is sought, and the rationale why access should be granted. If the request is granted, such viewing must occur in the presence of school administration. Under no circumstances will the video recording be duplicated and/or removed from the premises without the express written authorization of school administration or a Court Order. This includes sharing or duplicating video via text, email, or other technology.

### **Signage and Notification Regarding Use of Surveillance Cameras**

Appropriate and conspicuous signage will be posted at the entrances to the school and on school grounds, and school buses notifying students, staff and members of the general public of the use of surveillance cameras.

Students and staff will receive additional notification, as appropriate, regarding the use of surveillance cameras. Such notification may include, but is not limited to, notice of the use of surveillance cameras being published in the student handbook, employee handbook and the District's website. Such notification does not preclude, as deemed appropriate by school administration, the discussion of the use of surveillance cameras with staff and students to heighten awareness and help foster a sense of security.

### **Destruction and/or Tampering with Surveillance Cameras**

Any individual who tampers with or destroys a video surveillance camera or any part of the video surveillance system will be subject to appropriate disciplinary action as well as possible criminal charges.

# Coversheet

## Staff Complaint Procedure

**Section:** II. Updates  
**Item:** B. Staff Complaint Procedure  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Staff Complaint Procedure revised 1.16.25.pdf

## Hill View Montessori Charter Public School

### Staff Complaint Procedure

First Read: 1/23/2025

Second Read:

BOT Approved:

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### Staff Complaint Procedure

The staff and administration of the Hill View Montessori Charter Public School are expected to act in a student-centered, professional manner that reflects the commitment by the school to educate and enhance all areas of student learning.

The Board of Trustees of Hill View Montessori Charter Public School recognizes that it has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs as well as employment. The Board encourages the early, informal resolution of employee complaints and incidents whenever possible and appropriate.

To address or resolve complaints that do not fall under the harassment, discrimination, and/or retaliation umbrella and which cannot be resolved through the aforementioned early, informal resolution process whenever possible and appropriate, the Board adopts a uniform system of complaint processes specified below. This process shall be prompt, impartial, and equitable and shall comply with all applicable federal and state employment laws and regulations.

In all matters except those related to Whistleblower Policy incidents and reportable issues related to mandatory reporting of abuse of children by staff, if disputes arise regarding personnel-related or employment-related issues, all HVM staff and administrators should follow the following procedures:

#### Staff Complaints

- Any staff in the school shall have the ability to take any concerns regarding the application of policies and administrative decisions affecting them to another level. In presenting such concerns, the staff shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal.
- All complaints involving an allegation of harassment, discrimination, or retaliation, including those identified by [Title IX of the Education Amendments of 1972](#), should contact: [VirtualHR@hilbgroup.com](mailto:VirtualHR@hilbgroup.com). (*Title IX prohibits gender discrimination, which includes sexual harassment, discrimination, and harassment based on sexual orientation, and discrimination and harassment based on gender identity.*)
- All complaints shall be handled promptly and expeditiously.

#### Steps in Complaint Process:

Employees are not required to report any complaints to anyone who may be hostile, who has engaged in such conduct, who is a close associate of the person who has engaged in such conduct, or with whom the employee is uncomfortable discussing such matters. In these instances, the employee may proceed directly to the next higher level of escalation listed in the Complaint Process.

Additionally, employees are entitled to skip all of the levels listed in the Complaint Process and may proceed directly to contacting the Board of Trustees chairperson. The current board chair (Jeff Hood) may be reached directly at: [Jeffery\\_hood@yahoo.com](mailto:Jeffery_hood@yahoo.com).

1. **First Level:** the employee with a complaint will first discuss the complaint with their peer(s) involved in an effort to resolve the matter informally.

## Hill View Montessori Charter Public School Staff Complaint Procedure

First Read: 1/23/2025

Second Read:

BOT Approved:

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2. **Second Level:** If the complaint is not resolved amicably, then the complainant shall discuss the complaint first with their immediate supervisor.
3. **Third Level:** If, as a result of the discussion between the complainant and their immediate supervisor the matter is not resolved, the complainant shall present the complaint in writing to the Executive Director within five (5) school days, giving the full details of the complaint. The Executive Director shall communicate a decision to the complainant in writing within three (3) school days of the receipt of the written complaint.
4. **Fourth Level:** If the complaint remains unresolved, the complainant, no later than five (5) school days after the receipt of the above decision, may appeal it to the Board of Trustees. (Email address for the Board of Trustees chairperson is: [Jeffery\\_hood@yahoo.com](mailto:Jeffery_hood@yahoo.com).) The Board of Trustees will convene an ad hoc Personnel Committee of the Board of Trustees to review the complaint. The appeal must be made in writing and must give details as to why the decision was unsatisfactory. The ad hoc Personnel Committee shall provide a decision in writing to the complainant within ten (10) school days.
5. **Fifth Level:** If the complaint is not resolved, the complainant may, no later than five (5) school days after receipt of the above decision, appeal it to the full Board of Trustees. The appeal shall be made in writing and must state reasons as to why the decision at the previous level was unsatisfactory. The Board, or a special ad hoc committee thereof, shall review the complaint and may, at the option of the Board, meet with the complainant and render a decision in writing within forty-five (45) days of receipt of the appeal. If the Board decides not to hold a meeting, the complainant shall be notified no later than thirty (30) days after receipt of the appeal.
6. For complaints related to the Executive Director, complainants must first attempt resolution with the Executive Director in accordance with Step 2 above before proceeding to the Board of Trustees in accordance with Steps 3 and 4.
7. A complainant who believes their complaint has not been adequately addressed by the Personnel Committee of the Board of Trustees may submit their complaint in writing to the Commissioner of Education. The laws governing Massachusetts Charter Schools are M.G.L. c. 71 section 89, and 603 CMR 1.00. A copy of these laws will be provided by Hill View Montessori Charter Public School upon request.

