River View Chartered School

School Board Meeting Agenda

Meeting Details

Date: November 17, 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: October 20th Board Meeting

5. Discussion and Vote:

6. Executive Director Report- Cathy Pellerin

7. Head of School Report- Heather Shepard

- **Enrollment & Waitlist Lottery Update**

11. Treasurer's Report- April Royce

13. Public Comment (if applicable)

14. Other Business: DOE meeting, attendance policy update

15. Adjournment

River View Chartered Public School Board

School Board Meeting Minutes		
Date: November 17, 2025	Time: 4pm	Location: 169 Main Street, Claremont, NH 03743 & Zoom
Facilitator: Cathy Pellerin	Record Keeper: Tom Luther	
Attendees: Terri Casey, Tom Luther, April Royce, Jillian Davis, Megan Blood, Joshua Mulloy, Heather Shepard, Cathy Pellerin		
Guests: None		
Absentees: Donna Tilton		
Quorum: Quorum is met.	Respectfully submitted by Jillian Davis on 12/8/2025	Date approved 12/8/2025

Agenda Item (topic, name, time)	Discussion	Vote (motion, proposed, 2nd, vote results)	Action Item (task, person, date)
Call to Order	4:09pm		
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.		
Approval of Previous Minutes	October 20th Board Meeting Minutes for Approval	Motion to approve: April, 2nd Tom, No discussion. 10/20/25 minutes approved.	

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

Executive Director Report – Cathy Pellerin	• Facility
	  ○ Solar order has been placed
	  ○ Generator work may be delayed until spring due to the delay in materials and the need for groundwork
	• Program
	  ○ Engagement letter has been signed
	  ○ Halloween dance was a success. HUGE thank you to Heather, Josh, and Jillian
	• DOE Updates
	  ○ Talmage emailed to ensure that we all understood the importance of appearing next month
	  ○ 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. New location: 227 Maple Ave in Keene
	  ○ SAT dates have been set
	• Grant Updates
	  ○ SAFE grant available. Heather has suggested looking into a bell system. Need to connect with IT support so see what this would entail.
	• Other
	  ○ 990 Postcard filed on Nov 10
	  ○ Board training will need to be scheduled for all new Board members.
	  ○ School policy for absences needs to be decided and voted on.
			Cathy to ask DOE if we can move to the January meeting since April, Treasurer, isn't able to attend due to location change

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

Head of School Report – Heather Shepard	• Head of School Monthly Report to the Board
	• Reporting Period: November 17th Board Meeting
	• Prepared by: Heather Shepard
	• Executive Summary
	• Highlights:
	  ○ Adult Halloween Dance, Nov 1st- earned $1178.00
	• Concerns:
	  ○ Enrollment
	• Enrollment & Attendance
	• Current enrollment: 33
	• Withdrawals: 3
	  ○ LM- SAU 6 withdrawal, couldn't meet his needs, 11.5.25
	  ○ SK- Administrative Withdrawal, 11.12.25
	  ○ GC- mother withdrew to homeschool, 11.14.25
	• New enrollments this month: 4 possible
	  ○ 2 IEP's, Cathy and I have been waiting to speak with legal, but they haven't returned emails. Cathy and I decided to enroll, believing we can meet their needs. I have emailed them both.
	  ▪ 1 starts 11.19.25
	  ○ 2 waitlist, emailed/called both families.
	• Did everyone have a chance to look at the proposed Attendance policy? Any suggestions/questions?
	• Academic Program & Student Achievement
	  ○ Curriculum updates:
	  ○ 42 credits earned across the community as of today (first quarter ended 11.3.25)
	  ○ Special education/504 updates:
	  ○ We are having difficulty obtaining information on how to proceed with spec ed enrollments,		

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

	including how to receive confirmation from SAU 6 whether we can meet a student's needs. I'm working on a new MOU and enrollment policy.
	• Staffing & Professional Development - no update
	• School Culture & Climate
	  ○ Student discipline data
	  ▪ We have 2 students that are on behavior plans.
	  ○ Family/community engagement activities
	  ▪ Student Halloween dance, Friday Oct 24th, went well.		

