

APPROVED



## Hill View Montessori

### Minutes

#### Finance Committee Meeting

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**Date and Time**

Monday February 24, 2025 at 5:00 PM

**Location**

Remote

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**Committee Members Present**

J. Greene (remote), J. Landry (remote), T. Salvi (remote), V. Guzman (remote)

**Committee Members Absent**

*None*

**Guests Present**

E. Stasiowski (remote), G. Whitson (remote), J. Hood (remote)

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**I. Opening Items****A. Record Attendance****B. Call the Meeting to Order**

V. Guzman called a meeting of the Finance Committee of Hill View Montessori to order on Monday Feb 24, 2025 at 5:04 PM.

**C. Approve Minutes**

V. Guzman made a motion to approve the minutes from Finance Committee Meeting on 01-20-25.

J. Landry seconded the motion.

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

## II. Financial Discussions

### A. HVMCPS

- Discussion to ensure school financial activities get communicated to InSource. Primary school finance contacts are Jeff Landry and Ginger Witson.
- Revenue trending ahead of budget, primarily due to tuition increase (may change prior to year-end).
- \$10K projection for teacher diversification grant is submitted for reimbursement but is also at risk given current government priorities.
- Workers' comp, pick up from prior years.
- Auditors submitted additional expenses surrounding more time for ERTC matters.
- Contr services - Finance - additional expense due to added roof work and ED departure.
- Building maint expense increase due - New custodial company contracted.
- FY26 Budget should include a CapEx budget, particularly for the HVAC/Roof project, to help establish an accurate cash flow. The HVAC/roof project is expected to be completed between May-July 2026. Bidding should occur around November 2025. First pass for FY26 budget to be reviewed in the March meeting.

### B. HVM Foundation

Not much activity since last report. Some Sponsorships checks received, Insource recommended to deposit checks as they are received instead of waiting until the event is complete.

## III. Updates

### A. New/Other Business

Transition Discussion

- Bill.com approvals - Jeff Landry - first approval on invoices and Jeff Hood secondary.
- Birch School was handing Phil the check for monthly rent. Jeff Landry will take over the process in the interim.

#### **IV. Closing Items**

##### **A. Next Meeting**

Monday, March 24th @ 5pm via Teams

##### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:57 PM.

Respectfully Submitted,  
V. Guzman

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#### **Documents used during the meeting**

- Hill View\_Jan 2025\_Financial Statements.pdf