River View Chartered Public School

Board of Trustees Meeting Agenda

January 27, 2025; 4:00 pm – 5:30 pm

Agenda

- Welcome — Stephanie
- **Board Vote** to accept previous month's minute — Board
- Executive Director Report — Cathy
- Head of School Report — Heather
- Treasurers Report — Julie
- Items to add — Board
    - Policies/ procedures
    - Board Responsibilities
    - Student truancy x2
- Adjourn — Stephanie

Executive Director Report January 2025

Facility

- Window bids are in. I do not have a date for installation yet. I am exploring the possibility of installing shatter-resistant glass during the window construction process instead of waiting and installing the shatter-resistant film as initially planned. We received a non-profit security grant to complete this work.
- Would like to explore grant opportunities to install a metal detector at the doors. Thoughts?

Program

- Audits are in process. I will continue to inform the Board of progress.
- Sunstone set up our QuickBooks account. I have asked them to add Julie to our account
- Budget has been added, but our QuickBooks account is an essentials account. It needs to be upgraded to a non-profit account to allow for budget to actual reports. This step is on hold until our anticipated DOE check arrives
- Policies and Procedures need to be reviewed. There are a lot of them. My suggestion is that we review one section a month, but this is definitely open for discussion.

DOE Updates

- River View is on probationary status for the next year
- DOE requires our audits to be complete- they are in process, River View to retain a 7-person Board- which has been our plan all along, and us to disclose our monthly meeting minutes- which are public records anyway. Nothing the DOE is asking is above and beyond what is being completed already.

Grant Updates

- NH Security Non-Profit Grant- Bids being accepted for generator
- Looking for a DOE-specific security grant
- I am still actively looking for grant opportunities that fit our mission and can be used for educational purposes

Other

- Some items regarding the role of the executive director were raised during a recent executive committee meeting. I copied the following from the DOE website to help you understand these roles.

  “In a charter school, the School Board and the Superintendent” (in the case of River View, the titles of Superintendent and Executive Director are interchangeable) “have distinct roles, but they work together to ensure the school's success.

Role of the School Board:

The School Board is responsible for governance**,** setting long-term goals, policies, and ensuring that the school fulfills its mission. It hires and evaluates the Superintendent, approves the budget, and oversees the school's performance. The Board ensures that the school complies with state and federal laws, as well as the terms outlined in the charter. Board members typically represent the interests of the community and help shape the strategic direction of the school.

Role of the Superintendent:

The Superintendent is responsible for the day-to-day management of the school, including the implementation of Board policies. The Superintendent leads the staff, manages operations, and makes decisions about curriculum, instruction, and student services. While the Board provides oversight, the Superintendent handles the operational side of the school."

As River View's school board, you all have the power and responsibility to ensure that I, as the superintendent, am the right person to serve your school in this role. If there are doubts or concerns, it is your duty to voice those concerns. It is also your responsibility to remove me from the position of superintendent if I am not fulfilling the role in a satisfactory manner.

The following steps would be involved:

1. Board Discussion: The Board would need to discuss the performance or issues with the Superintendent. This could include concerns related to leadership, performance, or failure to meet expectations set by the Board.
2. Formal Vote: A majority vote of the Board members is required to remove the Superintendent.
3. Notification and Process**:** If the Board votes to remove the Superintendent, the proper legal and contractual processes must be followed. This could involve giving formal notice to the Superintendent and adhering to any contractual terms (such as severance pay or notice periods) outlined in the Superintendent's employment contract. In the case of River View, there isn't an employment contract. We have bylaws instead. In our bylaws: "Section 5. Removal: Any Executive Director may be removed with or without cause at a meeting of the Board duly called for such purpose by a two-thirds (2⁄3) majority vote of the disinterested members of the Board."
4. Interim Leadership: If the Superintendent is removed, the Board may need to appoint a person to assume the role of the Superintendent or begin a search for a permanent replacement.

Head of School Report- January 27, 2025

RVCPS

- 38 Students enrolled, 9 waiting list
- Attendance- 6 students over 10 unexcused absences (CD, SK, AB, AM, HT, JT)
- New semester started today 1.27.25
- Parent/teacher conferences next week. Mon 3rd-Thur 6th.

Grant/Fundraising Updates/Ideas

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