DRAFT

Hill View Montessori

Minutes

Development Committee Monthly Meeting

Date and Time
Monday November 9, 2026 at 6:30 PM

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

Committee Members Absent
H. Pearson, T. Polanco

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 Monday Nov 9, 2026 at 6:31 PM.

C. Approve Minutes

A. Fergus made a motion to approve the minutes from Development Committee Monthly Meeting on 10-13-26.
J. Landry seconded the motion.
The committee **VOTED** to approve the motion.

II. Development

A. Upcoming/Recent Development Opportunities

- Jeff mentioned that the YMCA Educator of the Year Awards will take place tomorrow evening. Jeff, Hannah, and Jenny plan to attend.
- Hannah provided an update on her outreach efforts to local businesses and school vendors, including Pentucket Bank, Cedars, HVAC providers, roofing contractors, and other organizations. Several businesses have expressed interest, and meetings are being scheduled to discuss potential partnerships and donations.
- Hannah discussed building relationships with Blackfire Development Group, which will be working with middle school students on career readiness, and AMS Media Solutions, which has expressed interest in collaborating on a potential grant to support the school's development and marketing materials.
- Ginger recently sent outreach emails to families regarding opportunities to become involved with the Foundation, resulting in approximately 10 interested individuals. Hannah has begun speaking with these individuals and has additional conversations scheduled. Jenny will also be involved in following up with prospective volunteers.
- Jeff mentioned an upcoming Haverhill Chamber of Commerce networking event on November 18th and agreed to register himself and Hannah.
- Hannah shared that she plans to attend a Merrimack Valley Chamber of Commerce event on November 16th to represent the school and build community connections.

B. Annual Fund Update

- Hannah reported that the Annual Fund is approaching its $15,000 fundraising goal, with a target date of December 1st. Fundraising efforts will continue beyond that date.
- Hannah has been focusing on previous donors and school vendors who may be willing to increase their contributions. She noted that Pentucket Bank and Cedars are existing supporters and that she is continuing conversations with both organizations.
- Scott asked about access to the DonorSearch feature through DonorPerfect and whether additional permissions were needed. Hannah explained that she has primarily accessed the feature through existing donor records and is going to share the contact information for Robert Murphy, their DonorPerfect representative, with Scott and Jeff.
- Hannah shared that the Annual Fund received its first donation from an individual in Maine who was not previously known to the school, which was an encouraging development in reaching new donors.

- Jenny discussed the possibility of simplifying how fundraising funds are managed through the Foundation. The group briefly discussed establishing separate accounts for fundraising and building operations to improve tracking and reconciliation. No decisions were made.

C. Board Goals

D. Rock N Roll Bingo

- Scott asked about the methodology used to identify the 86 businesses in the fundraising tracker. Hannah explained that the list includes previous donors, current school vendors, and businesses that have expressed interest in supporting the school. Michelle added that reaching out to all 86 businesses is achievable by dividing responsibilities among committee members and volunteers.
- Andy suggested reaching out to Bradford Ski Area because of the school's existing relationship through student ski activities. Jenny mentioned that outreach had been attempted previously but encouraged another attempt. Andy also asked about Canobie Lake Park, which the group agreed would be worth contacting.
- Jeff asked whether the PTO had stopped independently soliciting donations. Jenny explained that the PTO has largely moved away from direct solicitation, allowing the Foundation to focus on fundraising while the PTO continues organizing events that support the school.
- Hannah provided an update on Rock N Roll Bingo donations. Jenny secured four water park passes from Great Wolf Lodge and has contacted several other organizations for potential prizes. Hannah also submitted a request to JetBlue for two airline tickets, and Jenny plans to follow up on the possibility of securing a trip for the auction.
- Hannah asked whether everyone had received the draft Rock N Roll Bingo planning calendar. Scott confirmed receipt, and the group discussed the proposed timeline and responsibilities. Hannah offered to oversee coordination and tracking to help reduce Jenny's workload.
- Jenny asked whether the calendar included timelines for save-the-date announcements and ticket sales. Hannah confirmed that save-the-date communications were planned for the following week, with additional activities scheduled in December.
- Jeff asked whether additional Rock N Roll Bingo flyers needed to be printed. The group confirmed that sufficient copies had already been printed.
- Andy asked whether any donated item would be considered too small. The group confirmed that donations of any size are welcome and can be combined into gift baskets, giveaways, or auction packages.
- Andy suggested updating the school's one-page fundraising flyer to better highlight Hill View's public Montessori model, funding challenges, school successes, and how donations directly benefit students. Hannah, Jeff, and Andy agreed to work

together on the updated flyer, with Jeff coordinating printing. The goal is to have printed materials ready within approximately two weeks.

- Hannah raised a question regarding Open Meeting Law requirements for collaborating between meetings. Jeff agreed to look into the requirements, and the group discussed continuing work on the flyer in the meantime.

III. Closing Items

A. Agenda for Next Meeting

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:26 PM.

Respectfully Submitted,
J. Gibbons