



Hill View Montessori

Board of Trustees Meeting

NOTE TIME CHANGE 7:15

Published on April 28, 2025 at 2:01 PM EDT

Date and Time

Thursday May 1, 2025 at 7:15 PM EDT

Location

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

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:15 PM
A. Record Attendance		Jeff Hood	1 m
B. Call the Meeting to Order		Jeff Hood	
C. Public Comment		Jeff Hood	
D. Approve Minutes	Approve Minutes	Jeff Hood	1 m

Approve minutes for Board of Trustees Meeting on March 27, 2025

	Purpose	Presenter	Time
II. Updates			7:17 PM
A. Participation in Haverhill's Pride Parade	Discuss	Ginger Whitson	5 m
B. PTO Update	FYI	Jeff Hood	3 m
C. New Business	Discuss	Jeff Hood	5 m
D. Board Chair Update	FYI	Jeff Hood	5 m
1) <i>Two year slate</i>			
2) <i>Mass Charter School Association Board Survey</i>			
E. Executive Director Report	FYI	Ginger Whitson	5 m
F. Accountability	FYI	Allysha Roth	10 m
<i>Discuss:</i>			
1) <i>Staff Survey</i>			
2) <i>Parent Survey</i>			
G. Development	FYI	Sarah Brush	5 m
H. Finance	FYI	Jeff Landry	15 m
<i>No April Finance Meeting</i>			
<i>Financials and first draft FY26 budget will be presented for review</i>			
I. Capital Project Update	FYI	Jeff Hood	5 m
J. Search Committee Update	Discuss	Paul Carelis, Jeff Landry	30 m
1) <i>Discussion of three final candidates, all of whom met with the Board of Trustees over the last three days</i>			
2) <i>Discuss constructing a new ED contract</i>			
III. Closing Items			8:45 PM
A. Next Meeting	Discuss	Jeff Hood	1 m
Scheduled for the fourth Thursday of the month: 5/22/2025			
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 March 27, 2025

APPROVED



Hill View Montessori

Minutes

Board of Trustees Meeting

Date and Time

Thursday March 27, 2025 at 6:30 PM

Location

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

Directors Present

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

Directors Absent

J. Edokpolor, K. Laureano

Guests Present

G. Kumar, G. Whitson, H. Herklotz, N. Dolan, T. Salvi

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

J. Hood called a meeting of the board of directors of Hill View Montessori to order on Thursday Mar 27, 2025 at 6:31 PM.

C.

Public Comment

D. Approve Minutes

J. Hood made a motion to approve the minutes from Board of Trustees Meeting on 02-27-25.

J. Landry seconded the motion.

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

II. Updates

A. HVMCPS Draft 2025-2026 Academic School Calendar

Only caveat is waiting to see how Haverhill public is handling winter break for bus purposes.

Final day 6/11 with no snow days, 6/18 if we use all 5 snow days.

Question on whether reduction in half days means reduction in professional development.

Answer: no, will just be more efficient with it.

V. Guzman made a motion to Approve calendar pending Haverhill public schedule.

R. Turner seconded the motion.

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

B. HVM Pay Scale Implementation

Hannah presented on this. Used state average as mid-point.

Did not factor in current salaries when completing exercise. See attachment for full details.

Value applied to teaching certifications and Montessori training

This information was presented at the staff meeting today and seemed to go over well based on perception of those present.

More than half (65%) of current employees fit within current scale, small portion above, small portion below, some significantly.

Question on who owns this policy and procedure going forward. Is this a board policy?

Considering this read one and board will recommend markups, will add mention of pay equity

C. BoardOnTrack Contract Renewal

Cost to renew is about \$11,000 and is included in the current budget.

Accountability

Hannah presented slides on disaggregated data. Slides available within agenda.

(Multi-Lingual slide is incorrect. 27 students is correct count)

Suggestion that better use of instructional time in classrooms would improve scores. Also a need for additional Montessori instruction for staff. Successful Montessori instruction should be able to close gaps. Concerns with gaps in success with Hispanic students as well as female students in all demographic groups for math.

Overall scores are low and of concern. Tough obtaining comparable data from other schools.

