River View Chartered School

School Board Meeting Agenda

Meeting Details

Date: October 20, 2025

Time: 4:00 PM - 5:30 PM

Location: 169 Main Street, Claremont, NH 03743

Agenda Items

1. Call to Order

2. Pledge of Allegiance

3. Reading of Mission Statement

Our mission is to provide an alternative educational experience, helping at-risk students achieve academic and social success while working towards their educational goals. Students will be supported, guided, and encouraged to take responsibility for their education.
The River View Chartered Public School (RVCPS) vision is to inspire young people to be better than they thought possible, to value others as well as themselves, and to make decisions that will have a positive impact on the world around them.

4. Approval of Meeting Minutes: September 8th Board Meeting

5. Discussion and Vote: New Board Members

6. Discussion of Member Roles to be Determined

7. Executive Director Report- Cathy Pellerin

- **Establish Meeting Norms**
- **Executive Director Evaluation**

8. Head of School Report- Heather Shepard

- **Enrollment & Waitlist Lottery Update**

11. Treasurer's Report- April Royce

13. Public Comment (if applicable)

14. Other Business: DJ for Halloween Dance, attendance policy update

15. Adjournment

River View Chartered Public School Board

School Board Meeting Minutes		
Date: October 20, 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: Megan Blood (new board member)		
Absentees: Donna Tilton		
Quorum: Quorum is met.	Respectfully submitted by Tom Luther on October 27, 2025	Date approved November 17, 2025.

Agenda Item (topic, name, time)	Discussion	Vote (motion, proposed, 2nd, vote results)	Action Item (task, person, date)
Call to Order	4:15pm		
Pledge of Allegiance	Completed.		
Reading of Mission Statement	Our mission is to provide an alternative educational experience, helping at-risk students achieve academic and social success while working towards their educational goals. Students will be supported, guided, and encouraged to take responsibility for their education. The River View Chartered Public School (RVCPS) vision is to inspire young people to be better than they thought possible, to value others as well as themselves, and to make decisions that will have a positive impact on the world around them.		

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Agenda Item (topic, name, time)	Discussion	Vote (motion, proposed, 2nd, vote results)	Action Item (task, person, date)
Approval of Previous Minutes	September 8th Board Meeting Minutes for Approval	Motion to approve: April, 2nd Terri, No discussion. 9/8/25 minutes approved.	
Discussion and Vote: New Board Members	Megan Blood is a current parent and has board experience with TLC. Works at Hypertherm.	Motion from Jillian to accept Megan as a new board member. 2nd from Terri. Discussion – confirming filling a parent role. Approved unanimously.	
Discussion of Member Roles	Tabled, all roles currently filled.		

Executive Director Report – Cathy Pellerin	• Facility
	  ○ Solar has been approved. Contract has been signed.
	  ○ Propane generator contract is being finalized
	• Program
	  ○ Estimates for our 2025 audit are available for review. A vote is required to move forward with the signing of the engagement letter.
	  ▪ VerOff recommended by Kim Lavalley (charter school leader) and supported by attorney that was here, very responsive, fee will not exceed $9,250 includes DOE25 – have to complete the 990 before they can start the audit
	  • Cathy will email out the letter to the board.
		Motion to sign engagement letter with VerOff by Jillian. 2nd from April. Unanimously approved.	Cathy to email letter to Board

Agenda Item (topic, name, time)	Discussion	Vote (motion, proposed, 2nd, vote results)	Action Item (task, person, date)
	▪ TSS came back between $25,000-$32,000, performance concerns ▪ 3rd inquiry declined for this year after engaging us because they realized they don't have the capacity ○ The Executive Director's evaluation needs to be completed and signed off on. ▪ The board collaborated on a shared document over the past month to complete the evaluation. It was reviewed and signed today. • DOE Updates ○ DOE 25 has been submitted and approved. Next year, this will be covered under the audit. ○ Title funding activity reports have been started. Our Title IV funds have been reduced from $10,000 to $0 for the 25/ 26 school year. We haveDog training Grant in progress not spent down our 2024/ 2025 allocation yet, so this will not be a huge hit to our budget this year. ▪ Cathy is going back and forth with Stan Freeda to avoid a supplanting issue. ○ River View will need to present updated financial, enrollment, and Board make-up status at the December 11th State DOE Board meeting. Please mark this date on your calendar. ○ River View needs to retain a 7-person Board. With the addition of Megan, this brings us to 7 and the Board makeup complies with our charter with 2 parent reps.		File completed ED Evaluation.

