APPROVED

Hill View Montessori

Minutes

Board of Trustees Meeting

Date and Time
Thursday November 21, 2024 at 6:30 PM

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

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

Trustees Absent
None

Trustees who arrived after the meeting opened
J. Edokpolor

Trustees who left before the meeting adjourned
R. Turner

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

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 trustees 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