The charter school shall investigate and resolve the following complaints:

1. Any complaint alleging charter school violation of applicable state or federal law or regulations including but not limited to Free and Reduced Lunch and special education programs;
2. Any complaint alleging unlawful discrimination in programs and activities against any person based on their actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information or based on their association with a person or group with one or more of these actual or perceived characteristics. Unlawful discrimination includes, but is not limited to, discriminatory

## Hill View Montessori Charter Public School

### Staff Complaint Procedure

**First Read: 1/23/2025**

**Second Read:**

**BOT Approved:**

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bullying, discriminatory intimidation, and sexual harassment.

3. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy.



# Coversheet

## Executive Director Report

**Section:** II. Updates  
**Item:** F. Executive Director Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Executive Director's Report January 23, 2025.pdf



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## Board of Trustees Meeting – *January 23<sup>rd</sup>, 2025*

### Executive Director’s Report

#### Executive Director’s Performance Assessment (monthly details)

**Standard I: Instructional Leadership** (*The education leader promotes the learning and growth of all students and the success of all staff by cultivating a shared vision that makes powerful teaching and learning the central focus of schooling.*)

**I-A. Curriculum:** Ensures that all instructional staff design effective and rigorous standards-based units of instruction consisting of well-structured lessons with measurable outcomes.

- Currently, all K-8 classrooms are delivering academic instruction that is aligned with the [Massachusetts Curriculum Frameworks](#)

**I-B. Instruction:** Ensures that practices in all settings reflect high expectations regarding content and quality of effort and work, engage all students, and are personalized to accommodate diverse learning styles, needs, interests, and levels of readiness.

- Since the beginning of the school year (a total of 18 weeks), the Montessori Pedagogical Director has actively observed each classroom, on average, 10-12 times; there are some classrooms where the MPD has observed more than 25 times, and some other classrooms where the MPD has observed 8-9 times
  - The MPD’s observations ensure that practices in all classrooms or small group settings reflect high expectations regarding content and quality of effort and work, that practices are engaging all students, and that delivery of instruction or intervention is personalized to accommodate diverse learning styles, needs, interests, and levels of readiness

**I-C. Assessment:** Ensures that all principals and administrators facilitate practices that propel personnel to use a variety of formal and informal methods and assessments to measure student learning, growth, and understanding and make necessary adjustments to their practice when students are not learning.

- To-date, Kindergarten students have been assessed twice: one time using an HVM-designed Phonics Screener and one time using the DIBELS assessment
- To-date, all students in grades 1-8 have been assessed one time using the ***DIBELS*** assessment; the second (Winter) assessment is currently being conducted and will be completed prior to the February break
- To-date, all students in grades 1-3 and 4-6 and 7-8 have been assessed two times using the ***Star Math*** benchmark assessment; the next Star Math benchmark assessment is scheduled for February

**I-D. Evaluation:** Ensures effective and timely supervision and evaluation of all staff in alignment with state regulations and contract provisions.

- MPD has begun conducting ***DERS*** in individual classrooms; to-date, nine DERS observations have been completed, with one DERS observation scheduled for 1/22/25 and another DERS observation scheduled for 1/23/25
  - ED has been reviewing individual DERS reports as they are being completed by MPD
  - ED has participated in the DERS review and feedback process as the MPD has met with individual teachers

**I-E. Data-Informed Decision Making:** Uses multiple sources of evidence related to student learning—including state, district, and school assessment results and growth data—to inform school and district goals and improve organizational performance, educator effectiveness, and student learning.

- *Ongoing:* ED continues collaborative engagement with school personnel to review HVM’s collection of Reading and Math assessment data, both globally as well as disaggregated data, to inform and optimize instruction

**I-F. Student Learning:** Demonstrates expected impact on student learning based on multiple measures of student learning, growth, and achievement, including student progress on common assessments and statewide student growth measures where available.

- Information available from Title I Reading and Title I Math teams as well as Montessori Pedagogical Director regarding expected impact on student learning based on multiple measures of student learning, growth, and achievement as measured by student progress on common assessments (DIBELS, Star Math)

**Standard II: Management and Operations** *(The education leader promotes the learning and growth of all students and the success of all staff by ensuring a safe, efficient,*

*and effective learning environment, using resources to implement appropriate curriculum, staffing, and scheduling.)*

**II-A. Environment:** Develops and executes effective plans, procedures, routines, and operational systems to address a full range of safety, health, emotional, and social needs.

- During pre-service week, the Dean of Students met with all staff to review HVM's School Safety Drills information and accompanying procedures; Staff were informed that it is their responsibility to teach and practice Classroom/Building Evacuation and Shelter in Place procedures to all students during the first two weeks of the school year
  - HVM's Dean of Students also met separately with all new teachers and staff to provide specific details about HVM's school safety drills
  - On 9/9/24, HVM's Dean of Students sent an email to all families letting them know about evacuation drills taking place in grades K-8 in September; evacuations drills were completed throughout September
  - A second round of school safety/evacuation drills took place in November/December
  - Shelter in Place drills have been taking place in all HVM classrooms this month (January 2025); to-date, all classrooms, with the exception of three classrooms, have completed their Shelter in Place drill
- During December 2024, the HVM Dean of Students and Student Support Team (School Social Worker, School Counselor) facilitated and administered universal mental health screening (Children & Youth Resilience Measure ["CYRM"]) to a majority of the HVM student population.
  - This year's results and findings were nearly identical to the previous two year's data collected:
    - Screened 251 students = 82% of student body
    - Range of possible scores was between 17-51
    - School average score was a 44
    - Average low score was a 35
    - Average high score was 50

