APPROVED

Hill View Montessori

Minutes

Board of Trustees Meeting

Date and Time
Thursday September 25, 2025 at 6:30 PM

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

Trustees Present
G. Kumar, J. Hood, J. Landry, K. Laureano, S. Brush

Trustees Absent
J. Rocker, P. Carelis, V. Guzman

Ex Officio Members Present
G. Whitson, M. Wright

Non Voting Members Present
G. Whitson, M. Wright

Guests Present
H. Herklotz, Hayley Mittra, N. Dolan, Natali Mercedes, Saurabh Mittra

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I. Opening Items

A.

Record Attendance

B. Call the Meeting to Order

J. Hood called a meeting of the board of trustees of Hill View Montessori to order on Thursday Sep 25, 2025 at 6:32 PM.

C. Public Comment

D. No Public Comment

E. Approve Minutes

J. Hood made a motion to approve the minutes from June Board of Trustees Meeting on 06-26-25.
K. Laureano seconded the motion.
1) Approved minutes
2) no questions about August meetings
The board **VOTED** unanimously to approve the motion.

II. Updates

A. Faculty Liaison

Jeff Landry gave information about the Faculty liason, standing agenda item will be added

B. Board Goals

1) Strategic Planning (by EOY)
2) Board Recruiting
3) Niamh will get Cheryl Hood to find board members
4) Jeff Landry said that they might have another potential candidate in October
5) Jeff L will contact alumni
6) Jeff Hood will follow up with Veronica to check on thoughtful evaluation of leadership
7) Listening sessions in November after work (remote only)
8) Creating online repository resource - new hire packet for board members

C. Wellness Policy Review

1) Ginger presents on Wellness Policy - needs to be updated. Approved by the board in 2022, three year term. Jeff Landry reports that nothing needs to be changed

J. Landry made a motion to approve policy.
J. Hood seconded the motion.

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

D. PTO Update

PTO event Friday at Crescent Farms

E. Co-Leadership Model: Charter Amendment Request, By-Law Amendment & Evaluation

1) Multi-step process according to Jeff L
2) Letter to commissioner
3) Amend bylaws
4) Attached draft letter with an official vote
5) Jeff L has permission to send the letter as the non board chair
6) Come up with a plan to amend the by laws
7) Jeff L and Veronica will triangulate with J Hood
J. Landry made a motion to approve changes to the leadership structure.
J. Hood seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Strategic Planning Committee

1) School has been repeatedly dinged on not having a strategic plan
2) prior leadership did not think this was necessary
3) A few board members, Ginger, and Marc need to come up with an official Strategic plan
4) Jeff H and Jeff L volunteer to be on the committee
5) They will meet regularly to discuss a five year strategic plan
6) Jeff H will send an email later to set a time to meet

J. Hood made a motion to form a strategic planning sub committee.
J. Landry seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. New Business

1) Please donate to the school as board members
2) Jeanette Rocker will be leaving the board to get an MBA - all the best!

H. Directors Report

1) MCPSA advice on what should be in the directors' report
2) Update from Marc: food services: stockpot wants a 4% increase. Leadership team is coming in to meet with HVM team tomorrow. Agreed to a 2% increase. School will not be fully reimbursed by the state. We've served over 2.648 lunches so far. Increase will come to ca. $98. Marc is waiting to find out exact numbers to forecast price for the school.

3) InSource: Marc had a conversation today with InSource. Communicated dissatisfaction with InSource services. Invoice apologized and agrees that the service so far has not been acceptable. Marc will check in with InSource regularly. Auditors called looking for information that was sent to InSource on the 17th. Marc sent the auditors what they needed. Jeff H advices escalating if necessary due to previously poor service. Marc spoke to his mentor at Springfield Charter School. She has similar experience outsourcing financial services. She advises caution about bringing too many services in house without the personnel to do the work. For now, continue with InSource
4) Roofers came today. No leaks - doing an excellent job. Found some areas that were damaged during construction, fixed with no charge. Jeff H wants Marc to continue to keep a close eye on continuing roof project. Marc and Dennis meet every morning to update on the project.
5) Website: Marc did not hear from Meghan L to see if she wanted to continue doing the website work. Ginger and Marc considered using a staff person who seemed knowledgeable, then reconsidered that. Meghan would love to continue, contract amount has not changed. Website has been updated: donation/payment portal updated. Venmo: many requests for Venmo. Marc will acquire a cheap phone to set up Venmo through the school.
6) Marc got one of our regular grants approved yesterday, needs paperwork signed to get second grant - due end of September
7) Mass legislature DESE news: our Annual report was approved with no edits or changes needed. Annual report is posted on website, we are fully in compliance with our website posting
8) Accountability plan: the main accountability goals remain unchanged but some of the measures have been changed, lots of support from DESE, provisionally approved. This will be another Charter amendment, next month we will review changes and vote on the changed accountability plan. Jeff H reminds board that we need to be very familiar with accountability plan as a primary function of the board. We are all working in the same direction.
9) Ginger's goals details - aligned with DESE goals: details in the shared power point
10) Enrollment update: 307 students enrolled, 4 withdraws so far. 3 new students added at the beginning of the year.
11) Faculty update: board liaisons, reading specialist left but has been replaced on Sep. 9, Full time school nurse hired on 9/15.
12) Hannah data - update
13) Special Ed update Niamh - started the year with 54 students on IEPs, we now have 64 students on IEPs, right now 3 students tested for initial IEPs, 7 students referred from the SST model.
14) Calendar of upcoming events

I. Accountability

Nothing to report

J.

Development

Nothing to report, next date of meeting discussed,

K. Finance

1) Quite a few variances, mostly from timing
2) Tuition rate is about $100 less per student than budgeted
3) cash on hand is 128 days, in the green
4) cash is about 1.9 mill
5) Marc is in the final stages of the audit, next board meeting committee will present audit
6) delayed by one month because of InSource - no early material findings, all expenses are trending under - we will likely be in a good spot calculating forward
7) Jeff L thinks we could swap out 2 HVAC this fiscal year
8) ERTC funds discussed
9) We need the oven serviced - service person coming out in the next few days

III. Closing Items

A. Next Meeting

1) Next meeting on October 23
2) November/December meetings timings

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:44 PM.

Respectfully Submitted,
J. Hood

Documents used during the meeting

- MINUTES August 2025 Board Meeting.pdf
- MINUTES June 2025 Board Meeting.pdf
- Charter Amendment Request Draft Letter.pdf
- BOT Mtg - 9_25_25 _ Director of Faculty & Student Services’ Report (1).pdf
- HVM_2024-2029_Accountability_Plan_DESE_Formally_Approved.102324 (2).pdf
- Proposed Updates to HVM_2024-2029_Accountability Plan (1).pdf
- Hill View_Aug 2025_Financial Statements.pdf