River View Chartered Public School Board

School Board Meeting Minutes		
Date: Sept. 8, 2025	Time: 4pm	Location: 169 Main Street, Claremont, NH 03743 & Zoom
Facilitator: Cathy Pellerin	Record Keeper: Tom Luther	
Attendees: Terri Casey, Tom Luther, Joshua Mulloy, April Royce, Jillian Davis, Heather Shepard, Cathy Pellerin		
Guests: n/a		
Absentees: Donna Tilton, Vacant Parent Seat		
Quorum: Quorum is met.	Respectfully submitted by Tom Luther on 9/10/2025	Date approved Oct 20, 2025

Agenda Item (topic, name, time)	Discussion	Vote (motion, proposed, 2nd, vote results)	Action Item (task, person, date)
Call to Order	Cathy called meeting to order at about 4:20		
Pledge of Allegiance			
Reading of Mission Statement			
Approval of Previous Minutes	Due to lack of quorum at August meeting, the July minutes had yet to be approved. August notes were also taken.	Motion made to approve July minutes, and August notes. Josh moved and Terri seconded. Ayes.	
Discussion and Vote: New Board Members	Cathy mentioned two parental board representatives, including Megan Blood, and a possible candidate for a third as well.		
Discussion of Member Roles and Vote	• April reiterated her willingness to train the next Treasurer in her current capacity. Luther suggested Jillian as a maybe.	Jillian moved and Terri seconded Josh Mulloy	

Agenda Item (topic, name, time)	Discussion	Vote (motion, proposed, 2nd, vote results)	Action Item (task, person, date)
	• Initial discussion was to put off Chair and Vice Chair appointments until the October meeting. • Luther emphasized this would only leave 2 meetings for practice prior to next DoE meeting in Concord so selection of e-board continued.	for Chair. He did not reject the offer. Ayes. Josh moved and Luther seconded Terri for Vice Chair. She did not refuse the offer. Ayes	
Executive Director Report – Cathy Pellerin	• Cathy then began executive director report. Parking lot completion, solar approval, final journal entries fixed with regard to CLP/RVCS separation of accounts. Mention made of DoE auditor suggestion to replace current auditor. • Luther suggested requesting a quote from: ○ Kelly L. Murphy, Owner, Nonprofit First Responders, PO Box 283, Ascutney, VT 05030, 802-299-9121 • TSS has a quote in the 5-6k range. April wants competency from the next auditor, no more training for Charter School RSA. Josh wants responsiveness. April agreed to generate a rubric to aid/develop RFQ for auditor. • Goal is to have the current audit in process for the coming December meeting with the DoE. • Cathy Evaluation process agreed upon: google doc to collect input, followed by E-board review prior to October 6 meeting (Josh/Terri). summary to be presented at regular board meeting. • Thursday Dec 11, 2025 is DoE meeting in Concord, Jun 11 2026 is DoE meeting at end of fiscal year. • Circulation of pre-recorded Board Training material from SDGA for individual or group board training mentioned.		Board to give feedback on ED evaluation by Sept 30 E-board to meet with Cathy prior to October meeting

Agenda Item (topic, name, time)	Discussion	Vote (motion, proposed, 2nd, vote results)	Action Item (task, person, date)
Head of School Report – Heather Shepard	• Heather mentioned discomfort with rewarding tardy/absence problems with Out of School Suspensions. Discussion followed.	Jillian moved and Josh seconded proposed policy change to include community service for OSS. Ayes.	
Treasurer's Report – April Royce	• End of Year Differential Aid received from State. All combined audit costs paid in full. Approval of CSP grant money for previous audit payments approved. A path forward to pay off the CSB loan by year end contingent on meeting deadlines was discussed with hopeful emphasis. • April expressed no reservations about this months transactions, noted negative numbers for Dental and Vision on financial report. Jillian noted current inability to compare budget to actual or to previous year. Previous is combined in CLP and current budget is in Excel, not the accounting software.		
Public Comment	None		
Other: Insurance Policy Approval	• Insurance discussion of new policy with Jenny Ruffin at Cross agency. Grandfathering the tractor to hold cost down. Dog policy question. • Cathy had emailed information and policy comparisons on 8/26/2025. Board happy with lower cost since Cathy is fine with managing multiple accounts – she will check with agent if their price can be more reasonable for similar coverage next time.		Cathy to check on dog policy with insurance
Auditing Firm Approval	Discussed during ED Report		April agreed to generate a rubric to aid/develop RFQ for auditor.
Other: Cell Phone Policy	Final policy change related to state law on cell phone in schools now bell to bell. Policy accepted. ayes.	Cell phones restricted in schools now bell to	