Question about disaggregating by class. Not currently easy to do on platform, but will ask company.

J. Development

Anniversary celebration on for May

Need art frames for event

Jenny Greene looking to join committee. Board in favor of this.

Question about number of events coming up and confusion from families. How to best schedule and communicate.

K. Finance

Not a lot to update on current year financials, steady over last month.

Did not get \$10k diversification grant

Looking to capture \$16k in cost savings over rest of fiscal year to end in neutral position. There is confidence that this is very achievable through better tracking and reduction in supplies spending and other small adjustments.

Budget draft will be ready to present at next meeting.

Foundation member doesn't feel that end of DOE will affect our funding.

III. Closing Items

Conflict with school vacation week

B. Adjourn Meeting

Respectfully Submitted,
J. Hood

Coversheet

Executive Director Report

Section:	II. Updates
Item:	E. Executive Director Report
Purpose:	FYI
Submitted by:	
Related Material:	Interim Executive Director Report May 1, 2025.pdf

Interim Executive Director Report

5/1/25

April Highlights

Art Show: Over \$1000 raised!

17 HVM Students admitted to Whittier

MCAS

3 E.D. Visits to campus, meetings with all staff

Upcoming

[Teacher Appreciation Week](#)

3rd Grade Trip to City Hall, Meet with the Mayor

Continents Day & Author Day (Cypress)

LE Talent Show

Black & Gold Day for Logan Miller

Teacher contracts (Week of May 19th)

8th grade trip to Camp Jewell

Visit Days for K, LE and UE

Field Day

Kindergarten Meet & Greet for New Families

Kindergarten Crossover

6th Grade Celebration

MS Graduation (June 13th)

2025-26 School Year

Preservice week for staff: Aug 18-22

Bringing back the popsicle party

LSCI training for all staff: Aug 12-15

First Day of School: Aug 25

Coversheet

Finance

Section:	II. Updates
Item:	H. Finance
Purpose:	FYI
Submitted by:	
Related Material:	FY25_HVMCPS_CashFlowForecast_3.31.25 protected.xlsx Hill View_Mar 2025_Financial Statements protected.xlsx HVM_FY26 Budget_Draft 4.28.2025.pdf

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

FY25_HVMCPS_CashFlowForecast_3.31.25 protected.xlsx

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Hill View_Mar 2025_Financial Statements protected.xlsx

