River View Chartered Public School Board

School Board Meeting Minutes		
Date: December 8, 2025	Time: 4pm	Location: 169 Main Street, Claremont, NH 03743 & Zoom
Facilitator: Terri Casey	Record Keeper: Tom Luther	
Attendees: Terri Casey, Tom Luther, April Royce, Jillian Davis, Heather Shepard, Cathy Pellerin		
Guests: None		
Absentees: Donna Tilton, Megan Blood, Joshua Mulloy		
Quorum: Quorum is met.		Date approved 1/12/2026

Agenda Item (topic, name, time)	Discussion	Vote (motion, proposed, 2nd, vote results)	Action Item (task, person, date)
Call to Order	4:16pm		
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	November 17th Board Meeting Minutes for Approval	Motion to approve: April, 2nd Tom, No discussion. 11/17/25	

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

Executive Director Report – Cathy Pellerin	• Facility
	  ○ Solar order has been placed
	  ○ Generator work will be delayed until spring due to groundwork
	• Program
	  ○ Marketing materials have been placed around town. Thank you, Tom.
	• 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. The meeting will take place at 11:30 at 227 Maple Avenue, Keene, NH, at the Jonathon Daniels Professional Development Center.
	  ▪ No Zoom and no response to switching our time to January
	  ▪ Cathy will be sending info prior to meeting (statement of activity, budget to actual, enrollment actuals, cash on hand, engagement number, board makeup, fundraising efforts, credit completed so far, insurance…)
	  ○ SAT dates have been set
	• Grant Updates
	  ○ No grants at this time
	• Other
			Cathy sending packet to DOE ahead of Thursday meeting

Agenda Item (topic, name, time)	Discussion	Vote (motion, proposed, 2nd, vote results)	Action Item (task, person, date)
	○ Board training will need to be scheduled for all new Board members. ○ First student served community service. Went well.		
Head of School Report – Heather Shepard	• **Executive Summary** ○ This report provides a comprehensive overview of the current status and activities at the school. • **Highlights:** ○ 34 students currently enrolled ○ Continued engagement through planned activities • **Concerns:** ○ Lack of new tour requests affecting enrollment ○ Limited advertising ▪ Posters are up, Facebook posts • **Enrollment & Attendance:** ○ Current enrollment stands at 34 students with one new enrollment in the last month. ○ There have been no withdrawals. ○ The three families on the waitlist were contacted by email and text, we have not yet received responses. • **Curriculum Updates:** ○ As of now, students have earned a total of 47 credits across the community, indicating that 94 courses have been completed during the 2025-2026 school year. ▪ 150 for the year would be on track, so this is a strong pace overall ○ Students are actively working towards the monthly course deadline on December 9th, with very few expected to miss their pre-planned goals. • **Special Education/504 Updates:** ○ We are currently facing challenges in obtaining necessary information regarding special education enrollments and		

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	confirmation from SAU 6 about meeting students' needs. I have provided Cathy with an updated Memorandum of Understanding (MOU) and an enrollment policy that I believe is now ready to be finalized. ▪ Unable to sign IEPs until they are correct ▪ As long as RVCPS is doing our due diligence, compliance is the burden of SAU 6 ○ SAU 6 has dispatched a school psychologist to assist one of our students as stated in their IEP. • **School Culture & Climate:** ○ The upcoming winter break is scheduled from December 22nd to January 2nd. ○ We have documented student discipline data and currently have two students on behavior plans. • **Family/Community Engagement Activities:** ○ A monthly student activity involving snacks and crafts has been organized by students, emphasizing student participation. ○ "Reindeer Games" scheduled activities will include ornament making, writing Christmas lists, and eating rice crispy treats. ○ A holiday potluck and craft event is set for December 19th at 11:00 AM, welcoming families to join in activities such as ornament-making, cookie-decorating, and card-making. ▪ This was student requested, parents and board are invited • This report details our current position, highlighting achievements and areas needing attention. I welcome any suggestions or ideas for additions to this report.		
Treasurer's Report – April Royce	• Everything entered and ready to go for the board meeting on Thursday		

Agenda Item (topic, name, time)	Discussion	Vote (motion, proposed, 2nd, vote results)	Action Item (task, person, date)
	• $227,000 income, $192,000 expenses, trickle because of when duns come in, dept to CLP from loan is at about $51,723 (paid monthly) • Work with Ann at Sunstone – year end accrual entry, Jenna can also do this • We have the engagement letter saying audit will be done by June 1st		Cathy will work on the year end accrual entry with Sunstone
Public Comment	None		
Other: DOE Meeting	• River View will need to present updated financial, enrollment, fundraising, credits completed, 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 please arrive around 11-11:30am		
Other: Advertising for Attendance	• Concern about enrollment as school hasn't had to advertise to this point ○ Fence that we could put on a banner – on each corner • Open to Sullivan County residents		
Other: Potential New Board Members	• Tom has connected with Don Lavalette and may bring him to a future meeting		
Next Meeting	• January 12, 2026 • Agenda Items for next time: ○ None to note at this time		
Adjournment		Adjourned 4:50pm	