Agenda Item (topic, name, time)	Discussion	Vote (motion, proposed, 2nd, vote results)	Action Item (task, person, date)
		bell. Policy accepted. ayes.	
Other: MV Transportation	One student, $933.33		
Halloween Party Fundraiser	Halloween party fundraiser scheduled at Elks Nov 1. Anedot/eventbrite/discussed and then Zeffy investigated for credit card processing and event management. Saturday, November 1st at 8:00 PM-12:00 AM at the Elks Club (54 Summer St, Claremont, NH) 21+ Tickets are $25, with all proceeds supporting River View Chartered Public School. There'll be a DJ, snacks, a cash bar, and a costume contest.		Cathy and Jillian to work together to create Zeffy account and add event to and ticket link to website
Next Meeting	Next meeting on THIRD Monday (October 20) due to holiday (October 13).		Jillian to update website with meeting date
Adjournment		5:56 pm Adjourned.	

Meeting Minutes September 8, 2025

Meeting called to order: 4:20
Present: Josh Mulloy, April Royce, Terri Casey, Jillian Davis, Tom Luther
Absent: Donna Tilton

Review July Board Minutes. Due to the lack of a quorum at our August meeting, we needed to Board Vote: Board voted to approve July's minutes -Josh Motioned, Terri seconded. All Approved.- motion carried

Board Members

- Cathy mentioned two parental board representatives and a possible candidate for a third as well. Circulation of pre-recorded Board Training material from SDGA for individual or group board training was mentioned. Cathy will use these materials to train incoming Board members.

- April reiterated her willingness to train the next Treasurer in her current capacity.

- Luther suggested Jillian as a maybe for future treasurer.

- Following much discussion, Jillian moved and Terri seconded Josh Mulloy for Chair. He did not reject the offer. Unanimously approved.

- Immediately following, Josh moved and Luther seconded Terri for Vice Chair. She did not refuse the offer. Unanimously approved.

Executive Director Report

- Parking lot complete
- Solar project approved
- Final journal entries fixed with regard to CLP/RVCS separation of accounts.
- Mention made to replace the current auditor.

Tom Luther suggested requesting a quote from:

Kelly L. Murphy, Owner, NonProfit first responders
PO Box 283
Ascutney, VT 05030
802-299-9121

TSS has a quote in the 5-6k range. April wants competency from the next auditor; no more training for Charter School RSA. Josh wants responsiveness. April agreed to generate a rubric to aid/in developing an RFQ for the auditor.

The goal is to have the current audit in process for the coming December meeting with the DoE and submitted by the March deadline.

Cathy requested that her evaluation be completed by the next Board meeting. Board agreed on Cathy's Evaluation process: Google Doc to collect input, followed by E-board review prior to the October 6 meeting (Josh/Terri/Heather/Jillian). Summary to be presented at the regular board meeting.

Reminder to the Board that Thursday, Dec 11, 2025, is a DoE meeting in Concord, and Jun 11, 2026, is a DoE meeting at the end of the fiscal year.

Head of School Report

- Heather mentioned discomfort with rewarding tardy/absence problems with Out of School Suspensions. Discussion followed, Jillian moved and Josh seconded proposed policy change to include community service for OSS. All approved. Motion carried.

Financial Report

The End of Year Differential Aid was received from State. All the combined audit costs paid in full from . Approval of CSP grant money for previous audit payments approved. A path forward to pay off the CSB loan by year end contingent on meeting deadlines was discussed with hopeful emphasis.

The AI transcriber quit in frustration at one hour into the meeting.