- [\*\*CYRM 22-23, 23-24, 24-25 info\*\*](#)
- **Note:** In general terms, the HVM student body, as a whole, display and report a very solid range of supports in place to help them through the adversities they are facing in their daily lives
- HVM's School Counselor and School Social Worker (in conjunction with MSW interns) provide weekly Social-Emotional Learning experiences in grades K-6 via HVM's [\*\*Grace & Courtesy\*\*](#) program
- HVM's 7<sup>th</sup> and 8<sup>th</sup> grade students have Health & Wellness class each day as a core Middle School subject; the Health & Wellness Teacher has been developing a curriculum following DESE's new [\*\*Comprehensive Health & Physical Education Framework\*\*](#)
- To-date, ED has met with HVM's Student Support Team (sometimes referred to as the *Student Resiliency Team*) six times since 8/26
  - **Note:** HVM's Student Support Team consists of ED, Dean of Students, Montessori Pedagogical Director, Special Education Director, School Social Worker, School Counselor, and two MSW Interns

**II-B. Human Resources Management and Development:** Implements a cohesive approach to recruiting, hiring, induction, development, and career growth that promotes high-quality and effective practice.

- Currently, one FTE position is being advertised for the 2025-2026 school year (Middle School Math Teacher)
- Since the beginning of the school year (8/26/2024), there have been four employment separations (two voluntary; one mutual agreement; one involuntary)

**II-C. Scheduling and Management Information Systems:** Uses systems to ensure optimal use of data and time for teaching, learning, and collaboration, minimizing disruptions and distractions for school-level staff.

- *Ongoing:* ED has been working with [\*\*Open Architects \("OA"\)\*\*](#) and school personnel to improve and enhance HVM's collection of assessment data, review of assessment data, and use of disaggregated data to inform and optimize instruction

**II-D. Law, Ethics, and Policies:** Understands and complies with state and federal laws and mandates, school committee policies, collective bargaining agreements, and ethical guidelines.

- *Ongoing*: HVM is in compliance with all state and federal laws and mandates

**II-E. *Fiscal Systems***: Develops a budget that supports the district’s vision, mission, and goals; allocates and manages expenditures consistent with district- and school-level goals and available resources.

- *Ongoing*: ED currently meets with Insource Services team on a semi-monthly basis to review current and planned expenditures, state and federal grants, year-to-date spending/budget-to-actual, and other fiscal-related details to ensure consistency with school-level goals and available resources
- *Ongoing*: ED has been working with the HVM Finance Committee to identify areas of expenses that may require additional fiscal restraint or future cost-cutting
- ED, in conjunction with the Board chair and the HVM Finance Committee, will provide the BOT an update regarding the current status of the Summer 2025 Capital Improvement project separately

**Standard III: *Family and Community Engagement*** (*The education leader promotes the learning and growth of all students and the success of all staff through effective partnerships with families, community organizations, and other stakeholders that support the mission of the district and its schools.*)

**III-A. *Engagement***: Actively ensures that all families are welcome members of the classroom and school community and can contribute to the effectiveness of the classroom, school, district, and community.

- *Ongoing*: ED supports HVM’s Enrollment Coordinator to provide tours of HVM’s K, Lower Elementary, and Upper Elementary learning environments for prospective families considering enrollment after receiving notification of seat availability
- *Ongoing*: ED actively supports the HVM PTO and collaborates with the PTO to help facilitate all of its community activities

**III-B. *Sharing Responsibility***: Continuously collaborates with families and community stakeholders to support student learning and development at home, school, and in the community.

**III-C. *Communication***: Engages in regular, two-way, culturally proficient communication with families and community stakeholders about student learning and performance.

- *Ongoing*: ED works closely with all staff in supporting / directing / guiding regular, two-way culturally proficient communication between teachers/staff and families

- Classroom teachers are expected to share information on a regular basis (e.g., weekly, semi-monthly, or, at the very least, monthly) with families about student learning and activities in their classroom
- ED is often consulted by teachers and staff regarding how to provide thoughtful, meaningful, and valuable communications to families and/or individual parents/caregivers

**III-D. *Family Concerns:*** Addresses family and community concerns in an equitable, effective, and efficient manner.

**Standard IV: *Professional Culture*** (*The education leader promotes the learning and growth of all students and the success of all staff by nurturing and sustaining a districtwide culture of reflective practice, high expectations, and continuous learning for staff.*)

**IV-A. *Commitment to High Standards:*** Fosters a shared commitment to high standards of service, teaching, and learning with high expectations for achievement for all.

- *Ongoing:* ED meets with the HVM Admin team every other week to review, discuss, and plan ways in which to promote the learning and growth of all students and the success of all staff through reflective practice, high expectations, and continuous learning for staff
- *Ongoing:* ED meets weekly/bi-weekly with MPD to engage in deeper review and discussion of individual teachers and classrooms in an effort to ensure adjustments are being made when/where/as needed and that best teaching practices are being implemented and/or followed

**IV-B. *Cultural Proficiency:*** Ensures that policies and practices enable staff members and students to interact effectively in a culturally diverse environment in which students' backgrounds, identities, strengths, and challenges are respected.

**IV-C. *Communication:*** Demonstrates strong interpersonal, written, and verbal communication skills.

- *Ongoing:* ED continues to be active in interpersonal, verbal, and written communications with staff and HVM families
- *Ongoing:* ED informs families of staff changes and personnel updates in a timely and thorough manner

**IV-D. *Continuous Learning:*** Develops and nurtures a culture in which staff members are reflective about their practice and use student data, current research, best

practices, and theory to continuously adapt practice and achieve improved results. Models these behaviors in his or her own practice.

