APPROVED

Hill View Montessori

Minutes

Committee on Trustees

Date and Time
Thursday October 1, 2026 at 6:30 PM

Committee Members Present
J. Gibbons (remote), J. Hood (remote), S. Stecher (remote)

Committee Members Absent
J. Landry, P. Carelis

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

C. Approve Minutes

II. Committee on Trustees

A. Scope of COT

- The Committee reviewed its scope and responsibilities as outlined in the bylaws.
- Scott shared that he had been reviewing the bylaws and felt the Committee's scope looked good.

- Scott raised a question about the annual process for electing Board officers. The bylaws appear to call for an annual vote on the slate of officers, including positions such as Chair, Vice Chair, Clerk, and Treasurer.
- Jeff and Scott discussed whether this process had formally occurred at the June annual meeting. It was noted that Board roles had been discussed and shifted, including Paul moving from Clerk to Vice Chair, but there was uncertainty about whether a formal vote had occurred.
- Scott emphasized that the Committee on Trustees should help ensure the Board is following the appropriate process and due process when handling officer positions, Board candidates, and similar governance matters.
- The group agreed to keep this requirement top of mind when the Board establishes its slate for the next fiscal year.

B. Onboarding new board members

- Jeff reviewed the onboarding materials provided through the Massachusetts Charter Public School Association and felt they provided a strong framework.
- Scott suggested viewing onboarding as a full process beginning with recruitment, rather than something that starts only after someone joins the Board.
- The materials included the idea of a checklist and a centralized digital hub where Board members could access calendars, bylaws, plans, financial information, and other important resources.
- Jeff identified several legal/compliance requirements that should be reviewed, including Open Meeting Law training, ethics/conflict-of-interest requirements, and other required Board member training.
- Scott said he completed these requirements during his own onboarding but questioned where documentation showing completion is currently stored.
- Jeff and Scott discussed determining exactly what the state requires as proof that each Board member has completed the required trainings and establishing a central location for those records.
- Scott will look further into the legal/training requirements and documentation.
- Jeff discussed the amount of material included in the onboarding resources and suggested simplifying it specifically for Hill View.
- The goal would be to create a one-page onboarding resource for new Board members that directs them to the appropriate documents and resources.
- BoardOnTrack was discussed as a possible central location for these materials.
- The one-page resource could contain links directing members to the appropriate materials.
- Jeff will review BoardOnTrack and determine what is already available and how the information could be better organized for new Board members.
- Jeff will also work on condensing the onboarding materials into a Hill View specific one page document.

III. Other Business

A. Board Job Descriptions / Bylaws

- Jeff and Scott discussed whether the Board officer and member job descriptions currently contained in the bylaws accurately reflect how the Board operates.
- The group agreed that the first step should be reviewing the Board-specific job descriptions for accuracy.
- There was discussion about the Treasurer and Clerk positions.
- Although the Treasurer role is not currently filled by a separate individual, the group felt the position should remain because the Board ultimately needs to recruit someone with the appropriate financial expertise.
- The Clerk position was also discussed. June currently supports many of the practical responsibilities associated with meeting minutes and documentation, but the group noted that there may still be a legal or regulatory requirement for a Board member to formally hold the Clerk position.
- Before making changes to the bylaws or eliminating/changing any position, the Committee agreed that the legal requirements should be confirmed.
- Paul will be asked to review the Board job descriptions and identify any areas that may need updating.

Board Leadership Succession Plan

- The Committee reviewed the Board leadership succession planning document.
- Jeff discussed information that still needs to be completed as part of the plan, including information that may need to be obtained through DESE.
- The Board Skills Matrix is also being developed as part of the larger succession planning process.
- The onboarding process and one-page resource will tie into this work.
- The group discussed treating the succession plan as an ongoing process rather than a one-time document.
- Scott agreed that reviewing the plan annually makes sense.
- Jeff and Scott discussed potentially adding an annual review of the succession plan to the Board calendar, possibly near the beginning of each school year.

- Jeff will simplify the Board onboarding materials into a one-page Hill View specific resource.
- Jeff will review BoardOnTrack to determine how it can serve as the central digital repository for Board materials.
- Jeff will continue completing the Board leadership succession planning document.
- Scott will review Board training and legal requirements, including ethics and Open Meeting Law training, required documentation, and where those records should be maintained.

- Paul will be asked to review the Board job descriptions in the bylaws and identify any recommended updates.
- The Committee will continue reviewing the Board Skills Matrix and succession planning process.
- The next Committee on Trustees meeting is scheduled for November 5 at 6:30pm.
- Going forward, the Committee will plan to set the next meeting agenda after the full Board meeting so any relevant topics can carry over.
- June will remind the Committee approximately one week before the meeting to finalize the agenda.
- June will continue completing meeting minutes by the following day and coordinating with Jeff regarding BoardOnTrack access and the minutes process.

IV. 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 6:55 PM.

Respectfully Submitted,
J. Gibbons