



# Hill View Montessori

## Development Committee Meeting

Published on January 4, 2026 at 4:26 PM EST

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### Date and Time

Tuesday January 13, 2026 at 6:30 PM EST

### Location

Remote

Meeting ID: 752 6782 1569

Passcode: GZ8uW6

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:30 PM</b>
<b>A.</b> Record Attendance		Jeff Landry	1 m
<b>B.</b> Call the Meeting to Order		Jeff Landry	1 m
<b>C.</b> Approve Minutes (December 2025)	Approve Minutes	Jeff Landry	1 m
<b>D.</b> Approve Minutes (November 2025)	Approve Minutes	Jeff Landry	1 m

	Purpose	Presenter	Time
<b>II. Development</b>			<b>6:34 PM</b>
<b>A.</b> Review Fundraising Targets/Goals	FYI	Jeff Landry	5 m
<b>B.</b> Review Scratch Ticket Raffle Results	FYI	Tai Polanco	5 m
<b>C.</b> HVM Community Skate 1.31.2026	Discuss	Jeff Landry	5 m
<b>D.</b> Rock N Roll Bingo 4.11.2026	Discuss	Jenny Greene	15 m
<b>E.</b> Enrollment Initiative	Discuss	Hannah Herklotz	10 m
<b>F.</b> 2026/2027 Event Schedule	Discuss	Jeff Landry	5 m
<b>III. Other Business</b>			
<b>IV. Closing Items</b>			
<b>A.</b> Adjourn Meeting	Vote		

# Coversheet

## Approve Minutes (December 2025)

<b>Section:</b>	I. Opening Items
<b>Item:</b>	C. Approve Minutes (December 2025)
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Development Committee Meeting on December 9, 2025

APPROVED



## Hill View Montessori

### Minutes

#### Development Committee Meeting

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##### **Date and Time**

Tuesday December 9, 2025 at 6:30 PM

##### **Location**

Remote

*Meeting ID: 752 6782 1569*

*Passcode: GZ8uW6*

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##### **Committee Members Present**

J. Landry (remote)

##### **Committee Members Absent**

A. Kwiatkowski, J. Greene, M. Borden, S. Brush

##### **Guests Present**

H. Herklotz (remote), J. Hood (remote), T. Polanco (remote)

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#### **I. Opening Items**

##### **A. Record Attendance**

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

J. Landry called a meeting of the Development Committee of Hill View Montessori to order on Tuesday Dec 9, 2025 at 6:32 PM.

##### **C.**

## **Approve Minutes**

No meeting minutes prepared to approve.

## **II. Development**

### **A. Introductions & Purpose**

- Detailed resignation of Sarah Brush from Development Committee. Jeff L and Jeff H will oversee committee until permanent replacement is found.
- Jeff L relayed information from Jenny Greene that Veteran's Memorial Skating Rink has confirmed 1/31/26 from 3-5pm for the 2nd Annual HVM Community Skate. Jeff L will complete flyer and will work with Tai on distribution.
- Scratch Ticket Raffle has raised about \$1600 to date, which is tracking to come in lower than the budgeted/expected revenue of \$7000. The group brainstormed ideas to drum up sales. Tai will investigate making raffle tickets available for purchase via GiveButter and will then utilize the Haverhill Chamber of Commerce email blast feature (cost, \$125) to attempt to expand ticket sale reach. Tai will also reach out to select HVM families to see if anyone is available to host in-person ticket sale tables at Haverhill locations (Market Basket). If we end up raising less than \$7k, we can host another basket raffle in the Spring.
- Rock N Roll Bingo: Jeff H reiterated that the Board is waiting for "shovel-ready" tasks from the Foundation to assist with Bingo fundraising and ticket sales. In advance of that, Jeff L shared the Bingo flyer with Tai/Hannah, and Hannah is working on developing a "Who is HVM" one-pager so Tai can compile a packet for potential donors. Tai will reach out to Foundation to find out when the next meeting is happening, so Tai, Jeff L and Hannah can attend.
- Enrollment Development: Hannah outlined the need to begin focusing enrollment recruitment to achieve an HVM student demographic that is more representative of the city's demographics in order to meet DESE expectations. The committee will start thinking about ways to get HVM in front of potential students (outreach to preschools, YMCA, HPL, etc).

## **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 7:10 PM.

Respectfully Submitted,  
J. Hood

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Zoom meeting ended 7:10

# Coversheet

## Approve Minutes (November 2025)

<b>Section:</b>	I. Opening Items
<b>Item:</b>	D. Approve Minutes (November 2025)
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Development Committee Meeting on November 11, 2025

APPROVED



## Hill View Montessori

### Minutes

#### Development Committee Meeting

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##### **Date and Time**

Tuesday November 11, 2025 at 6:30 PM

##### **Location**

Remote

*Meeting ID: 752 6782 1569*

*Passcode: GZ8uW6*

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##### **Committee Members Present**

J. Greene (remote), J. Landry (remote), M. Borden (remote)

##### **Committee Members Absent**

A. Kwiatkowski, S. Brush

##### **Guests Present**

J. Hood

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#### **I. Opening Items**

##### **A. Record Attendance**

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

J. Landry called a meeting of the Development Committee of Hill View Montessori to order on Tuesday Nov 11, 2025 at 6:31 PM.

## II. Development

### A. Introductions & Purpose

Jeff H to discuss with Sarah her capacity to be involved as Committee Chair going forward.

Rock n Roll BINGO: At the last Foundation meeting, team coming up with a plan to approach local businesses to solicit local businesses. Tai is working on a letter to provide to potential donors. Jeff L will come up with a general flyer for Bingo. Foundation still needs volunteers to do the legwork.

DJ and venue are already booked.

Jeff L asked if we could roll out a smaller menu (apps, not dinner) to help reduce the new ticket price of \$75.

Per Jeff H request, Jenny will come up with a project plan with specific tasks that can be assigned to Board Members to help fundraise.

Discussed incorporating more live auction items with bigger-ticket value.

Jeff L will speak with Marc and Ginger to discuss what specific, signature thing the Bingo money will be raised for.

Jeff L will work on social media scripts.

## 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 7:04 PM.

Respectfully Submitted,  
J. Landry