- Three HVM teachers are currently enrolled in the year-long [Reading Acceleration Pathway](#) offered through Montessori for All. (Previously, 11 HVM teachers were enrolled in the Reading Remediation Pathway through Montessori for All.)
- Four HVM teachers are currently enrolled in the year-long [Wilson Reading System program](#).
- One HVM teacher is currently completing their year-long [Orton-Gillingham](#) Associate level training.
- On Thursday, December 12<sup>th</sup>, ED participated in the third scheduled session of DESE's Center for Strategic Initiatives' Teacher Diversification Professional Learning Community. This session focused on Adult SEL and transformative practices that support a thriving adult community. The content is foundational to the recruitment and retention of diverse educators. The January TD PLC was canceled. Currently, there are five more sessions scheduled (three virtual, two in-person).
  - HVM's involvement with CSI's TD PLC is in support of the annual Teacher Diversification grant; HVM has been a recipient of the grant for two consecutive years. Participation is mandatory in order to apply for the grant as well as to draw-down the grant funds. The Teacher Diversification grant is focused on hiring and retaining new teachers, ideally, educators of color. The TD grant funds are explicitly reserved for new employee relocation reimbursements, student loan repayment reimbursements, sign-on bonuses, and/or retention bonuses. HVM has used TD grant funds primarily for student loan repayment reimbursements.

**IV-E. Shared Vision:** Successfully and continuously engages all stakeholders in the creation of a shared educational vision in which every student is prepared to succeed in postsecondary education and become a responsible citizen and global contributor.

**IV-F. Managing Conflict:** Employs strategies for responding to disagreement and dissent, constructively resolving conflict and building consensus throughout a district or school community.

- ED has worked closely with various individuals to respond to the occasional disagreement, misunderstanding, or interpersonal conflict. Typically, the interpersonal challenges have been resolved constructively and meaningfully.



**Enrollment**

As of 1/21/2025, enrollment was at 306 students (out of a budgeted total enrollment of 306).

Current waitlist numbers:

<b><i>Waitlist as of 1/21/25</i></b>	
<i>K</i>	<i>73</i>
<i>1</i>	<i>26</i>
<i>2</i>	<i>29</i>
<i>3</i>	<i>29</i>
<i>4</i>	<i>22</i>
<i>5</i>	<i>11</i>
<i>6</i>	<i>14</i>
<i>7</i>	<i>13</i>
<i>8</i>	<i>8</i>
<i>Total</i>	<i>225</i>

Since the last board meeting (11/21/24), one student has withdrawn from HVM. The student transitioned from HVM to a specialized classroom environment at HPS.

To-date, three students have withdrawn from HVM:

- Grade 3: one student
- Grade 6: one student (*deceased*)
- Grade 2: one student

**School Year 2025-2026 Enrollment**

On Wednesday, 1/15, HVM hosted an information session for families currently registered for the 2025-2026 school year lottery; approximately 73 individuals attended the information session.

The 2025-2026 school year enrollment lottery will be held on Wednesday, February 5<sup>th</sup>, via Lotterease.

Overall, HVM received 342 lottery applications in total for the 2025-2026 school year:

- 115 Kindergarten lottery applications
- 227 Grades 1-8 lottery applications

Grade Level	# of Applications
K	115
1	65
2	29
3	39
4	24
5	24
6	22
7	14
8	10
<b>Total</b>	<b>342</b>

### Miscellaneous

- On Tuesday evening, December 10<sup>th</sup> at 6:00, HVM hosted its annual Lower Elementary Winter Concert. The theme for this year’s concert was “Sugar, Spice, and Everything Nice.” The gym was absolutely packed (Standing Room Only!) for what can only be described as a delightfully uplifting and joyful performance. A heartfelt bravo to Mrs. G and all of our Lower Elementary students who filled the space with their incredible energy, sparkle, and holiday spirit. Mrs. G’s creativity shone brightly as she orchestrated a lively community event while helping to instill a deep love of music in our students. Thank you, Mrs. G!

Additionally, we extend our deepest gratitude to the dedicated HVM staff (and to Mrs. G’s husband, Matt) who contributed their time and efforts to make this evening a success—whether through assisting, directing, welcoming, setting up, cleaning up, encouraging, or cheering. This event truly showcased the power of HVM teamwork.

- Facilitated by HVM’s Dean of Students, the Hill View Montessori community participated in its first-ever schoolwide Day of Service event in honor of Dr. Martin Luther King, Jr’s birthday. HVM provided the school community with four opportunities to come together to volunteer in Haverhill:
  - **Clean Up event at Plug's Pond** - (21 volunteers signed up for this service activity; however, the Haverhill Parks & Rec Department postponed the event due to weather; HVM is hoping to be able to participate in a Clean Up event closer to Earth Day
  - **Food Drive at HVM** - During the week of January 13-17, HVM collected donations from HVM families of canned goods and non-perishable food items, including cooking oil, spices, mayo, mustard, ketchup, sugar, coffee and hot chocolate. 15 volunteers sorted the donations and delivered them to the Emmaus Shelter on Monday, 1/20