Treasurer's Report – April Royce	• Working to ensure everything is on track for December meeting • Question about August funds and which fiscal year they should be posted in – they are from AY24-25, but will always post in August • November payment should be coming in shortly • Last FY ended net ~$31,000		
Public Comment	None		
Other: DOE Meeting	• 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. New location: 227 Maple Ave in Keene		Cathy to ask DOE if we can move to the January meeting since April, Treasurer, isn't able to attend due to location change
Other: Attendance Policy Update	• If a student is going to be released, we need to make sure they are ending up in another learning situation. • Cathy has sent three emails/calls to the DOE Lawyer to receive feedback on the legality of the policy, but has not heard back	Tom motion, 2nd from Megan. No further discussion. Motion approved.	Cathy/Heather to update documentation with new policy

Agenda Item (topic, name, time)	Discussion	Vote (motion, proposed, 2nd, vote results)	Action Item (task, person, date)
	• We realize there may be changes once the lawyer responds, but in the meantime this policy is an improvement on the current policy		
Other: Open House	• Looking at hosting a December Open House on the 11th.		
Other: Zeffy	• We have an active Zeffy account and can put the QR Code on any materials, but will default to Main Website since Giving is in the main menu • https://zxing.appspot.com/generator		

Next Meeting	• December 8, 2025
	• Agenda Items for next time:
	  ○ DOE Meeting Date/Location/Timing Confirmation
	  ○ Moving meeting time		

Adjournment		Adjourned 5:04pm	

Executive Director Report November 2025

Facility

Solar order has been placed
- Generator work may be delayed until spring due to the delay in materials and the need for ground work

Program

Engagement letter has been signed
Halloween dance was a success. HUGE thank you to Heather, Josh, and Jillian

DOE Updates

Talmage emailed to ensure that we all understood the importance of appearing next month 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.
SAT dates have been set

Grant Updates

SAFE grant available. Heather has suggested looking into a bell system.

Other

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

Head of School Monthly Report to the Board

Reporting Period: November 17th Board Meeting

Prepared by: Heather Shepard

1. Executive Summary

Highlights:

- Adult Halloween Dance, Nov 1st- earned $1178.00

Concerns:

- Enrollment

2. Enrollment & Attendance

Current enrollment: 33

Withdrawals: 3

- LM- SAU 6 withdrawal, couldn't meet his needs, 11.5.25
- SK- Administrative Withdrawal, 11.12.25
- GC- mother withdrew to homeschool, 11.14.25

New enrollments this month: 4 possible

- 2 IEP's, Cathy and I have been waiting to speak with legal, but they haven't returned emails. Cathy and I decided to enroll, believing we can meet their needs. I have emailed them both.
  - 1 starts 11.19.25
- 2 waitlist, emailed/called both families.

*Did everyone have a chance to look at the proposed Attendance policy? Any suggestions/questions?

3. Academic Program & Student Achievement

Curriculum updates:

- 42 credits earned across the community as of today (first quarter ended 11.3.25)

Special education/504 updates:

- We are having difficulty obtaining information on how to proceed with spec ed enrollments, including how to receive confirmation from SAU 6 whether we can meet a student's needs. I'm working on a new MOU and enrollment policy.

4. Staffing & Professional Development

5. School Culture & Climate

Student discipline data

- We have 2 students that are on behavior plans.

Family/community engagement activities

- Student Halloween dance, Friday Oct 24th, went well.

