

DRAFT



Hill View Montessori

Minutes

Committee on Trustees Committee Meeting

Date and Time

Monday November 11, 2024 at 6:30 PM

Location

Remote

Committee Members Present

J. Hood (remote), P. Arnold (remote)

Committee Members Absent

J. Edokpolor

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

J. Hood called a meeting of the Committee on Trustees Committee of Hill View Montessori to order on Monday Nov 11, 2024 at 6:32 PM.

C. Vote to Approve Minutes

P. Arnold made a motion to approve the minutes from.

J. Hood seconded the motion.

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

II. Action Items

A. Follow Up Current Action Items

Review annual board goals and related status.

By laws. *Submitted to DESE.*

Schedule for the board to review data in support of establishing comprehensive oversight of the academic performance. Phil reported this was covered in the Accountability meeting and the schedule will be math/reading disaggregated data in February and June both in the Accountability meeting those months AND at the board.

Also, from DESE : Build a Better Board development session last month, share the “Analyzing Academic Data for Charter School Board Members : Knowing What to Ask” (see attached)

Dissemination. This has already had some dissemination already this year, and Phil owns the action item (via Hannah) and will plan to cover a few topics before the end of the school year.

Board succession planning. *We are in process of introducing (3) new non voting members to different committees. Also we we will revise the annual board calendar to confirm the slates in March and vote in June. Through this process we will work to establish a one year overlap on any position that is expected to experience turn over.*

Executive Director succession planning for all scenarios. This will be worked on during the Strategic Planning element.

Strategic planning. After the webinar tomorrow that Jeff, Paul and Jeff will consume we will recovene with Phil on this. This will include long term goals, succession planning for the board and Executive Director, and recruiting and retaining board members that are reflective of the school community.

B. New Action Items

Open meeting laws, *BoardOnTrack tentatively scheduled to participate in our next board meeting to review this topic with our board.*

DESE : Build a Better Board; -> Charter School Performance Criteria; *review and take action items from this accordingly. Especially board-oriented guidance that includes*

1. **Focus on Improvement:** *The board of trustees engages in strategic and continuous improvement planning by setting, and regularly monitoring progress relative to, priorities and goals that are aligned with the school's mission, vision, and educational philosophy. This includes ensuring sustainability of the school by establishing clear processes for board of trustees and school leadership succession; and recruiting, selecting, orienting and training members with skills, expertise, and connections to the community that enables the board of trustees to sustain an excellent school. The board of trustees regularly reviews disaggregated student data to ensure that the school's academic program is a success for all students.*

2. **Policies,** *Phil will send me what's available from Mass Public Charter School Association*

3. **Non voting board member,** going forward the approval process will be having the board to vote, like voting members also.

4. **Annual board survey.** I will Ask Mike @ BoardOnTrack and Robert @ Mass Charrter Public School Association.

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 6:57 PM.

Respectfully Submitted,
J. Hood