- ***Service Event at the Emmaus Shelter*** - On Monday, 1/20, HVM had 23 volunteers at the Emmaus Shelter in Haverhill dating/shelving food donations from the school's aforementioned food drive.
- ***Somebody Cares New England*** - Scheduled for Monday, 1/27, HVM has a group of 25+ volunteers signed up to help at the [\*\*\*Somebody Cares New England\*\*\*](#) food pantry
- **Note**: HVM intends to make the Day of Service an annual tradition for the HVM community and to expand the number and variety of volunteer opportunities provided
- Beginning on Monday, January 6<sup>th</sup>, and facilitated by HVM's Phys Ed teacher Drew Carpino (aka Coach C), the HVM community began participating in "[\*\*\*Finn's Mission\*\*\*](#)" as part of the [\*\*\*American Heart Association's Kids Heart Challenge\*\*\*](#)
  - This year, Coach C has a goal of 100% of HVM families learning the lifesaving skill of "[\*\*\*Hands-Only CPR\*\*\*](#)"; it only takes a few minutes to learn, and it can make all the difference in an emergency!
  - If you are interested in learning more about how to participate on behalf of Hill View Montessori, click [\*\*\*HERE\*\*\*](#) - it only takes a minute to register - and learn how to make a difference in the fight against heart disease and stroke
    - ***Register***: [\*\*\*http://www2.heart.org/goto/hillviewmontessori\*\*\*](http://www2.heart.org/goto/hillviewmontessori)
    - ***Complete Finn's Mission***: Complete all seven steps, learn Hands-Only CPR, and be entered to win two Super Bowl tickets!
  - **Note**: This special American Heart Association event ends on Friday, January 31<sup>st</sup>

Respectfully submitted,

Phil Arnold, MSW  
*Executive Director*

# Coversheet

## Finance

**Section:** II. Updates  
**Item:** I. Finance  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Hill View\_Dec 2024\_Financial Statements.pdf

Hill View Montessori - Board of Trustees Meeting - Agenda - Thursday January 23, 2025 at 6:30 PM

Hill View Montessori  
FY2024 Budget to Actual  
Dec-24

	FY25 Approved Budget	YTD Budget	YTD Actuals	\$ variance Budget to Actual	% variance Budget to Actual	EOY Forecast	EOY Forecast vs Budget	%	Notes
Enrollment	306		306			306			
Tuition Rate	16,249		16,574			16,574			updated as of 12/24/24
<b>REVENUE</b>									
Tuition	4,972,160	2,486,080	2,535,880	49,800	1%	5,071,644	99,484		
Federal Funds									
Grants	168,922	56,307	56,307	(0)	0%	179,357	10,435		FC253
ERATE	13,560	6,780	6,780	-	0%	13,560	-		
Private Grants (Foundation)	10,000	-	-	-	0%	10,000	-		
Nutrition	125,000	56,818	78,648	21,830	17%	146,000	21,000		
Fundraiser Income	10,000	4,545	8,906	4,360	44%	12,000	2,000		
Interest Income	15,000	7,500	32,129	24,629	164%	60,000	45,000		
<b>Total Revenue</b>	<b>5,314,642</b>	<b>2,618,031</b>	<b>2,718,651</b>	<b>100,619</b>	<b>2%</b>	<b>5,492,561</b>	<b>177,919</b>	<b>3%</b>	
104%									
<b>EXPENSES</b>									
Employee Benefits	298,592	149,296	119,566	(29,730)	-10%	270,000	(28,592)		Plan came in lower than budget; FSA reimbursement overbudgeted - moved to a pay by pay model w/ ADP
Workers Comp. Insurance	35,155	17,578	8,137	(9,441)	-27%	17,000	(18,155)		4 additional positions, changes to attrition assumptions, some PT/summer contracts
Salaries & Wages	3,515,504	1,757,752	1,867,957	110,205	3%	3,750,000	234,496		
Payroll Tax	175,775	87,888	98,309	10,422	6%	197,360	21,585		
<b>Total Personnel</b>	<b>4,025,026</b>	<b>2,012,513</b>	<b>2,093,969</b>	<b>81,456</b>	<b>2%</b>	<b>4,234,360</b>	<b>209,334</b>	<b>5%</b>	