Agenda Item (topic, name, time)	Discussion	Vote (motion, proposed, 2nd, vote results)	Action Item (task, person, date)

	• Grant Updates
	  ○ We received a grant to train Daisy and Duke to be emotional support dogs that will serve the school. The grant was $2,500.
	  ▪ Good canine citizen test Thursday then moving on to training.
	• Other
	  ○ Board training will need to be scheduled for all new Board members.
	  ▪ Cathy will connect with Megan and do the DOE board specific training
	  ○ School policy for absences needs to be decided and voted on.
	  ▪ Some pieces missing from what was voted on last time (special ed, meeting paperwork, etc.)
	  ▪ Do we have a policy committee? Are we getting policies from an organization? Heather took multiple policies (Stevens, RVCPS, Special Ed Law, State Law…) and worked to combine and apply them to RVCPS and they follow SDGA guidelines.
	  ▪ Tabled to see comparison of original and new for email vote
	  • Policy needs to allow for exceptions
			Table, send new and current policies for board to compare and provide feedback until the next meeting for final review and approval

Agenda Item (topic, name, time)	Discussion	Vote (motion, proposed, 2nd, vote results)	Action Item (task, person, date)

Head of School Report – Heather Shepard	• Enrollment & Waitlist Lottery Update
	• Current enrollment is 35, three have been dismissed
	• Have some students with IEP whose needs can't be met, and they shouldn't have been put in that position
	• One person on the waitlist
	  ○ Waitlist question, it was about twenty, fifteen enrolled, with additions it was at ten or so – have done tours with four students that have done interviews multiple emails to district to see if we can meet needs, 2 yes, 2 probably not – not hearing back from district in a timely manner
	  ○ We need to start thinking about recruiting
	  ▪ Last June during prime recruiting time, we were on pause with the DOE, so this is a ripple effect of that
	  ▪ Had maybe 8 students due to SAU6 issues, but they aren't candidates for RVCPS because we aren't equipped to meet IEPs – we are not a behavioral school
	  ○ Six weeks into school, students have completed 16 credits!
	  ○ Have met with the district to discuss where we are at and need to be, have had one IEP meeting, but that's about it – have been looking for direction but aren't hearing back – common to have kids come from homeschooling
	  ○ Staff is working very hard to support students – we have done some behavior plans with goals to work through that way even though that isn't our area
	  ○ 9 detentions and 6 OSSs for one student		

Agenda Item (topic, name, time)	Discussion	Vote (motion, proposed, 2nd, vote results)	Action Item (task, person, date)
	○ Student Halloween dance 6-8pm on the 24th, requested by students ○ Halloween Dance Fundraiser on Nov 1 ▪ Please consider helping sell tickets, decorate, providing food		Help spread the word about the fundraiser and join on the day
Treasurer's Report – April Royce	• Cathy and April spent hours today to review the financials ○ Still don't have the 990 completed – waiting on accounting firm ○ Still cleaning up from re-opening school ○ April concerned about auditors understanding of what needs to be done ○ Budget provided for today's meeting will be getting updated ○ Still dealing with separate entity cleaning with clear audit trail, starting balances are consistently incorrect, will get it there and in time but not ready yet – some things still in CLP that need to be in River View – not in the right bucket, labeled wrong ○ Ended in the black. • Question about authority to sign which is treasurer and chair for anything over $10,000		Cathy and April to continue working with accounting firm.
Public Comment	None		
Other: DJ for Halloween Dance	Josh has committed to DJ and will work with Heather and Cathy for details and set up at 4pm on the 1st.		
Attendance Policy Update	Discussed in ED report, email to come up, feedback to be provided, agenda item next month, concerns over request from DoE to maintain enrollment under duress.		

