River View Chartered Public School

Board of Trustees Meeting Agenda

December 9, 2024; 4:00 pm – 5:30 pm

Agenda

- Welcome — Stephanie
- **Board Vote** to accept previous month's minute — Board
- Head of School Report — Heather
- Items to add — All
  - Heather review
  - Strategic Plan
  - RVCPS Venmo
  - Donation
- Treasurers Report — Julie
- Adjourn — Stephanie

Head of School Report- December 9, 2024

RVCPS

- 36 Students enrolled, waiting on 1- gets out of placement on Nov 24th, 8 waiting list
- Go to Concord on December 12 for the NHDOE board meeting
- Student gifts
- Attendance- 3 students over 10 unexcused absences (AM, SK, JT)
- Student check ins- discussed
    - where they are
    - how they're feeling
    - whether they are meeting expectations and need a 6th session

Grant/Fundraising Updates/Ideas

- 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
Statement of Activity
December 2024

	Amazon	Dollar Tree	Liberty Mutual	NEXT	QuickBooks Payments	Sunstone Bookkeeping Company	Uber	Not Specified	TOTAL
Revenue									
Transfer of Funds								5,000.00	5,000.00
Total Revenue	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 5,000.00**	**$ 5,000.00**
Gross Profit	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 5,000.00**	**$ 5,000.00**
Expenditures									
100- Personnal Services- Salaries									0.00
101- Salaries for Teachers					3,303.54				3,303.54
121- Salary for Instructional Aides								627.98	627.98
2410- Office of the Principal Services					1,920.32				1,920.32
Total 100- Personnal Services- Salaries	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 5,223.86**	**$ 0.00**	**$ 0.00**	**$ 627.98**	**$ 5,851.84**
200- Personnel Services- Employee Benefits- Employer Contribution									0.00
211- Health Insurance Employer Contribution								735.60	735.60
230- Retirement- Employer Contribution								71.30	71.30
Total 200- Personnel Services- Employee Benefits- Employer Contribution	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 806.90**	**$ 806.90**
260- Workers Compensation				78.50					78.50
520- Insurance(other than employee benefits)									0.00
523- Tractor Insurance			117.50						117.50
Total 520- Insurance(other than employee benefits)	**$ 0.00**	**$ 0.00**	**$ 117.50**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 117.50**
580- Travel									0.00
583- Taxi Fees							163.69		163.69
Total 580- Travel	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 163.69**	**$ 0.00**	**$ 163.69**
610- General Supplies									0.00
611- Office Supplies						129.00			129.00
613- Classroom Supplies	143.37	27.50							170.87
Total 610- General Supplies	**$ 143.37**	**$ 27.50**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 129.00**	**$ 0.00**	**$ 0.00**	**$ 299.87**
Bank Fees & Charges								0.00	0.00
Payroll Expenses									0.00
Company Contributions									0.00

Health Insurance																		735.60		735.60
Retirement																		71.30		71.30
Total Company Contributions	**$**	**0.00**	**$**	**0.00**	**$**	**0.00**	**$**	**0.00**	**$**	**0.00**	**$**	**0.00**	**$**	**0.00**	**$**	**806.90**	**$**	**806.90**
Taxes																		1,277.75		1,277.75
Wages																		15,166.16		15,166.16
Total Payroll Expenses	**$**	**0.00**	**$**	**0.00**	**$**	**0.00**	**$**	**0.00**	**$**	**0.00**	**$**	**0.00**	**$**	**0.00**	**$**	**17,250.81**	**$**	**17,250.81**
Total Expenditures	**$**	**143.37**	**$**	**27.50**	**$**	**117.50**	**$**	**78.50**	**$**	**5,223.86**	**$**	**129.00**	**$**	**163.69**	**$**	**18,685.69**	**$**	**24,569.11**
Net Operating Revenue	**-$**	**143.37**	**-$**	**27.50**	**-$**	**117.50**	**-$**	**78.50**	**-$**	**5,223.86**	**-$**	**129.00**	**-$**	**163.69**	**-$**	**13,685.69**	**-$**	**19,569.11**
Net Revenue	**-$**	**143.37**	**-$**	**27.50**	**-$**	**117.50**	**-$**	**78.50**	**-$**	**5,223.86**	**-$**	**129.00**	**-$**	**163.69**	**-$**	**13,685.69**	**-$**	**19,569.11**

In attendance: Michelle, Stacy, Stacy, Julie

Concerns:

- Vote of new board members… how did this happen at the last minute and no application was done like we had to do. Not everyone is comfortable with the process!
- How do we change this?- Because the DOE was adamant that we had additional Board members by the next meeting, this process was rushed. In the future, it will be important for the process we have set up to be followed. This is a good time to revisit the policy for Board Member approval

- NH DOE Meetings not regular, but need more information and detailed notes on what happens- An email was sent out by me on the same day as the last DOE Board meeting. What format would work better for you? All Board members are more than welcome to attend every NH Board meeting. My apologies if this information was not relayed properly.