Contracted Services Technology	40,000	20,000	27,067	7,067	18%	50,000	10,000		\$10K Board on Track
Supplies & Materials Adm	17,000	8,500	5,738	(2,762)	-16%	15,300	(1,700)		
Supplies & Materials IT	2,500	1,250	6,535	5,285	211%	7,000	4,500		Non-recurring license and access point upgrades
Dues, Subscriptions & Other Exp -Admin	46,551	23,275	20,620	(2,655)	-6%	44,223	(2,327)		
Contracted Services Audit	21,000	16,200	16,200	-	0%	21,000	-		
Contr Serv - Legal	500	250	1,260	1,010	202%	1,500	1,000		SPED team legal expenses
Contracted Services Human Resources	44,720	22,360	24,553	2,193	5%	45,000	280		Timing of summer projects
Contr Serv - Business & Finance	60,000	30,000	30,363	363	1%	68,000	8,000		
<b>Total Admin</b>	<b>232,271</b>	<b>121,835</b>	<b>132,335</b>	<b>10,500</b>	<b>5%</b>	<b>252,023</b>	<b>19,753</b>	<b>8%</b>	
Contr Serv - Other Teaching	146,000	73,000	63,673	(9,327)	-6%	146,000	-		Northeast Rehab - lower billing in Jul-Aug
Furniture & Equipment	2,500	2,500	4,722	2,222	89%	5,000	2,500		Timing of ordering supplies for school year
Instructional Copier Lease	9,240	4,620	5,068	448	5%	9,240	-		
Supplies (General, Montessori, SPED)	65,000	32,500	33,914	1,414	2%	65,000	-		
Contr Serv - Prof. Development	149,670	74,835	103,554	28,719	19%	149,670	-		Summer PD, timing of tuition reimbursements (\$15K); \$4K in Loan Repayments that will be grant-funded
Contr Serv - Montessori Teacher Training	30,000	15,000	18,639	3,639	12%	30,000	-		
PD Travel & Other Exp.	15,000	7,500	6,337	(1,163)	-8%	15,000	-		
Instructional Software Expense	13,687	6,844	3,209	(3,635)	-27%	10,950	(2,737)		
Instructional Hardware	500	250	-	(250)	-50%	-	(500)		
<b>Total Instructional</b>	<b>431,597</b>	<b>217,049</b>	<b>239,115</b>	<b>22,066</b>	<b>-5%</b>	<b>430,860</b>	<b>(737)</b>	<b>0%</b>	
Field Trips/Student Activities - (net)	20,000	8,000	7,336	(664)	-3%	20,000	-		Includes transport
Nurse/Athletic/Food/Other Activities	10,000	4,000	3,969	(31)	0%	10,000	-		
Nutrition Program	132,600	60,273	77,864	17,591	13%	150,000	17,400		offsetting revenue variance
Fundraising	2,000	-	-	-	0%	-	(2,000)		
<b>Total Student Services</b>	<b>164,600</b>	<b>72,273</b>	<b>89,169</b>	<b>16,896</b>	<b>10%</b>	<b>180,000</b>	<b>15,400</b>	<b>9%</b>	
Maint. of Buildings & Permits	33,495	16,748	23,580	6,833	20%	33,495	-		Timing of projects
Utilities	82,000	41,000	39,101	(1,899)	-2%	82,000	-		
Maintenance supplies	20,000	10,000	6,311	(3,689)	-18%	18,000	(2,000)		
Capital Lease-Bld Rent Interest	48,197	24,099	26,813	2,714	6%	106,224	58,027		re-finance
Insurance ( Non-Employee )	46,467	23,234	34,033	10,799	23%	54,947	8,480		Underbudgeted
Networking & Communications	18,000	9,000	7,933	(1,067)	-6%	17,000	(1,000)		
<b>Total Facility &amp; Other Fixed Costs</b>	<b>248,159</b>	<b>124,080</b>	<b>137,771</b>	<b>13,692</b>	<b>6%</b>	<b>311,666</b>	<b>63,507</b>	<b>20%</b>	
<b>Total Expenses</b>	<b>5,101,653</b>	<b>2,547,749</b>	<b>2,692,358</b>	<b>144,609</b>	<b>3%</b>	<b>5,408,909</b>	<b>307,256</b>	<b>6%</b>	
Net Operating Income	212,990	70,282	26,292	(43,990)	-21%	83,652	(129,338)		
106%									
ERTC Funds	-	-	-	-		825,000	825,000		
<b>Total Other Income</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>825,000</b>	<b>-</b>		
Roof Project	-	-	221,184	221,184	0%	221,184	-		
Depreciation	204,000	102,000	39,725	(62,275)	-31%	79,450	(124,550)		
<b>Total Other Expenses</b>	<b>204,000</b>	<b>102,000</b>	<b>260,909</b>	<b>158,909</b>	<b>78%</b>	<b>300,634</b>	<b>39,725</b>		
<b>Net Income</b>	<b>8,990</b>	<b>(31,718)</b>	<b>(234,617)</b>	<b>(202,899)</b>		<b>608,018</b>	<b>842,635</b>		