Agenda Item (topic, name, time)	Discussion	Vote (motion, proposed, 2nd, vote results)	Action Item (task, person, date)

Next Meeting	• November 10, 2025
	• Agenda Items for next time:
	  ○ Attendance Policy
	  ○ Previous meeting action items
	  ○ Think about some recruitment ideas		

Adjournment		Adjourned 5:43pm	

Executive Director Report October 2025

Facility

- Solar has been approved. Contract has been signed.
- Generator contract is being finalized

Program

- Estimates for our 2025 audit are available for review. A vote is required to move forward with the signing of the engagement letter.
- The Executive Director's evaluation needs to be completed and signed off on.

DOE Updates

- DOE 25 has been submitted and approved. Next year, this will be covered under the audit.
- Title funding activity reports have been started. Our Title IV funds have been reduced from $10,000 to $0 for the 25/ 26 school year. We have not spent down our 2024/ 2025 allocation yet, so this will not be a huge hit to our budget this year.
- River View will need to present updated financial, enrollment, and Board make-up status at the December 11th State DOE Board meeting. Please mark this date on your calendar. We need a strong showing of Board members.
- River View needs to retain a 7-person Board. With the addition of Megan, this brings us to 7 and the Board makeup complies with our charter with 2 parent reps.

Grant Updates

- We received a grant to train Daisy and Duke to be emotional support dogs that will serve the school. The grant was for $2,500.

Other

Board training will need to be scheduled for all new Board members.
School policy for absences needs to be decided and voted on.

