APPROVED

Hill View Montessori

Minutes

Development Committee Meeting

Date and Time
Tuesday December 9, 2025 at 6:30 PM

Location
Remote
Meeting ID: 752 6782 1569
Passcode: GZ8uW6

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)

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

Zoom meeting ended 7:10