Hill View Montessori Public Charter School

FY26 Budget Draft v.3

4/22/2025 JPL

Enrollment
Haverill PPT

A Revenues

	Approved FY25 Budget	FY25 EOY Forecast	Draft v.2 FY26 Budget	FY25 Budget vs FY26 Budget	% Change	FY25 EOY Forecast vs FY26 Budget	% Change
	306	306	306				
	16,249	16,574	17,226				
A Revenues							
Tuition	4,972,160	5,071,644	5,271,156	298,996	6.01%	199,512	3.93%
Grants	168,922	179,357	179,509	10,587	6.27%	152	0.08%
Nutrition Program	125,000	150,217	155,000	30,000	24.00%	4,783	3.18%
Fundraising	10,000	12,000	10,000	-	0.00%	(2,000)	-16.67%
Foundation Contribution	10,000	10,000	10,000	-	0.00%	-	0.00%
Misc. Income	-	-	-	-	-	-	-
Interest Income	15,000	65,000	2,500	(12,500)	-83.33%	(62,500)	-96.15%
E-Rate Funding	13,560	13,560	13,560	-	0.00%	-	0.00%
Total Revenues	5,314,642	5,501,778	5,641,725	327,083	6.15%	139,947	2.54%
Expenses							
1 Personnel Salaries	3,515,504	3,686,375	3,739,029	223,525	6.36%	52,654	1.43%
Fringe Benefits	298,592	325,000	373,903	75,311	25.22%	48,903	15.05%
Work Comp	35,155	28,058	32,000	(3,155)	-8.97%	3,942	14.05%
Payroll Taxes	175,775	194,663	121,258	(54,517)	-31.02%	(73,405)	-37.71%
Total 5000 · Personnel Costs	4,025,026	4,234,096	4,266,190	241,164	5.99%	32,094	0.76%
2 Administrative Costs							
Recruitment and Advertising	-	-	5,000	5,000		5,000	
Contr Serv - Technology	40,000	50,000	55,000	15,000	37.50%	5,000	10.00%
Supplies & Materials - Admin	17,000	14,450	7,000	(10,000)	-58.82%	(7,450)	-51.56%
Supplies & Materials - IT	2,500	7,700	15,000	12,500	500.00%	7,300	94.81%
Dues, Subscriptions & Other Exp -Admin	46,551	46,551	62,172	15,621	33.56%	15,621	33.56%
Contr Serv - Audit	21,000	25,725	21,825	825	3.93%	(3,900)	-15.16%
Contr Serv - Legal	500	1,500	500	-	0.00%	(1,000)	-66.67%
Contr Serv - Human Resources	44,720	45,000	50,980	6,260	14.00%	5,980	13.29%
Contr Serv - Business & Finance	60,000	71,500	65,000	5,000	8.33%	(6,500)	-9.09%
Total 5100 · Administrative Costs	232,271	262,426	282,477	2% 50,206	21.62%	20,051	7.64%
3 Instructional Services							
Contr Serv - Other Teaching	146,000	142,000	147,863	1,863	1.28%	5,863	4.13%
Instructional Copier	9,240	9,240	9,240	-	0.00%	-	0.00%
Instructional Furniture & Equip.	2,500	5,350	5,000	2,500	100.00%	(350)	-6.54%
Instructional Supplies	65,000	62,000	65,000	-	0.00%	3,000	4.84%
Instructional Supplies *Montessori Materials	-	-	-	-	-	-	-
Contr Serv - Prof Development	149,670	137,500	112,284	(37,386)	-24.98%	(25,216)	-18.34%
Contr Serv - Seacoast Training	30,000	34,671	12,000	(18,000)	-60.00%	(22,671)	-65.39%
Travel & Other Exp -Prof Develop	15,000	8,000	2,500	(12,500)	-83.33%	(5,500)	-68.75%
Instructional Software	13,687	10,950	16,016	2,329	17.01%	5,066	46.26%
Instructional Hardware	500	-	500	-	0.00%	500	
Total 5200 · Instructional Services	431,597	409,711	370,403	2% (61,194)	-14.18%	(39,308)	-9.59%
4 Other Student Services							
Field trips/Student clubs	20,000	20,000	20,000	-	0.00%	-	0.00%
Nurse/Athletics/Food/Other activities	10,000	10,000	10,000	-	0.00%	-	0.00%
Fundraising	2,000	-	2,000	-	0.00%	2,000	
Nutrition Program	132,600	155,311	165,000	32,400	24.43%	9,689	6.24%
Total 5300 · Other Student Services	164,600	185,311	197,000	2% 32,400	19.68%	11,689	6.31%
5 Facility & Other Fixed Costs							
Maint of Buildings & Permits	33,495	47,495	83,700	50,205	149.89%	36,205	76.23%
Utilities	82,000	95,986	115,000	33,000	40.24%	19,014	19.81%
Maintenance Supplies	20,000	15,000	20,808	808	4.04%	5,808	38.72%
Capital Lease Interest & Rent	48,197	106,224	126,000	77,803	161.43%	19,776	18.62%
Insurance (non-employee)	46,467	54,947	57,694	11,227	24.16%	2,747	5.00%
Networking & Communications	18,000	17,000	19,347	1,347	7.48%	2,347	13.81%
Capital Emergency Reserve/Building Savings	-	-	-	-	-	-	-
Depreciation	204,000	79,450	80,000	(124,000)	-60.78%	550	0.69%
Total 5400 · Facility & Other Fixed Costs	452,159	416,102	502,550	2% 50,391	11.14%	86,448	20.78%
Total Expenses	5,305,653	5,507,646	5,618,619	312,966	5.90%	110,973	2.01%
Change in Net Position	8,989	(5,868)	23,106	14,117	157.05%	28,974	-493.77%