River View Chartered Public School

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - September, 2025

	JUL 2025				AUG 2025				SEP 2025				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue																
1630- Special Function		83.33	-83.33			83.33	-83.33		2,500.00	83.33	2,416.67	3,000.12 %	$2,500.00	$249.99	$2,250.01	1,000.04 %
3111- Adequacy Aid Grant -Per Pupil Allocation		29,651.40	-29,651.40		48,418.07	29,651.40	18,766.67	163.29 %	109,551.00	29,651.40	79,899.60	369.46 %	$157,969.07	$88,954.20	$69,014.87	177.58 %
4520- ESEA Title I Funding		50.16	-50.16			50.16	-50.16			50.16	-50.16		$0.00	$150.48	$ -150.48	0.00%
4530- ESEA- All Other Title Funding		3,011.73	-3,011.73			3,011.73	-3,011.73		61,575.23	3,011.73	58,563.50	2,044.51 %	$61,575.23	$9,035.19	$52,540.04	681.50 %
Total Revenue	**$0.00**	**$32,796.62**	**$ -32,796.62**	**0.00%**	**$48,418.07**	**$32,796.62**	**$15,621.45**	**147.63 %**	**$173,626.23**	**$32,796.62**	**$140,829.61**	**529.40 %**	**$222,044.30**	**$98,389.86**	**$123,654.44**	**225.68 %**
GROSS PROFIT	**$0.00**	**$32,796.62**	**$ -32,796.62**	**0.00 %**	**$48,418.07**	**$32,796.62**	**$15,621.45**	**147.63 %**	**$173,626.23**	**$32,796.62**	**$140,829.61**	**529.40 %**	**$222,044.30**	**$98,389.86**	**$123,654.44**	**225.68 %**
Expenditures																
100- Personnal Services- Salaries	13,600.00	17,646.17	-4,046.17	77.07 %	17,000.00	17,646.17	-646.17	96.34 %	16,400.00	17,646.17	-1,246.17	92.94 %	$47,000.00	$52,938.51	$ -5,938.51	88.78 %
1340- Home Economics		333.33	-333.33			333.33	-333.33		1,574.24	333.33	1,240.91	472.28 %	$1,574.24	$999.99	$574.25	157.43 %
200- Personnel Services- Employee Benefits- Employer Contribution	2,982.66	1,937.50	1,045.16	153.94 %	1,609.27	1,937.50	-328.23	83.06 %	1,509.34	1,937.50	-428.16	77.90 %	$6,101.27	$5,812.50	$288.77	104.97 %
2515- Financial Accounting Services	446.25	929.17	-482.92	48.03 %	40,545.25	929.17	39,616.08	4,363.60 %	133.75	929.17	-795.42	14.39 %	$41,125.25	$2,787.51	$38,337.74	1,475.34 %
260- Workers Compensation	58.99	125.00	-66.01	47.19 %	56.73	125.00	-68.27	45.38 %	69.46	125.00	-55.54	55.57 %	$185.18	$375.00	$ -189.82	49.38 %
2600- Operation and Maintenance of Plant Services		366.67	-366.67			366.67	-366.67			366.67	-366.67		$0.00	$1,100.01	$ -1,100.01	0.00%
320- Professional Educational Services		383.33	-383.33			383.33	-383.33		2,500.00	383.33	2,116.67	652.18 %	$2,500.00	$1,149.99	$1,350.01	217.39 %
430- Repairs and Maintenance Services		62.50	-62.50		393.38	62.50	330.88	629.41 %	-34.76	62.50	-97.26	-55.62 %	$358.62	$187.50	$171.12	191.26 %
441- Rental of Land and Building		1,500.00	-1,500.00			1,500.00	-1,500.00			1,500.00	-1,500.00		$0.00	$4,500.00	$ -4,500.00	0.00%
520- Insurance(other than employee benefits)		650.00	-650.00			650.00	-650.00		5,080.41	650.00	4,430.41	781.60 %	$5,080.41	$1,950.00	$3,130.41	260.53 %
531- Voice Communication		55.00	-55.00			55.00	-55.00			55.00	-55.00		$0.00	$165.00	$ -165.00	0.00%
534- Postage		12.50	-12.50			12.50	-12.50		10.50	12.50	-2.00	84.00 %	$10.50	$37.50	$ -27.00	28.00 %
540- Advertising/Promotional		41.67	-41.67			41.67	-41.67			41.67	-41.67		$0.00	$125.01	$ -125.01	0.00%
550- Printing and Binding		16.67	-16.67			16.67	-16.67			16.67	-16.67		$0.00	$50.01	$ -50.01	0.00%
580- Travel		125.00	-125.00			125.00	-125.00			125.00	-125.00		$0.00	$375.00	$ -375.00	0.00%
600- Supplies		83.33	-83.33			83.33	-83.33			83.33	-83.33		$0.00	$249.99	$ -249.99	0.00%
610- General Supplies		1,082.55	-1,082.55		1,419.68	1,082.55	337.13	131.14 %	5,432.96	1,082.55	4,350.41	501.87 %	$6,852.64	$3,247.65	$3,604.99	211.00 %
739- Other		41.67	-41.67			41.67	-41.67			41.67	-41.67		$0.00	$125.01	$ -125.01	0.00%
750- Technology Software		125.00	-125.00		118.00	125.00	-7.00	94.40 %		125.00	-125.00		$118.00	$375.00	$ -257.00	31.47 %
810- Dues/ Fees		208.33	-208.33			208.33	-208.33		2,600.00	208.33	2,391.67	1,248.02 %	$2,600.00	$624.99	$1,975.01	416.01 %
890- Miscellaneous Expenses	13,106.33	216.66	12,889.67	6,049.26 %		216.66	-216.66		166.35	216.66	-50.31	76.78 %	$13,272.68	$649.98	$12,622.70	2,042.01 %
Bank Fees & Charges	10.00		10.00		0.00		0.00		0.00		0.00		$10.00	$0.00	$10.00	0.00%
Janitorial Expense		191.67	-191.67			191.67	-191.67			191.67	-191.67		$0.00	$575.01	$ -575.01	0.00%
Loan Payment	349.31	1,759.00	-1,409.69	19.86 %	360.96	1,759.00	-1,398.04	20.52 %	3,878.14	1,759.00	2,119.14	220.47 %	$4,588.41	$5,277.00	$ -688.59	86.95 %
Payroll Expenditures		156.00	-156.00			156.00	-156.00			156.00	-156.00		$0.00	$468.00	$ -468.00	0.00%
Payroll Expenses	1,037.82	1,545.26	-507.44	67.16 %	1,297.25	1,545.26	-248.01	83.95 %	1,252.02	1,545.26	-293.24	81.02 %	$3,587.09	$4,635.78	$ -1,048.69	77.38 %
Total Expenditures	**$31,591.36**	**$29,593.98**	**$1,997.38**	**106.75 %**	**$62,800.52**	**$29,593.98**	**$33,206.54**	**212.21 %**	**$40,572.41**	**$29,593.98**	**$10,978.43**	**137.10 %**	**$134,964.29**	**$88,781.94**	**$46,182.35**	**152.02 %**
NET OPERATING REVENUE	**$ -31,591.36**	**$3,202.64**	**$ -34,794.00**	**-986.42 %**	**$ -14,382.45**	**$3,202.64**	**$ -17,585.09**	**-449.08 %**	**$133,053.82**	**$3,202.64**	**$129,851.18**	**4,154.50 %**	**$87,080.01**	**$9,607.92**	**$77,472.09**	**906.34 %**
Other Expenditures																
1400- Transportation Fees		0.00	0.00			0.00	0.00			0.00	0.00		$0.00	$0.00	$0.00	0.00%
Total Other Expenditures	**$0.00**	**$0.00**	**$0.00**	**0.00%**	**$0.00**	**$0.00**	**$0.00**	**0.00%**	**$0.00**	**$0.00**	**$0.00**	**0.00%**	**$0.00**	**$0.00**	**$0.00**	**0.00%**
NET OTHER REVENUE	**$0.00**	**$0.00**	**$0.00**	**0.00%**	**$0.00**	**$0.00**	**$0.00**	**0.00%**	**$0.00**	**$0.00**	**$0.00**	**0.00%**	**$0.00**	**$0.00**	**$0.00**	**0.00%**
NET REVENUE	**$ -31,591.36**	**$3,202.64**	**$ -34,794.00**	**-986.42 %**	**$ -14,382.45**	**$3,202.64**	**$ -17,585.09**	**-449.08 %**	**$133,053.82**	**$3,202.64**	**$129,851.18**	**4,154.50 %**	**$87,080.01**	**$9,607.92**	**$77,472.09**	**906.34 %**