April expressed no reservations about this months transactions, noted negative numbers for Dental and Vision on financial report. Jillian noted current inability to compare budget to actual or to previous year. Previous is combined in CLP and current budget is in Excel, not the accounting software.

Insurance discussion of new policy with Jenny Ruffin at Cross agency. Grandfathering the tractor to hold cost down. Dog policy question.

Grant Updates

- The CDFA Solar grant is in process. We received the Moonshot Grant for $25k, we can use the remainder of our CDBG around 60K, and the 40% from the CDFA Solar Grant. We will still owe a little more than 25K. We are waiting to hear back from Couch Family Foundation and the New Hampshire Foundation to confirm that the remainder will be grant-funded.
- Terri has been helping with the Basic Center Grant submission due to the tight turnaround.

Programs

- Oasis is still full. We have a young group at this time, including a 17-year-old mom.

- Our two new employees are doing well.

Child Care Center

- The new staff person appears to be doing well. It has been a busy few weeks.
- Still holding weekly staff meetings. It seems to be helping with communication.

Little Free Libraries

- ABLE has been cancelled. This needs to be figured this out.

Charter School-

- River View is compliant with DOE requirements. We will be able to enroll students.
- All audits are complete and up to date. 2022, 2023, and 2024.

Oasis Youth Resource Center

- Keri continues to do great things. Looking for funding sources- received $15,000 from Dartmouth for this purpose.

Future Planning

- Cathy and Terri will tackle editing the handbook for Board's review prior to our next meeting. The team discussed a situation with an employee who has been taking excessive time off, including using paid days without notice and exceeding their allocated time off. Cathy shared that she had previously denied the employee time off when they requested it at the last minute, resulting in a missed paycheck. April suggested that in cases of chronic absences, employees should be scheduled off for a period to feel the impact, while Joshua emphasized the importance of having clear, procedurally defined rules and consequences for attendance issues, rather than making emotional decisions.
  Jim discussed his use of a probationary period as a management strategy, explaining that after two written warnings, employees are given 30 days to improve their performance, during which time Jim continues to document their progress. The team agreed this approach shows value for the employee while maintaining discipline, with April adding that special rules can be created during probation to address specific issues like medical absences. Cathy learned that while unemployment benefits are paid by the state, having documented disciplinary actions reduces the risk of wrongful termination lawsuits and affects the organization's unemployment insurance rate as a risk factor.
  Joshua emphasized the importance of having clear, procedurally defined rules and consequences for attendance issues, rather than making emotional decisions.

- Cathy will reach out to the NH Health Trust to see if we qualify for a grant for a cook with ABLE closing.

Board Vote: Financials presented and approved

Board Vote: Meeting adjourned at 1:05

Head of School Report

The final policy change related to state law on cell phones in schools is now bell-to-bell. Policy accepted. ayes.

Halloween party fundraiser scheduled at the Elks on Nov 2. Anedot/eventbrite/discussed, then Zeffy investigated credit card processing and event management.

5:56 pm Adjourned.

Head of School Report- September 8, 2025

RVCPS

- The roster
    - 26 returning students (includes 2 shelter residents)
    - 13 new enrollments
    -
- School opened Sept 2nd. We've had a busy week.
-
- Open house Sept 18
-

Grant/Fundraising Updates/Ideas

- fundraising ideas
    - card tournament
    - carnival
    - scratch ticket raffle
- Halloween Party
    - Budget? I need to start buying decorations
    - Flyer for bulletin boards and social media
    -

- Would like to put wish list on website

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

Questions- Web page? How is the planning going?

Head of School Report- September 8, 2025

RVCPS

- The roster is full
    - 39 Students
- Back to School Open House on September 18, from 5:00 to 6:30 PM.
- SpEd- Waiting to have a sit-down with SAU #6, signed an MOU
- Webpage

Grant/Fundraising Updates/Ideas

- Received a Math tutor AI grant for the 25-26 school year. Class GaGa.
- fundraising ideas
    - 2nd Annual Halloween Party- Dropped off donation letter and paid deposit
    - card tournament
    - carnival
    - scratch ticket raffle

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