Coversheet

Capital Project Update

Section:	II. Updates
Item:	I. Capital Project Update
Purpose:	FYI
Submitted by:	
Related Material:	Capital Project Votes Mass Development May 1, 2025.pdf

Draft School Board Votes

1. THE PROPERTY AND THE PROJECT

WHEREAS, HILL VIEW MONTESSORI FOUNDATION INC. (the “**Foundation**”) owns certain property located at 75 Foundation Avenue, Haverhill, MA (the “**Property**”), which is leased to HILL VIEW MONTESSORI CHARTER PUBLIC SCHOOL (the “**School**”), pursuant to that certain Lease, dated November 5, 2009, as amended by First Amendment to Lease, dated November 12, 2009 (as amended from time to time, the “**Lease**”);

WHEREAS, the Foundation and the School expect to refund the existing tax exempt bond financing secured by the Property and to replace the existing HVAC system and repair the roof on existing structure on the Property (the “**Project**”); and

WHEREAS, the School and the Foundation may further amend the existing Lease in connection with the Project.

NOW, IT IS THEREFORE:

VOTED: That Board of Trustees of the School (the “**Board**”) approve of the Project.

VOTED: That the Board authorize the School to amend the Lease, as required in connection with the Project or the financing thereof, as determined by any Authorized Officer, in his or her sole discretion.

2. CONSULTANTS AND OTHER PROFESSIONALS

WHEREAS, the School and/or the Foundation have undertaken and expect to undertake additional testing and inspection in connection with the Project;

WHEREAS, the School and/or the Foundation have retained professionals and consultants, including without limitation, _____ (collectively, the “Consultants”); and

WHEREAS, the School and/or the Foundation expect to retain additional consultants and professionals in connection with the Property, the Project and/or the financing in connection therewith;

NOW, IT IS THEREFORE:

VOTED: That the Board authorize surveys and architectural, engineering, geotechnical, environmental, title and other inspections and tests of the Property by the School, in connection with the Project.

VOTED: That the Board ratify the employment of the Consultants, approve the selection and employment of such additional consultants, contractors and professionals in connection with the Property, the Project and/or the financing in connection therewith, and authorize the execution and delivery of contracts, agreements, documents, certificates and instruments with consultants, contractors and professionals retained by the School in connection therewith.

3. AGREEMENTS WITH PUBLIC AUTHORITIES

WHEREAS, the School and/or the Foundation have obtained and/or will obtain permits and approvals from the Commonwealth of Massachusetts, the City of Haverhill, the Massachusetts Historical Commission and other public agencies and instrumentalities, in connection with the Project; and

WHEREAS, in connection with such permits and approvals, the School and/or the Foundation expect to execute and deliver additional contracts, agreements, documents, certificates and instruments with public agencies and instrumentalities in connection with permits and approvals for the Project;

NOW, IT IS THEREFORE:

VOTED: That the Board ratify all contracts, agreements, documents, certificates and instruments executed and delivered by the School with public agencies and instrumentalities as of the date hereof in connection with permits and approvals for the Project.

VOTED: That the Board authorize the School to execute and deliver such additional contracts, agreements, documents, certificates and instruments with public agencies and instrumentalities as may be necessary or desirable in connection with the Property and/or the Project.

4. FINANCING TRANSACTION

WHEREAS, the School and/or the Foundation expect to finance the Project through a financing transaction or a series of financing transactions, which financing may include conventional financing and tax exempt bond funds (a portion of which may be taxable), (collectively, the “**Financing Transaction**”). Without limiting the generality of the foregoing, the Board expects the Financing Transaction may include a loan (the “**Loan**”) to the School

and/or the Foundation of the proceeds from the issuance by Massachusetts Development Finance Agency (the “**Issuer**”) of up to \$3,750,000 tax exempt bonds, purchased by Salem Five Cents Savings Bank or an affiliate thereof (the “**Lender**”), which loan may be guaranteed by either the School and/or Foundation, and may include a guaranty from Massachusetts Development Financing Agency.

NOW, IT IS THEREFORE:

VOTED: That the Board ratify the prior execution of the proposal from Lender, in connection with the Loan, dated March 12, 2025, a copy of which was presented to the Board.