- Students' applications and approval not happening per the board, 30 something students and none of us know who or how?- We have to accept every application that crosses Heather's desk. Unlike exclusive private schools, charter public schools cannot select or reject any student. When enrollment requests exceed the number of seats, charter schools are required by law to hold a public lottery to determine who will attend. Because we are free and open to all, charter public schools do not engage in selective admissions policies.

- Communication needs to happen!! – if this is referring to the application process, I hope the above helps. If it is referring to something else, please elaborate.

- Teacher applications not brought in front of the board- Is there any background check on staff? Do we see these? Board was asked to participate in the interview process. It is mandatory for ALL employees to have a background check. During the 2016 legislative session, the law was changed to limit the review of an applicant's criminal history background to only the superintendent of the school administrative unit or the chief executive officer of the chartered public school or public academy so I am sorry, but the Board will not be allowed to view them.

- Board to vote on all conferences, Ubers, and hotel stays with details provided as to how it pertains to the charter school or not, prior to enrollment- this is highly unusual. I would like to propose that the Board approve all conferences for the Executive Director, but the approval for all other staff to attend conferences should be approved by the Executive Director. Board approval of professional development opportunities is stepping into the day-to-day operations of the school which is not the Board's responsibility.

- Board to vote on all meeting workshops or board training in advance- I repeat the above- this is stepping into the day-to-day operations of the school for staff trainings. If the Board would like input into what they would find useful for Board trainings, that would be appropriate.

- Everything outside the payroll and insurance needs to come in front of the board to vote on- I **totally** disagree with this statement. The role of a school board is not to run the schools, but to see that they are run well. The Board has input into the annual budget before the budget is voted on. The Board of Trustees and the Executive Director form the school district leadership team. The effective functioning of this team requires trust.

  It is my opinion that the key elements of a well-functioning relationship between the Board of Trustees and the Executive Director is to:
  Maintain the welfare of students and student achievement as the driving force to decision making and actions;
  Have a strong two-way communication and respect;
  Maintain the balance between oversight and intrusion.

  For your knowledge: RSA 194-C:4. states that each school administrative unit shall provide superintendent services to be performed as required by School districts shall not be required to have a superintendent and may assign these services to one or more administrative personnel working full or part-time; or such services may be independently contracted (so I am not needed Someone would just need to assume superintendent duties). This was taken from the NH DOE website outlining mandatory superintendent duties:
- **Developing and implementing educational plans**: Superintendents create and recommend educational plans for their district.
- **Ensuring compliance**: Superintendents ensure their district complies with federal, state, and local education policies.
- **Managing budgets**: Superintendents develop and recommend annual budgets, and administer them.
- **Managing personnel**: Superintendents recruit, retain, and remove staff, and oversee labor relations.
- **Managing facilities**: Superintendents plan and maintain the safety of school facilities and student access. They also assign, use, and maintain school facilities.
- **Managing student records**: Superintendents maintain records and file reports. They also assess student achievement through grading and state and national assessments.
- **Managing student safety**: Superintendents ensure the safety and welfare of students and staff. They do this by involving parents, teachers, and community members, and addressing challenges to safety.
- **Managing school board operations**: Superintendents oversee school board operations and the relationship between the board and the district administration.
- **Collaborating with the community**: Superintendents collaborate with families and community members to improve teaching and learning. They also respond to diverse community interests and needs.

As a school board, you have the right to remove the Executive Director from their role as school leader if the Board decides it is in the best interest of the school. If there is a lack of trust in the current Executive Director to perform school operations in a responsible manner or if their views of the key elements of running the school is not shared by the Board of Trustees, the decision to relieve the Executive Director of her duties should be placed on the agenda and voted on at the next Board meeting.

- Kitchen used for cooking skills and adulting skills. Not sure what this means

- Menus done up for the month with options for Board Budget to vote on- there isn't a menu, but if there was, this isn't the responsibility of the Board

- Courtney as a liaison for McKinney and Vento? if not Oasis fund for any Homeless conference- Courtney Porter is the McKinney Vento Liaison for the Claremont School District. Every school district is required by law to have their own McKinney Vento Liaison as well as a Foster Care Point of Contact. River View's homeless liaison is me. I also serve as the Foster Care Point of Contact. Why would Oasis, a youth homeless shelter, fund a homeless liaison conference for River View's homeless liaison to attend? (As an aside, Oasis paid for me to attend the Runaway Homeless Youth Conference which is directly related to my work with homeless youth at which I attended a "working with homeless youth in schools" workshop. There is no doubt the work overlaps as it was originally intended to.) It is my opinion that River View's Board would benefit from the same homeless liaison training that River View staff is required to attend to better understand the role. The Executive Director does not have to hold these roles, but given my experience of being a former Homeless Liaison it made sense. My former role was that of early childhood homeless liaison. The last time I attended the homeless liaison conference I followed the early childhood track. My focus this time was on current laws and legislation for high school students, the new FASFA requirements, and the required set aside laws.

