Head of School Report Nov 18, 2024

RVCPS

- 36 Students enrolled, waiting on 1- gets out of placement on Nov 24th, 6 waiting list
- Charter Office came 10.8.24, first-year review, 11.14.24 went to DOE
- Halloween Party- Nov 2nd 8-12- raised, 720.00

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

November 18, 2024; 4:00 pm – 5:00 pm

Meeting Minutes

Welcome Michelle Called meeting, Stacy seconded

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
- Need an audit done ASAP

V. Adjourn- 5:00 Pm

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

Board Training 11/18/24, 4-6:30, Kelly Murphy-The Nonprofit First Responders
Kelly's training was bases on RVCPS's bylaws and Articles of Incorporation

- Is the fiscal school year July-June or Jan-Dec
    - Suggested July-June
- How much notice do you need to give for an Emergency board meeting? need confirmation of receipt, suggested we change- less time
    - Vote someone off- majority vote, 2/3 of board
    - 5 days notice
- Who can write checks? director, head of school, treasurer- addendum or financial control.
- Financial policy. Over a certain amount, 2 signers, email notification to board
- Annual meeting resign conflict of interest, confidentiality statement
- Check charter for # of meetings required, 12x
- Change by laws to meet articles
- Terms, and term limits need to be in articles
    - Suggested, staggered board
        - 1-2 positions 1 year
        - 1-2 positions 2 year
        - 1-2 positions 3 year
- EIN number
- Letter of determination- will tell when 990 is due, make sure RVCPS has one
  Keep a copy, tells what we're classified as
- Bylaws shouldn't be changed without major thought
- Square- payroll option
- DNO- board insurance- check if we have
- Board Meetings- Articles say 12x per year, bi-laws say quarterly
- Conflict of interest and confidentiality agreement should be signed yearly by board
- Article 7, section 3- remove
- Article 11 about good faith- keep
- Article 8 needs to be rewritten to state majority vote of board, of officers

Next steps:

- Review, voting on financials each month at meeting and accepting
- Need financial policy
- Make sure line of credit is included in financials
- Review 990 before filed
- Monthly treasurers report
- Separation of duties- needs to be done by more than one person, one person shouldn't be responsible for all
- Tax receipts for anything over $250
- Board needs to vote for any grants received
- Gran.s received need to be listed as restricted, then money can't be used elsewhere
    - Donor can give permission to reallocate monies
- Create strategic plan- where do we see the organization in 1,3,5 years