APPROVED

Hill View Montessori

Minutes

Development Committee Monthly Meeting

Date and Time
Tuesday October 13, 2026 at 6:30 PM

Committee Members Present
A. Fergus (remote), H. Herklotz (remote), J. Gibbons (remote), J. Greene (remote), J. Landry (remote), S. Stecher (remote), T. Polanco (remote)

Committee Members Absent
H. Pearson, M. Borden

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 Oct 13, 2026 at 6:31 PM.

C. Approve Minutes

J. Landry made a motion to approve the minutes from Development Committee Monthly Meeting on 09-08-26.
S. Stecher seconded the motion.
The committee **VOTED** to approve the motion.

D.

Approve Minutes - June

S. Stecher made a motion to approve the minutes from Development Committee Meeting on 06-09-26.
J. Landry seconded the motion.
The committee **VOTED** to approve the motion.

II. Development

A. Upcoming/Recent Development Opportunities

- Hannah shared that she has been focusing on building relationships with local businesses and community members before making direct fundraising requests.
- A representative from Blackfire Development Group recently toured the school following a connection. The representative was impressed with the school and offered to introduce Hannah to an experienced network of development professionals.
- Scott and Andy expressed support for continuing these connections and emphasized the importance of bringing potential donors and partners into the school.
- DonorPerfect is being used to research prospective donors and better understand their giving capacity. Hannah mentioned that some information has been inaccurate, so additional verification is necessary before outreach.
- Scott asked about DonorPerfect training opportunities. Hannah confirmed she has been participating in available free trainings before considering paid options.
- Hannah has reserved time on Fridays, generally between 9:30 and 11:30 AM, to offer school tours to potential partners, donors, and sponsors.
- The committee discussed continuing outreach to local businesses, particularly those with an interest in education and community involvement.
- Jenny shared information about upcoming networking opportunities, including a Monday event and professional roundtables for executive directors, board chairs, and development professionals.

B. Annual Fund Update

- The Annual Fund has raised $12,066 from 38 donors, exceeding initial expectations.
- Hannah shared that the original fundraising goal was $5,000, which has since been increased to $15,000. The Annual Fund will continue through December 1.
- Board participation remains a priority. Hannah encouraged Andy, Scott, and Jeff to reach out to fellow board members who have not yet contributed.
- Jeff confirmed that he sent a reminder to board members and suggested bringing it up again at the next board meeting.
- Scott asked about staff participation. Hannah reported that approximately 19 of the 55 teaching and student-facing staff members have contributed.

- Ginger approved an incentive allowing participating staff members to choose a day to arrive one hour later if 90% staff participation is reached.
- Jeff expressed concern about school leadership directly asking employees to donate, as it could make staff feel pressured. The committee discussed potentially involving the faculty liaison in future communication.
- Scott emphasized that participation is more important than the amount donated, noting that even small contributions are meaningful.
- Additional incentives, such as a raffle or small reward, were discussed as possible ways to encourage participation.
- Hannah mentioned that donations tend to increase following her newsletters, with several donations typically coming in shortly after each communication.
- Jeff offered to put together a message from the Board encouraging families to participate in the Annual Fund.

C. Board Goals

Establish Five Strategic Partnerships

- The committee reviewed the Board's goal of establishing five strategic partnerships during the school year.
- Jeff asked how the committee could best support Hannah in building these relationships.
- Hannah explained that partnerships do not necessarily need to involve financial contributions. Building connections with businesses, educational institutions, and community organizations is equally valuable.
- Recent Chamber of Commerce events and the Blackfire Development Group visit were discussed as examples of relationship building opportunities.
- Scott suggested expanding outreach beyond Haverhill to nearby New Hampshire communities, particularly Plaistow and Salem. Hannah agreed this would be beneficial.
- Hannah shared that the partnership with Phillips Exeter Academy is now established and includes opportunities for educational collaboration and professional development.
- The school also has an ongoing research partnership with Endicott College and a potential research project with Worcester State University.
- Andy suggested exploring additional partnerships with Northern Essex Community College and Merrimack College.
- Hannah expressed interest in participating in college job fairs and building stronger relationships with local education programs.
- The committee discussed how these partnerships could support staff recruitment, board recruitment, community awareness, and potential future fundraising opportunities.

Increase School Community Understanding of the Board

- The committee discussed the Board's goal of increasing the school community's understanding of its role and responsibilities.
- Jeff suggested using an upcoming Annual Fund communication as an opportunity to introduce the Board and explain its purpose.
- Hannah offered to incorporate information about the Board into future communications.
- The committee agreed to revisit this goal at the next meeting.

D. Foundation Info

Rock & Roll Bingo

- Jeff discussed the status of Rock & Roll Bingo preparations and the need for additional support to help the Foundation move forward.
- Scott asked whether the preparation timeline was similar to last year. The committee discussed that preparations had also picked up closer to the event in previous years.
- The committee emphasized the importance of identifying ways to support the Foundation and keep preparations moving forward.
- Flyers, sponsorship letters, and packets have been prepared but still need to be printed and distributed.
- Jeff offered to stop by the school on Friday to assist with printing materials.
- Scott offered to help with tasks that could be taken off Jenny's plate.
- Hannah confirmed that sponsorship levels are already set up in GiveCloud and that the system is ready to accept sponsorship payments.
- Hannah and Tai will check in tomorrow to review preparations, identify outstanding tasks, and determine where additional support is needed.
- Jeff also offered to stop by and assist as needed.

Travel Fundraiser

- No new updates were available regarding the travel fundraiser.
- The committee agreed to revisit the topic if additional information becomes available.

Community Skate

- January 9 is the tentative date for the Community Skate event.
- The committee is waiting for the Haverhill rink to finalize its hockey schedule before confirming ice availability.
- Jeff mentioned that the event is relatively easy to organize and raised approximately $1,500 last year.
- Hannah pointed out that January 9 conflicts with the Montessori Schools of Massachusetts conference, which several staff members may attend.

- The committee agreed to consider alternative dates or locations if necessary.

III. Closing Items

A. Agenda for Next Meeting

- Follow up on Rock & Roll Bingo preparations and Foundation support.
- Review Annual Fund progress, including board and staff participation.
- Discuss continued donor outreach and sponsorship opportunities.
- Review progress toward establishing five strategic partnerships.
- Continue discussing ways to increase the school community's understanding of the Board.
- Confirm Community Skate event details and potential dates.
- Share updates on upcoming networking and development opportunities.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:24 PM.

Respectfully Submitted,
J. Gibbons