VOTED: That the Board authorize the School, either as a borrower and/or a guarantor, to enter into the Financing Transaction in connection with the Project; and, in connection therewith, to grant security interests in any and all assets of the School.

5. REIMBURSEMENT RESOLUTION

VOTED: That the School reasonably expects to incur debt to reimburse expenditures (including expenditures made within the last sixty (60) days) temporarily advanced from internal funds for the Project. The maximum principal amount of debt expected to be issued for the Project, including for reimbursement purposes, is Four Million Dollars (\$4,000,000.00).

VOTED: That this vote is intended to be a declaration of intent pursuant to Treasury Reg. Sec. 1.150-2 to reimburse the School for original expenditures it incurs with respect to the Project with proceeds of any tax exempt bonds.

VOTED: That this resolution shall take effect immediately.

6. REQUEST FOR BOARD OF ELEMENTARY AND SECONDARY EDUCATION APPROVAL OF DEBT OBLIGATION

VOTED: That the Board request permission from the Massachusetts Board of Elementary and Secondary Education to enter into loan agreements and/or guaranties that extend beyond the term of the School’s charter in order to engage in the Financing Transaction. The Board understands that the Commonwealth of Massachusetts has no liability for any portion of the loans and that the Board of Elementary and Secondary Education’s approval of this request has no effect on any future decisions or actions impacting the School. The Board authorizes _____ to submit

this request to the Massachusetts Board of Elementary and Secondary Education on behalf of the School.

Vote: ☒ APPROVED ☐ DENIED ☐ TABLED

7. ASSIGNMENT TO FOUNDATION

VOTED: That the Board authorize an assignment of any or all of the School's rights and obligations under any contracts, agreements, documents, licenses, permits, approvals, certificates and instruments, in connection with the Project, to the Foundation, in consideration of the Foundation's assumption of liabilities thereunder and authorize the execution of an assignment and assumption agreement or agreements in connection therewith.

8. OMNIBUS RESOLUTIONS

VOTED: That the following persons holding the following positions are each hereby designated as an "Authorized Officer" (and collectively, the "Authorized Officers"):

Name of Position	Name of Person ¹
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VOTED: That Authorized Officers are, and each of them, acting singly, hereby is authorized to sign, seal, make oath to, acknowledge, deliver and file any and all loan commitments, assignment and assumption agreements, purchase agreements, notices, term sheets, loan agreements, notes, pledges, indemnities, leases, contracts, assignments, agreements, guaranties, certificates, mortgages, security agreements, documents and other instruments of every nature, which may be necessary or proper to consummate the transactions authorized by the foregoing votes, to otherwise enhance the Property or which may be required by the Issuer, the Lender, any lender and/or any purchaser of tax exempt bonds, in such form and containing such terms, provisions and conditions as any Authorized Officer may deem necessary, appropriate or convenient, in his or her sole discretion (including without limitation, changes to any amounts described herein).

¹ If the client proposes an Authorized Officer who is also an officer or director on the Foundation board, that person should not participate in votes of the School relating to the Foundation, and he or she should not be named as signatories for the School in connection with real estate matters where the Foundation will hold the real estate.

VOTED: That Authorized Officers are, and each of them, acting singly, hereby is authorized to take such further action or to cause such further action to be taken, to make such determinations, and to provide such information to other parties and to make payments, as may be deemed by any Authorized Officer, in his or her sole discretion, to be necessary, appropriate or convenient to consummate the transactions authorized by the foregoing votes, to otherwise enhance the Property, and/or as may be required by the Issuer, the Lender, any lender and/or any purchaser of tax exempt bonds.

VOTED: That the signature of any Authorized Officer shall be conclusive evidence of the approval of the form, of all of the terms, provisions, conditions, and of the signing, execution, ensealing and delivery thereof for and in the name of, and on behalf of the School.

VOTED: To ratify, confirm and approve all actions taken by the Authorized Officers in connection with any and all of the transactions referred to in or contemplated by the foregoing resolutions.

List of Documents Used at the Meeting:

1. Proposal from Lender