

Hill View Montessori Charter Public School
Regular Board Meeting
Meeting Minutes
Thursday, March 15, 2007

Board Members Present:

Ed Maguire, Nandesh Palanisamy, Kelly Martin, Veronica O'Brien, John Michitson, Peg Roberts (Ex Officio).

Board Members Not Present:

Paul Accardi, Shaw Rosen, Ross Povenmire.

I. Minutes

Kelly called the meeting to order.

Minutes of the last month's regular board meeting were reviewed. Veronica reported a few typos to be fixed.

Ed motioned to accept minutes. John seconded.

Minutes accepted as amended. All in favor. None opposed.

Minutes of the last month's special board meeting were reviewed. Veronica reported a few typos to be fixed.

Veronica motioned to accept minutes. Nandesh seconded.

Minutes accepted as amended. All in favor. None opposed.

Next meeting of the board will be on April 12th, 2007.

II. Public Agenda Comments

None

III. E.D Report

Peg reported that the DOE site visit went well. She also mentioned that we will be receiving the draft report from the DOE in few weeks on the site visit. Peg also provided a list of top 10 items she has planned to address during the remainder of her term. Peg also reported on the diversity details on the waiting list population. Veronica commented that she got the family handbook and they look great. Ed wanted acknowledge that Peg had put together an good list of things to be done before her term ends.

Board members discussed about increasing the size of the Kindergarten. Peg also mentioned that the teachers were already informed about the size increase.

Motion to increase kindergarten size from 34 to 40 for the year 2007-2008 by Veronica.

Nandesh seconded.

Motion accepted. All in favor. None opposed.

IV. Old Business

a. Town meeting recap

Peg provided a recap on the Town meeting. Peg mentioned that the material discussed during the Town meeting was sent out to all parents. Peg also mentioned that the next steps would be to include staff and parent inputs and some of these suggestions can be implemented now and some will be useful in working on the charter for the charter renewal.

b. Budget

Peg discussed the changes made to the draft budget. Capital budget is moved to the end. She also mentioned that the budget is based on having 40 students in Kindergarten. Peg mentioned that the Nurse position will become a full time position to enable training one other person for the second facility.

Veronica motioned to accept the Budget. Nandesh seconded.

Motion accepted. All in favor. None opposed.

c. Search Committee

Veronica identified some resources from Mass charter School Association website to help with the process of hiring the new School leader. Ed proposed a condensed version of that material matching HVM recruitment timeline. A discussion ensued. The responsibilities for the search committee were identified as follows:

- Role 1 = Engage Headhunter (limited to up to 12% contingent fee).
- Role 2 = Generate subcommittee's own preferred ED skills-set.

- Role 3 = Generate list of suggested questions for interviews.
- Role 4 = Inform BOT if there are qualified candidates by 4/1.
- Role 5 = Interview and recommend finalists to BOT by 4/06.
- Role 6 = Check background(references) of the finanlists.

The search committee is supposed to treat the Resume's confidential. The BOT will meet on 4/6/2007 to define the BOT interview date(s), decide on Salary Ranges and the scope of the Contract, and to define the BOT Interview process and the Interview questions.

Veronica motioned that the Board approves receiving resumes from Bill Lyons Head Hunter based in Newton, MA for up to 12% of the starting salary for the E.D. position to receive resumes. John seconded.

Kelly made a friendly amendment to approve up to 12% of the starting salary to receive resumes from Head hunters. John seconded.

All in favor. None opposed.

Ed motioned that the process be adopted as discussed this evening with the amendments as discussed this evening, in addition to any flexibility as required. Kelly seconded. All in favor. None opposed.

Veronica motioned that the size of the committee be increased to 9 to add Melanie as an automatic member of the committee. John seconded. All in favor. None opposed.

Peg picked a list of volunteers from each category:

**Nicole Maguder, Holly Amaden - Parent
Ed Maguire, Veronica Obrien – BOT members
Suzane Rogers, Nancy London – Founders
Shanyn Toulhouse, Catherine Constantine – Staff
Melanie Wilson**

Kelly will notify every one selected to be on the committee.

John led the board in a discussion to identify the skill sets it is looking for in the E.D candidate to be shared with the search committee. A discussion ensued. The board identified the along other skills the following as the key skills it is looking for in the E.D candidate:

- Leadership
- Financial and People Management
- Results Oriented
- Fund raising Background
- Experience with non profit administration
- Experience with Public bidding

Veronica noted down all the skills identified to pass it on to the Task force.

d. Report on Benchmarks

Peg reported on the Benchmarks and alignment.

e. CP Update

Ed reported on CP BOT representation at CP meeting. He mentioned that the parents would like parent input on Town meeting schedule and agenda. Veronica talked about the site update she provided during the CP meeting.

V. New Business

a. Retreat

Retreat will be planned after the new E.D is on board.

VI. Committees/Task forces

a. PR & Development

Kelly updated the BOT on the March 16th HVM Tour. She also mentioned that Jonnie Lyn is working on making cards with dates of these meetings for the board members. Kelly also talked about the wish list that would be shared with those visiting the School during the tour.

b. Site update

Veronica mentioned that only one of the two buildings needs to be ADA complaint. Veronica and Peg also reported that they had a meeting with Dr. Buchanan and Kara Kosmos about the Smiley School.

VII. Public Comments and correspondence

VIII. Adjournment

Motion to adjourn by Ed. Seconded by Veronica.

Motion accepted. All in favor. None opposed. Meeting adjourned at 9:25 pm.