Statement of Activity by Month

River View Chartered Public School

July 1-December 8, 2025

DISTRIBUTION ACCOUNT	JULY 2025	AUGUST 2025	SEPTEMBER 2025	OCTOBER 2025	NOVEMBER 2025	DEC 1 - DEC 8 2025	TOTAL
Income							
1630- Special Function							
1631- Fundraising Profit				250.00	1,013.00		1,263.00
1632- Community Support			2,500.00				2,500.00
Total for 1630- Special Function			**2,500.00**	**250.00**	**1,013.00**		**$3,763.00**
3111- Adequacy Aid Grant -Per Pupil Allocation	-48,418.07	48,418.07	109,551.00		109,551.00		219,102.00
4200- CSP Grant Income				4,649.09			4,649.09
4530- ESEA- All Other Title Funding							
4535- End of Year Differentiated Aid	-61,575.23		61,575.23				0.00
Total for 4530- ESEA- All Other Title Funding	**-61,575.23**		**61,575.23**				**$0.00**
Total for Income	**-109,993.30**	**48,418.07**	**173,626.23**	**4,899.09**	**110,564.00**		**$227,514.09**
Cost of Sales							
Gross Profit	**-109,993.30**	**48,418.07**	**173,626.23**	**4,899.09**	**110,564.00**		**$227,514.09**
Expenses							
100- Personnal Services- Salaries							
101- Salaries for Teachers	7,692.32	9,615.40	7,692.32	9,615.40	7,692.32	1,923.08	44,230.84
121- Salary for Instructional Aides			2,800.00	3,500.00	2,800.00	700.00	9,800.00
2321- Office of the Superintendent Services	1,153.84	1,442.30	1,153.84	1,442.30	1,153.84	288.46	6,634.58
2410- Office of the Principal Services	4,753.84	5,942.30	4,753.84	5,942.30	4,753.84	1,188.46	27,334.58
Total for 100- Personnal Services- Salaries	**13,600.00**	**17,000.00**	**16,400.00**	**20,500.00**	**16,400.00**	**4,100.00**	**$88,000.00**
1340- Home Economics							
1341- Food			1,574.24		718.83		2,293.07
Total for 1340- Home Economics			**1,574.24**		**718.83**		**$2,293.07**
200- Personnel Services- Employee Benefits- Employer Contribution							
211- Health Insurance Employer Contribution	2,835.00	1,442.88	1,434.42	5,862.84	33.84	8.46	11,617.44
212- Dental Insurance- Employer Contribution	17.78	4.04	-54.96	-68.70	-54.96	-13.74	-170.54
219- Other Group Insurance- Vision- Employer Contribution	-12.72	-15.90	-12.72	-15.90	-12.72	-3.18	-73.14
230- Retirement- Employer Contribution	142.60	178.25	142.60	2,098.69	142.60	35.65	2,740.39
Total for 200- Personnel Services- Employee Benefits- Employer Contribution	**2,982.66**	**1,609.27**	**1,509.34**	**7,876.93**	**108.76**	**27.19**	**$14,114.15**
2515- Financial Accounting Services	446.25	40,545.25	133.75	2,446.25	353.75	5,250.00	49,175.25
260- Workers Compensation	58.99	56.73	69.46	40.12	54.70		280.00
320- Professional Educational Services							
322- Professional Development			2,500.00		280.00		2,780.00
Total for 320- Professional Educational Services			**2,500.00**		**280.00**		**$2,780.00**
430- Repairs and Maintenance Services		393.38	-34.76				358.62
520- Insurance(other than employee benefits)							
521- Insurance- vehicle						2,225.00	2,225.00
522- Liability Insurance			661.06	1,757.74		543.56	2,962.36
524- D&O Insurance			4,419.35				4,419.35
Total for 520- Insurance(other than employee benefits)			**5,080.41**	**1,757.74**		**2,768.56**	**$9,606.71**
534- Postage			10.50	20.96			31.46
540- Advertising/Promotional					355.94		355.94
550- Printing and Binding						144.90	144.90
610- General Supplies		913.89	161.30	35.96	27.29		$1,138.44
611- Office Supplies			1,841.97	660.97	63.44		2,566.38
612- Consumable Paper Goods and Cleaning Supplies			593.48				593.48
613- Classroom Supplies		505.79	1,664.38				2,170.17
614- Curriculum Supplies			1,171.83				1,171.83
Total for 610- General Supplies		**1,419.68**	**5,432.96**	**696.93**	**90.73**		**$7,640.30**
750- Technology Software		118.00					118.00
810- Dues/ Fees			2,600.00		50.00		2,650.00

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DISTRIBUTION ACCOUNT	JULY 2025	AUGUST 2025	SEPTEMBER 2025	OCTOBER 2025	NOVEMBER 2025	DEC 1 - DEC 8 2025	TOTAL
890- Miscellaneous Expenses				111.94			$111.94
891- Fundraising Expenses				481.15	99.98		581.13
892- Event Expenses			166.35	91.15			257.50
Total for 890- Miscellaneous Expenses			**166.35**	**684.24**	**99.98**		**$950.57**
Bank Fees & Charges	10.00	0.00	0.00	0.00	0.00		10.00
Loan Payment	349.31	360.96	3,878.14	1,806.59	0.00		6,395.00
Payroll Expenses							
Taxes	1,037.82	1,297.25	1,252.02	1,565.01	1,252.01	313.00	6,717.11
Total for Payroll Expenses	**1,037.82**	**1,297.25**	**1,252.02**	**1,565.01**	**1,252.01**	**313.00**	**$6,717.11**
Total for Expenses	**18,485.03**	**62,800.52**	**40,572.41**	**37,394.77**	**19,764.70**	**12,603.65**	**$191,621.08**
Net Operating Income	**-128,478.33**	**-14,382.45**	**133,053.82**	**-32,495.68**	**90,799.30**	**-12,603.65**	**$35,893.01**
Other Income							
1633- Miscellaneous Income					111.94		111.94
Total for Other Income					**111.94**		**$111.94**
Other Expenses							
1400- Transportation Fees				179.00	198.04		377.04
Total for Other Expenses				**179.00**	**198.04**		**$377.04**
Net Other Income				**-179.00**	**-86.10**		**-$265.10**
Net Income	**-128,478.33**	**-14,382.45**	**133,053.82**	**-32,674.68**	**90,713.20**	**-12,603.65**	**$35,627.91**