River View Chartered Public School

Profit and Loss by Tag Group

July - October, 2025

	TOTAL
Revenue	
1630- Special Function	
1631- Fundraising Profit	250.00
1632- Community Support	2,500.00
Total 1630- Special Function	**2,750.00**
3111- Adequacy Aid Grant -Per Pupil Allocation	109,551.00
4200- CSP Grant Income	4,649.09
4530- ESEA- All Other Title Funding	
4535- End of Year Differentiated Aid	0.00
Total 4530- ESEA- All Other Title Funding	**0.00**
Total Revenue	**$116,950.09**
GROSS PROFIT	**$116,950.09**
Expenditures	
100- Personnal Services- Salaries	
101- Salaries for Teachers	34,615.44
121- Salary for Instructional Aides	6,300.00
2321- Office of the Superintendent Services	5,192.28
2410- Office of the Principal Services	21,392.28
Total 100- Personnal Services- Salaries	**67,500.00**
1340- Home Economics	
1341- Food	1,574.24
Total 1340- Home Economics	**1,574.24**
200- Personnel Services- Employee Benefits- Employer Contribution	
211- Health Insurance Employer Contribution	11,575.14
212- Dental Insurance- Employer Contribution	-101.84
219- Other Group Insurance- Vision- Employer Contribution	-57.24
230- Retirement- Employer Contribution	2,562.14
Total 200- Personnel Services- Employee Benefits- Employer Contribution	**13,978.20**
2515- Financial Accounting Services	43,571.50
260- Workers Compensation	225.30
320- Professional Educational Services	
322- Professional Development	2,500.00
Total 320- Professional Educational Services	**2,500.00**
430- Repairs and Maintenance Services	358.62
520- Insurance(other than employee benefits)	
522- Liability Insurance	2,418.80
524- D&O Insurance	4,419.35
Total 520- Insurance(other than employee benefits)	**6,838.15**
534- Postage	31.46
610- General Supplies	1,111.15
611- Office Supplies	2,502.94
612- Consumable Paper Goods and Cleaning Supplies	593.48
613- Classroom Supplies	2,170.17

River View Chartered Public School

Profit and Loss by Tag Group

July - October, 2025

	TOTAL
614- Curriculum Supplies	1,171.83
Total 610- General Supplies	**7,549.57**
750- Technology Software	118.00
810- Dues/ Fees	2,600.00
890- Miscellaneous Expenses	111.94
891- Fundraising Expenses	481.15
892- Event Expenses	257.50
Total 890- Miscellaneous Expenses	**850.59**
Bank Fees & Charges	10.00
Loan Payment	6,395.00
Payroll Expenses	
Taxes	5,152.10
Total Payroll Expenses	**5,152.10**
Total Expenditures	**$159,252.73**
NET OPERATING REVENUE	**$ -42,302.64**
Other Expenditures	
1400- Transportation Fees	179.00
Total Other Expenditures	**$179.00**
NET OTHER REVENUE	**$ -179.00**
NET REVENUE	**$ -42,481.64**

Statement of Activity

River View Chartered Public School

July 1-October 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
1630- Special Function	
1631- Fundraising Profit	250.00
1632- Community Support	2,500.00
Total for 1630- Special Function	**$2,750.00**
3111- Adequacy Aid Grant -Per Pupil Allocation	109,551.00
4200- CSP Grant Income	4,649.09
4530- ESEA- All Other Title Funding	
4535- End of Year Differentiated Aid	0.00
Total for 4530- ESEA- All Other Title Funding	**$0.00**
Total for Income	**$116,950.09**
Gross Profit	**$116,950.09**
Expenses	
100- Personnal Services- Salaries	
101- Salaries for Teachers	34,615.44
121- Salary for Instructional Aides	6,300.00
2321- Office of the Superintendent Services	5,192.28
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Total for 100- Personnal Services- Salaries	**$67,500.00**
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1341- Food	1,574.24
Total for 1340- Home Economics	**$1,574.24**
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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	2,418.80
524- D&O Insurance	4,419.35
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534- Postage	31.46

Statement of Activity

River View Chartered Public School

July 1-October 31, 2025

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610- General Supplies	$1,111.15
611- Office Supplies	2,502.94
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	**$7,549.57**
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810- Dues/ Fees	2,600.00
890- Miscellaneous Expenses	$111.94
891- Fundraising Expenses	481.15
892- Event Expenses	257.50
Total for 890- Miscellaneous Expenses	**$850.59**
Bank Fees & Charges	10.00
Loan Payment	6,395.00
Payroll Expenses	
Taxes	5,152.10
Total for Payroll Expenses	**$5,152.10**
Total for Expenses	**$159,252.73**
Net Operating Income	**-$42,302.64**
Other Expenses	
1400- Transportation Fees	179.00
Total for Other Expenses	**$179.00**
Net Other Income	**-$179.00**
Net Income	**-$42,481.64**