DRAFT

Hill View Montessori

Minutes

Committee on Trustees

Date and Time
Thursday November 5, 2026 at 6:30 PM

Location

Microsoft Teams meeting
Join: https://teams.microsoft.com/meet/251289643331835?p=vkXWqg5Tm0yGalsQRo
Meeting ID: 251 289 643 331 835
Passcode: 7UQ33rA7
Need help? | System reference
Dial in by phone
+1 469-677-9231,,665770788# United States, Dallas
Find a local number
Phone conference ID: 665 770 788#

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

Committee Members Absent
None

I. Opening Items

A.

Record Attendance

B. Call the Meeting to Order

J. Hood called a meeting of the Committee on Trustees Committee of Hill View Montessori to order on Thursday Nov 5, 2026 at 6:35 PM.

C. Approve Minutes

J. Hood made a motion to approve the minutes from Committee on Trustees on 10-01-26.
S. Stecher seconded the motion.
The committee **VOTED** to approve the motion.

II. Committee on Trustees

A. Past meeting action items follow up,

Board Member Onboarding

- Committee reviewed the revised board member onboarding materials, condensed from the original 14-page document.
- Committee agreed the updated materials looked good.
- Scott will meet with Rahul next week and gather feedback on the onboarding process.
- Jeff H. will upload an editable Word version to the BoardOnTrack document section for future updates.

BoardOnTrack Document Repository

- Discussed improving the document repository to provide easier access to important board materials.
- Recommended uploading finalized documents, including annual board calendars, financial audits, accountability reports, and MCAS data.
- Agreed that significant committee documents should be added once finalized.
- **Action Item:** Bring this expectation to the next full board meeting.

Board Member Job Descriptions

- Paul reviewed and revised the board member job descriptions.
- Updates included consistent formatting, clearer language, and Massachusetts-specific ethics requirements.
- Paul will share the revised descriptions with Jeff and Scott for review.
- Discussed whether updated job descriptions would require formal bylaw amendments or could be maintained in BoardOnTrack.

Board Compliance Requirements

- Scott reviewed board member training and compliance requirements.
- Discussed tracking required certifications, Open Meeting Law acknowledgments, and financial disclosures.
- Recommended reviewing compliance requirements annually and when new trustees join.
- **Action Item:** Scott will follow up regarding any outstanding training acknowledgments.
- **Action Item:** Jeff H. will look into whether new board appointments require notification to the City of Haverhill.

Board Leadership Succession Planning

- Reviewed feedback on the Board Leadership Succession Plan.
- Discussed clarifying whether the document should focus specifically on board officers and committee chairs rather than general board membership.
- Reviewed current leadership roles, including Board Chair, Treasurer, Vice Chair, and Clerk.
- Discussed whether June could formally serve as Clerk and how that designation should be documented.
- Paul will review the bylaws to clarify officer requirements, appointments, and voting procedures.
- Scott discussed the possibility of extending trustee term limits through future bylaw revisions.

Board Accountability and Academic Performance

- Discussed feedback from the previous board meeting, particularly the presentation of MCAS and other academic performance data.
- Committee members expressed concerns regarding math performance and the need for more detailed discussion of academic results.
- Jeff H. emphasized the importance of presenting data clearly and encouraging meaningful questions from trustees.
- Jeff H. suggested providing an MCAS overview for board members in September, followed by a more detailed review in October.
- Committee discussed the possibility of scheduling an additional review of math performance and improvement strategies.
- **Action Item:** Jeff H. will contact Jeff L. regarding a follow-up discussion of MCAS results and potential next steps, with Ginger and Hannah.

III. Other Business

A. New Business

- Committee discussed the importance of strengthening board oversight and ensuring academic performance remains a priority.
- Scott plans to review the bylaws more closely and identify areas that may need clarification, updates, or improved compliance.
- Scott will share notes and recommendations following his review.
- The next Committee on Trustees meeting is scheduled for Tuesday, December 1, 2026, at 6:30pm.

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 7:11 PM.

Respectfully Submitted,
J. Gibbons