- Tractor repair? Is this a school tractor? Insurance didn't pay it for repair?- the tractor was purchased with River View's CSP grant and belongs to the school. Vandalism broke the glass on the driver's side door. The deductible for the insurance is $1000. The repair was less than that.

- Advertising- Open House? December 20th? No one on board knew who planned this.- this event was planned by Shea, the housing coordinator at Oasis as a thank you to all the community members who generously gave to her adopt a resident initiative. All programs in the building were notified of the event. If an attendee was interested in visiting the school or another program as well as the shelter, tour guides brought the interested parties through the school and showed them all the other programs in the building. I used this opportunity to express to the governing officials that walked through how unique our building is due to the integrated services all benefitting the at-risk youth in our community.

- Vista Print promotional advertising that no one also knew about or voted on since monies taken out- no vote was needed. This is an operational expense for items that we will use when hosting open houses at the school or at tabling events throughout the community

- Professional Activity- Trauma Informed Workshop PD- was it just RVCPS staff?- our initial trauma-informed training this year was a joint training for all building staff. Following the joint training, Melony did program specific follow up training as each program has its own unique needs. Each program paid their own portion of the training.

- Two different amounts in the food on the spend down vs the expenses. Yup. One of the items on the expense report didn't get added in to the spend down. My error. The spend

down report was intended for Heather's use only as she tracks the expenses that she is responsible for. It was not intended to be a tool for Board use. Because our bookkeeper hadn't set up our budget in QuickBooks yet, it seemed like the easiest way for Julie to be able to report out on the finances in an understandable format. The budget is now in QuickBooks and is being reviewed by our bookkeeper's supervisor for accuracy and will hopefully be useable for our next Board meeting.

- Receipts for food- as we only have a $2,000 budget for the year- The food budget will definitely need to be reviewed at the end of this school year. We had originally thought that more free food from the NH Food Bank would be used, but that is not what the kids want to eat. Purchasing from Sysco is a way to order more food less often which makes the ordering process easier.

- Quick Books access for Julie ASAP- you can take a picture or upload receipts in there- I do not upload receipts in QuickBooks. They are filed in the school's files by category. Julie is more than welcome to have access to the QuickBooks account

- Amazon Business internet- not sure what this means

- Amounts taken out need to be itemized not all lumped together as one (rent, business expense, legal fees, etc.) so we know where monies are going when audited- all items are entered into our general ledger and are coded according to what the expense is- classroom supplies, curriculum materials, office supplies, etc.

- Receipts for anything over $10 just for financials – absolutely every financial transaction entered into our general ledger is accompanied by a receipt- even expenses under $10

- Board needs to vote on anything over $100.00 – this is not a realistic expectation and is not the Board's responsibility. There are seldom expenses under $100. Our current policy is that expenses over $5000 requires second signature. This is not a matter of Board vote and is traditionally the Treasurer that provides a second signature, but can be the President. The second signature is meant to provide financial oversight on large purchases.

- Board needs to vote on any grants received before submitted – it is normal protocol for Boards to vote before accepting an awarded grant. The only grant awarded for River View to date has been the CSP grant and that was approved by the start up committee. There are times that I am not aware of a grant opportunity until the last minute.

- **Need to Be Done By the Board Officers:- Needs to be done by the ENTIRE Board and Executive Director**

1. Financial Policy- this exists. It was written by the start up committee. It can, and should be reviewed by the current Board
2. Conflict of Interest/Confidentiality Policy- this exists. It was written by the start up committee. It can, and should be reviewed by the current Board
3. Bylaws, Charter School Policy, and Articles of Incorporation all on the same page- this needs to be a joint effort between the Board, the Executive Director, and legal
4. Strategic Plan needs to be done- **All Board with Heather and Cathy (Kelly there too)- YES**

5. Duties Separated- what do we want the parents' involvement to be?- if this is a question about the parents on the Board- they are Board members and need to be included in everything. There are certain times when it is appropriate for the Executive Committee to meet separately but that is not best practice and should not happen often. Examples of appropriate Executive Board meetings are when discussing sensitive or confidential matters that require more focused deliberation, such as personnel issues or legal concerns. By law, minutes of executive committee meetings need to be shared promptly with the entire board to ensure transparency and keep the other board members well informed. If the executive committee makes significant decisions, all board members should be informed within 72 hours. If it wasn't done for this meeting, there should be an agenda posted for all Executive Board meetings and the entire Board should be notified in advance in case they have input to add.