View Montessori  
Statement of Financial Position

	Dec-24	Jun-24	Variance
<b>ASSETS</b>			
<b>Current Assets</b>			
1072 Bill.com Money Out Clearing	4,375	2,703	1,672
1010 Pentucket Checking 3361	504,909	693,704	(188,794)
1031 Playground Reserve Fund 9259	96	96	-
1040 Petty Cash	620	620	-
1045 Pentucket Money Market 9346	221,028	174,381	46,647
<b>Total Bank Accounts</b>	<b>731,029</b>	<b>871,504</b>	<b>(140,475)</b>
TreasuryDirect	1,250,494	1,212,789	37,705
<b>Total Investments</b>	<b>1,250,494</b>	<b>1,212,789</b>	<b>37,705</b>
1200 Accounts Receivable	112,794	91,876	20,918
1201 Grants Receivable	-	-	-
1210 Due from HVM Foundation	1	1	-
<b>Total Accounts Receivable</b>	<b>112,795</b>	<b>91,877</b>	<b>20,918</b>
1352 Prepaid Rent	14,914	12,445	2,469
1353 Prepaid Expense	52,003	27,280	24,723
<b>Total Prepaid Expenses</b>	<b>66,917</b>	<b>39,724</b>	<b>27,192</b>
<b>Total Other Current Assets</b>	<b>66,917</b>	<b>39,724</b>	<b>27,192</b>
<b>Total Current Assets</b>	<b>2,161,233</b>	<b>2,215,894</b>	<b>(54,661)</b>
<b>Fixed Assets</b>			
1611 Leasehold Improvements-Cost	727,285	727,285	-
1615 Accum. Depr.-Leasehold Improve	(238,731)	(208,576)	(30,155)
<b>Total Leasehold Improvements-Net</b>	<b>488,554</b>	<b>518,709</b>	<b>(30,155)</b>
1621 Furniture & Equipment-Cost	313,920	313,920	-
1625 Accum. Depr.-Furniture & Equipment	(297,050)	(294,723)	(2,327)
<b>Total Furniture &amp; Equipment - Net</b>	<b>16,870</b>	<b>19,197</b>	<b>(2,327)</b>
1671 Capital Lease-Building	-	3,786,775	(3,786,775)
1673 Accum Depr-Cap Lease Building	-	(1,813,807)	1,813,807
<b>Total CapLease Building&amp;Improvements</b>	<b>-</b>	<b>1,972,968</b>	<b>(1,972,968)</b>
1681 Playground - Cost	144,861	144,861	-
1682 Accum.Depr.- Playground	(136,150)	(128,907)	(7,243)
<b>Total Playground-Net</b>	<b>8,711</b>	<b>15,954</b>	<b>(7,243)</b>
<b>Total Fixed Assets</b>	<b>514,135</b>	<b>2,526,829</b>	<b>(2,012,694)</b>
1900 Security Deposits	-	-	-
<b>Total Other Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL ASSETS</b>	<b>2,675,368</b>	<b>4,742,723</b>	<b>(2,067,354)</b>
<b>LIABILITIES AND EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
2000 Accounts Payable	278,213	95,491	182,722
<b>Total Accounts Payable</b>	<b>278,213</b>	<b>95,491</b>	<b>182,722</b>
1055 Visa Chase Credit Card - 7068	8,025	7,828	197
<b>Total Credit Cards</b>	<b>8,025</b>	<b>7,828</b>	<b>197</b>
<b>Other Current Liabilities</b>			
2019 Current Lease Liability	(50,225)	-	(50,225)
2101 W/H EE Fed/State taxes	309	309	-
2106 403 (b) payable	6,188	6,415	(227)
2107 Mass Teachers Retirement Fund	27,260	24,030	3,230
2110 Pledges w/h	-	-	-
2115 P/R Clearing	-	-	-
<b>Total Payroll Liabilities</b>	<b>33,757</b>	<b>30,754</b>	<b>3,003</b>
2301 Accrued Salaries and Wages	23,976	23,976	-
2305 Accrued expense	-	-	-
<b>Total Accrued Expenses</b>	<b>23,976</b>	<b>23,976</b>	<b>-</b>
2400 Deferred Revenue	1,229,104	1,229,104	-
2700 PTO pass through	11,260	6,725	4,534
2701 Due to Foundation	-	-	-
Other Current Liabilities	4,941	4,941	-
<b>Total Other Current Liabilities</b>	<b>1,252,813</b>	<b>1,295,501</b>	<b>(42,688)</b>
<b>Total Current Liabilities</b>	<b>1,539,051</b>	<b>1,398,820</b>	<b>140,231</b>
<b>Long-Term Liabilities</b>			
2021 Capital Lease Payable-Principal	236,284	2,234,796	(1,998,512)
<b>Total Long-Term Liabilities</b>	<b>236,284</b>	<b>2,234,796</b>	<b>(1,998,512)</b>
<b>Total Liabilities</b>	<b>1,775,335</b>	<b>3,633,615</b>	<b>(1,858,280)</b>
<b>Equity</b>			
3300 Retained Earnings	1,134,651	1,113,910	20,741
<b>Net Income</b>	<b>(234,617)</b>	<b>(4,803)</b>	<b>(229,814)</b>
<b>Total Equity</b>	<b>900,034</b>	<b>1,109,107</b>	<b>(209,074)</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>2,675,369</b>	<b>4,742,723</b>	<b>(2,067,354)</b>

**Financial Dashboard**  
Based on FY2025 Financials and Projections

**Financial Metric**

	FY25	FY24	FY23	FY22	FY21	FY20	
<b>1. Current Ratio (based on current actuals)</b> <i>measures operational efficiency and short-term financial health</i> <i>CR is calculated as current assets divided by current liabilities</i>	1.4	1.6	1.5	8.5	6.4	4.3	*as of current financials
<i>*26.8 w/o ERC deferred revenue</i>							
<b>2. Unrestricted Days Cash (based on current cash/forecasted YE expenses)</b> <i>indicates how many days a school can pay its expenses without another inflow of cash</i> <i>Calculated as Cash and Cash Equivalents divided by ((Total Expenses-Depreciation)/365)</i>	60	64	69	81	77	109	*current cash/forecasted exp
<b>3. Percentage of Program Paid by Tuition</b> <i>measures the percentage of the school's total expenses that are funded entirely by tuition</i> <i>Calculated as (Tuition + In Kind Contributions) divided by Total Expenses</i>	94%	90%	92%	90%	88%	95%	*forecasted FY24
<b>4. Percentage of Program Paid by Tuition and Federal Grants</b> <i>measures the percentage of the school's total expenses that are funded by tuition and Federal Grants</i> <i>Calculated as (Tuition + In Kind Contributions + Federal Grants ) divided by Total Expenses</i>	95%	90%	99%	98%	98%	98%	*forecasted FY24
<b>5. Percentage of Total Revenue Expended on Facilities</b> <i>measures the percentage of Total Revenue spent on operations &amp; maintenance and Non-Operating Financing expenses of Plant</i>  <i>calculated as Operation &amp; Maintenance plus Non-Operating Financing Expenses of Plant divided by Total Revenues</i>	5%	4%	9%	9%	10%	12%	*forecasted FY24
<b>6. Debt to Asset Ratio</b> <i>measures the extent to which the school relies on borrowed funds to finance its operations</i> <i>calculated as Total Liabilities divided by Total Assets</i>	0.66	0.77	0.78	0.7	0.71	0.76	*as of current financials
Change in Net Assets	608,018	2,459	(21,530)				
Add: Depreciation	79,450	204,254	187,008				
Add: Interest	60,000	45,853	84,560				
<b>Adjusted Change in NA</b>	747,468	252,565	250,038				
<b>Cash Available for Debt Service</b>	747,468	252,565	250,038				
<b>Debt Service for Period</b>	199,721	181,735	181,979				
<b>7. Debt Covenant Ratio (1.2 required)</b>	3.74	1.39	1.37	1.45	1.52		
Enrollment	306	306	306	304	306	306	
Total Revenues	2,718,651	5,541,809	5,274,110	4,758,272	4,166,366	3,816,239	
Total Expenditures	2,732,084	5,539,350	5,267,687	4,691,192	4,008,540	3,846,566	
<b>Total Net Position</b>	(13,433)	2,459	6,422	67,080	157,826	(30,327)	
<b>Net Position Percentage</b> <i>measures a school's cash management efficiency</i> <i>. Calculated as Total Net Assets Divided by Total Expenditures</i>	-0.49%	0.04%	0.1%	1.4%	3.9%	-0.8%	*forecasted FY24

