River View Chartered Public School

Board of Trustees Meeting Agenda

October 21, 2024; 4:00 pm – 5:00 pm

Agenda

| | | |
|---|---|---|
| I. | Welcome | Stephanie |
| II. | **Board Vote** to accept previous month's minute | Board |
| III. | Head of School Report | Heather |
| IV. | Items To Add | All |

a. need 2 board members, need 2 parent board members
b. Discuss Halloween Party
c. board training- possibly 11/18

| | | |
|---|---|---|
| V. | Treasurers Report | Julie |
| VI. | Adjourn | Stephanie |

**Head of School Report** Oct 21, 2024

# RVCPS

- 36 Students enrolled, waiting on 1 response for 37, 2 more inquiries
- Charter Office came 10.8.24, first year review
- Halloween Party- Nov 2nd 8-12

# Grant/Fundraising Updates/Ideas

- craft fair
- adult dance

THANK YOU FOR ALL YOUR SUPPORT!!
YOU ARE ALL AWESOME AND I AM BLESSED TO HAVE SUCH SUPPORTIVE AND HELPFUL BOARD MEMBERS!!!

River View Chartered Public School

Board of Trustees Meeting Minutes

October 21, 2024; 4:00 pm – 5:00 pm

Meeting Minutes

Welcome Michelle Called meeting, Stacy seconded

Michelle, Stacey, Heather, Cathy

I. **Board Voted** to accept previous month's minute Board Vote to accept meetings minutes

II. Head of School Report Heather

- 36 enrolled students, waiting on one response- 2 more in the waitlist
- Tal came 10/8/24 for the 1st year review and went over the monitoring report to go over when in front of board. Tal thought he heard Cassie that money before the audit, but Cassie emailed Cathy saying that we could not use any money until the audit is done.
- November 2- Halloween Party- 15 tickets only so far. DJ we have

who can decorate that today (can be there for 11)

Michelle will make a dish and help decorate. Stacey is out of town. Julie is out of town too. Julie makes a dish. Anyone else?

- RVCPS board members voted to approve the commission letter written by Josh.
- Terri was not aware of the meeting. Mark is going to do a cost estimate for a classroom expansion. Brent has not gotten back with traffic study for Spring Street. Working on consulting confirmation for an audit, so after tax day they will schedule a meeting, Cathay sent an email about planning it ASAP.
- Sunstone being met tomorrow to put in the Riverview Board budget, to allow Julie for actual budgets.

- Budget approved by Stephanie, Stacey, Michelle, and Julie.
- Waiting on quotes for generator and window films
- Looking for new grants, Grant list came out

III. Items To Add — All

Need to write a strategic plan- need to do ASAP and with everyone here. Maybe at the next meeting? Heather will scan and send a template for the plan.

Board Training- Heather reached out on hopefully the next meeting date. 1 hour and a half meeting

Heather is out for surgery Wednesday, not sure for how long

November 1st is 50% through the semester.

Next Meeting is 11/18/24

Cathy going to Mckinney Vento conference next month in FL

Trauma Informed Workshop is coming up and all are doing it again this year. Feb 20-21.

IV. Treasurer's Report — Julie

Financial Report

Budget Presentation

V. Adjourn- 5:00 Pm

Michelle vote to adjourn, Julie second– 4:45 pm

**Treasurer's Report: River View Public Charter School**

**For the Period of September to October 2024**

---

**Overview:**

This report provides an overview of the school's financial activities for the months of **September 2024** and **October 2024**, including revenue, expenditures, and a detailed breakdown of the school's financial status. The total expenses for the two months combined amounted to **$9,507.35**, and total revenue for the period was **$84,171.88**.

---

**Financial Summary:**

- **Total Revenue: $84,171.88**
- **Total Expenditures: $24,595.15**
- **Net Operating Revenue: $59,576.73**
- **Net Revenue: $59,576.73**
- **Oct Beginning Bank balance: $2,230.85**
- **Oct Ending Bank balance: $58,378.45**

---

**Detailed Revenue Breakdown:**

| Revenue Source | Amount |
|---|---|
| **Sales** | $0.08 |
| **Title Grant Funding** | $7,059.80 |
| **Transfer of Funds** | $77,112.00 |
| **Total Revenue** | **$84,171.88** |
| **Gross Profit** | **$84,171.88** |

---

**Expenditure Breakdown:**

| Category | Amount |
|---|---|
| **Accounting Services** | $1,364.00 |
| **Airfare** | $1,051.92 |
| **Conference Fee** | $1,050.00 |
| **Dues/Subscriptions** | $405.00 |
| **Fundraising Expenses** | $48.95 |
| **Hotel Fees** | $477.24 |
| **Loan Payment** | $1,758.59 |
| **Payroll Expenditures** | $76.26 |
| **Payroll Expenses - Company Contributions** | |
| Health Insurance | $1,471.20 |
| Retirement | $142.60 |
| **Total Company Contributions** | $1,613.80 |
| **Taxes** | $1,473.41 |
| **Wages** | $14,486.16 |
| **Total Payroll Expenses** | $17,573.37 |
| **Technology Software** | $98.00 |
| **Uncategorized Expenses** | |
| Food | $522.77 |
| Office Supplies | $169.05 |
| **Total Uncategorized Expense** | $691.82 |
| **Total Expenditures** | **$24,595.15** |

**Key Observations:**

1. **Revenue Sources:**
    - The primary source of revenue for the school came from the **Transfer of Funds** at **$77,112.00 for per student allocation**, followed by the **Title Grant Funding** at **$7,059.80**.
2. **Expenditures Overview:**
    - **Payroll Expenses** are the largest expenditure category, totaling **$17,573.37**, which includes wages, taxes, and company contributions (health insurance and retirement).
    - **Loan Payment** accounted for **$1,758.59**, which is a scheduled financial obligation. - add information of LOC - Credit
    - **Airfare, Conference Fees, and Hotel Fees** combined to **$2,579.16**, which were likely associated with staff professional development or attendance at school-related conferences.
3. **Uncategorized Expenses:**
    - **Uncategorized Expenses** include **Food** (**$522.77**) and **Office Supplies** (**$169.05**), totaling **$691.82**. These categories may need further clarification or refinement for future budgeting.

---

**Net Operating Revenue:**

- **Net Operating Revenue** (after expenditures): **$59,576.73**

This figure reflects the difference between the **Total Revenue** (**$84,171.88**) and **Total Expenditures** (**$24,595.15**).

---

**Conclusion:**

The financial position of the charter school is strong, with **$59,576.73** in net operating revenue for the period from September to October 2024. The school is generating sufficient revenue, primarily from the transfer of funds and grant funding, and managing its expenses, especially payroll, effectively.

**Prepared by:**

Julie Martin, Treasurer
River View Public Charter School
Date: 11/16/2024

---

This report gives a comprehensive snapshot of the school's financial health, combining revenue, expenditures, and a careful evaluation of both operating and payroll expenses.