Statement of Activity

River View Chartered Public School

July 1-September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
1630- Special Function	
1632- Community Support	2,500.00
Total for 1630- Special Function	**$2,500.00**
3111- Adequacy Aid Grant -Per Pupil Allocation	157,969.07
4530- ESEA- All Other Title Funding	
4535- End of Year Differentiated Aid	61,575.23
Total for 4530- ESEA- All Other Title Funding	**$61,575.23**
Total for Income	**$222,044.30**
Cost of Goods Sold	
Gross Profit	**$222,044.30**
Expenses	
100- Personnal Services- Salaries	
101- Salaries for Teachers	25,000.04
121- Salary for Instructional Aides	2,800.00
2321- Office of the Superintendent Services	3,749.98
2410- Office of the Principal Services	15,449.98
Total for 100- Personnal Services- Salaries	**$47,000.00**
1340- Home Economics	
1341- Food	1,574.24
Total for 1340- Home Economics	**$1,574.24**
200- Personnel Services- Employee Benefits- Employer Contribution	
211- Health Insurance Employer Contribution	5,712.30
212- Dental Insurance- Employer Contribution	-33.14
219- Other Group Insurance- Vision- Employer Contribution	-41.34
230- Retirement- Employer Contribution	463.45
Total for 200- Personnel Services- Employee Benefits- Employer Contribution	**$6,101.27**
2515- Financial Accounting Services	41,125.25
260- Workers Compensation	185.18
320- Professional Educational Services	
322- Professional Development	2,500.00
Total for 320- Professional Educational Services	**$2,500.00**
430- Repairs and Maintenance Services	358.62
520- Insurance(other than employee benefits)	
522- Liability Insurance	661.06
524- D&O Insurance	4,419.35
Total for 520- Insurance(other than employee benefits)	**$5,080.41**
534- Postage	10.50

Statement of Activity

River View Chartered Public School

July 1-September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
610- General Supplies	$1,075.19
611- Office Supplies	1,841.97
612- Consumable Paper Goods and Cleaning Supplies	593.48
613- Classroom Supplies	2,170.17
614- Curriculum Supplies	1,171.83
Total for 610- General Supplies	**$6,852.64**
750- Technology Software	118.00
810- Dues/ Fees	2,600.00
890- Miscellaneous Expenses	$13,106.33
892- Event Expenses	166.35
Total for 890- Miscellaneous Expenses	**$13,272.68**
Bank Fees & Charges	10.00
Loan Payment	4,588.41
Payroll Expenses	
Taxes	3,587.09
Total for Payroll Expenses	**$3,587.09**
Total for Expenses	**$134,964.29**
Net Operating Income	**$87,080.01**
Other Income	
Other Expenses	
Net Other Income	
Net Income	**$87,080.01**