Hill View Montessori Foundation  
Statement of Activities

	<u>Dec 2024 YTD</u>	<u>Dec 2023 YTD</u>	<u>Variance</u>
<b>Income</b>			
<b>4100 Fundraising Revenues</b>			
<b>4160 Events</b>			
4165 Events Expense	(500)	(1,000)	500
<b>Total 4160 Events</b>	<u>(500)</u>	<u>(1,000)</u>	<u>500</u>
<b>4170 Donations</b>	240	335	(95)
<b>Total 4100 Fundraising Revenues</b>	<u>(260)</u>	<u>(665)</u>	<u>405</u>
<b>4500 Rental Income</b>	16,500	16,200	300
<b>4520 Rental Income - Gym</b>	-	600	(600)
<b>4550 Interest Income- HVMS Cap Lease</b>	36,721	40,971	(4,250)
<b>Total Income</b>	<b>52,961</b>	<b>57,106</b>	<b>(4,145)</b>
<b>Gross Profit</b>	52,961	57,106	(4,145)
<b>Expenses</b>			-
5201 School Support	180	-	180
5351 Interest Expense on Loan	43,140	40,617	2,524
5600 Office Expenses			-
5601 Supplies			-
5605 Bank/PayPal Fees	19	-	19
8500 Misc expenses	2,750	-	2,750
<b>Total Expenses</b>	<b>46,089</b>	<b>40,617</b>	<b>5,472</b>
<b>Net Operating Income</b>	6,872	16,490	(9,617)
<b>Other Income</b>			-
7010 Interest on savings acct.	343	337	6
7012 Other Income	-	-	-
<b>Total Other Income</b>	<u>343</u>	<u>337</u>	<u>6</u>
8001 Depreciation-Building	63,113		
9990 School Credit Offset-Rental Inc	13,700	16,800	(3,100)
<b>Total Other Expenses</b>	<u>76,813</u>		<u>76,813</u>
<b>Net Other Income</b>	<u>(76,470)</u>	<u>(16,464)</u>	<u>(60,007)</u>
<b>Net Income</b>	<b>(69,598)</b>	<b>26</b>	<b>(69,624)</b>

*Correction of FY23 accounting error*



Hill View Montessori Foundation  
Statement of Financial Position

	Dec-24	Jun-24	Variance
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Bank Accounts</b>			
1010 Checking Main Account 8071	21,927	34,286	(12,358)
1020 Money Market 7059	54,470	54,129	341
<b>Total Bank Accounts</b>	<b>76,397</b>	<b>88,415</b>	<b>(12,017)</b>
<b>Accounts Receivable</b>			
1200 Accounts Receivable	-	2,700	(2,700)
1210 AR-HVM	-	-	-
1220 Principal Note Inc-HVMSCapLease	194,713	2,234,796	(2,040,083)
<b>Total 1200 Accounts Receivable</b>	<b>194,713</b>	<b>2,237,496</b>	<b>(2,042,783)</b>
<b>Total Accounts Receivable</b>	<b>194,713</b>	<b>2,237,496</b>	<b>(2,042,783)</b>
<b>Total Other Current Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Current Assets</b>	<b>271,110</b>	<b>2,325,910</b>	<b>(2,054,800)</b>
<b>Fixed Assets</b>			
1500 Building & Renovations			-
1501 Building	3,786,775	-	3,786,775
1601A/D - Buidling	(1,876,920)		
<b>Total 1500 Building &amp; Renovations</b>	<b>1,909,855</b>	<b>-</b>	<b>1,909,855</b>
<b>Total Fixed Assets</b>	<b>1,909,855</b>	<b>-</b>	<b>1,909,855</b>
<b>Total Other Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL ASSETS</b>	<b>2,180,966</b>	<b>2,325,910</b>	<b>(144,945)</b>
<b>LIABILITIES AND EQUITY</b>			
<b>Liabilities</b>			
<b>Other Current Liabilities</b>			
2100 Due to HVM Charter School	-	9,201	(9,201)
2200 Security Deposit	2,733	2,683	50
2300 Accrued Expenses	-	-	-
2400 Deferred Revenue	12,395	2,750	9,645
<b>Total Other Current Liabilities</b>	<b>15,127</b>	<b>14,634</b>	<b>493</b>
<b>Total Current Liabilities</b>	<b>15,127</b>	<b>14,634</b>	<b>493</b>
<b>Long-Term Liabilities</b>			
2710 Building Bonds - Loan Principal	2,158,920	2,209,216	(50,297)
<b>Total Long-Term Liabilities</b>	<b>2,158,920</b>	<b>2,209,216</b>	<b>(50,297)</b>
<b>Total Liabilities</b>	<b>2,174,047</b>	<b>2,223,850</b>	<b>(49,804)</b>
<b>Equity</b>			
3400 Unrestrict (retained earnings)	76,517	102,060	(25,543)
Net Income	(69,598)	0	(69,598)
<b>Total Equity</b>	<b>6,919</b>	<b>102,060</b>	<b>(95,141)</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>2,180,966</b>	<b>2,325,910</b>	<b>(144,945)</b>

FY23 interest posted  
here, missing FY23  
\$50 increase