

**River Valley Charter School  
Board of Directors Meeting  
Meeting # 235  
August 30, 2017 7:00 pm**

**In Attendance:** **Officers:** Chair: Mark Belanger, Vice Chair: John Siegfried, Treasurer: Mason Mitchell-Daniels, Secretary: Katherine Brown **Trustees:** Josh Porter, Kimberly Klibansky, Peter Zetlan, Ben Scherz, Pamela Armstrong, Amber Hewitt, Alfred Link, Nat Coughlin  
**Director:** Andy Willemsen  
Deb McCraven, Jonnie Lyn Evans, Colin Vandenberg

**Call to Order: 7:05**

**Public Comment: None**

**Montessori Minute: Tour of the Middle School**

**Board Business:**

**Acceptance of Previous Minutes:**

**Vote: Mark Belanger called for a Motion "To Accept Previous Minutes"**

Motion by Nat Coughlin, 2nd John Siegfried. Board of Directors vote to accept was unanimous.

**Treasurer Nomination**

**Vote: Mark Belanger called for a Motion "To Accept Mason Mitchell-Daniels as the new Treasurer"**

Motion by Katherine Brown, 2nd Josh Porter. Board of Directors vote to accept was unanimous.

**Board Member Updates**

**Vote: Mark Belanger called for a Motion "To Accept Mark Gustavson's resignation from the Board"**

Motion by Kimberly Klibansky, 2nd by Nat Coughlin. Board of Directors vote to accept was unanimous.

**Re-introduction to the BOT Committees-**

Mark Belanger presented brief descriptions of each committee, a sign-up sheet was passed around and all members of the Board present committed to join a committee.

**Committee Updates-** No August updates for committees, they will resume in September.

**Director's Report: Andy Willemsen**

Staffing Updates- Andy Willemsen presented staff updates in the E2 classrooms. Laura Hunt, the current Academic Program Coordinator, will be joining Dave Draper in his classroom for a “transition year” Kristin Tufts will be taking a lead role with Amy Belanger assisting.

Instrumental Program- Andy Willemsen told the Board that Zach Fields has accepted a new position to lead the instrumental program at the Pentucket School District. Monica Duncan, a current instrument instructor at RVCS, will resume responsibility of the music department.

Middle School Renovations- Andy stated that the project maintained a tight schedule throughout the summer, stayed within budget requirements and should be fully complete by early October.

Technology Upgrades- Andy reported using surplus funds for the FY 2017 to purchase 45 student chromebooks, 5 staff chromebooks, computers for the front office staff as well as several printers and ceiling mounted projectors.

Summer Work- Andy reported to the Board that the RVCS Annual Report to the OCSSR was submitted on time and we are waiting for approval. Andy thanked both Deb McCrevan and Jonnie Lyn Evans for their efforts in this matter.

Solar Panels- Andy Willemsen stated that RVCS is moving forward with plans for solar panels and has met with Don LaRuffa to review a Power Purchase Plan (PPA). Both Don LaRuffa and Michael Zuercher, who presented to the Board and Foundation in the Spring, will attend the Foundation meeting on September 11.

### **Concussion Policy**

Andy remarked that Kimberly Putney was critical in creating this policy and that all faculty have gone through the concussion training. Concussion training is mandatory for all RVCS sports.

Mason Mitchell-Daniels asked about what guidelines are in place for return to academics. Nat Coughlin commented that there is a mention of return to physical activity/athletics and maybe we should include return to academics as well.

Mason Mitchell-Daniels also commented on the privacy aspect/protection of concussions.

Mark Belanger explained the difference between the policy for school nurse and the policy for teachers.

### **Vote: Mark Belanger called for a Motion “To Accept the policy as presented with the expectation that there will be a follow up policy to include return to academics”**

Motion by Nat Coughlin, 2nd by John Siegfried. Board of Directors vote to accept was unanimous.

### **Enrollment Policy Draft**

Jonnie Lyn Evans gave a brief history of the Enrollment Policy and discussed the two separate waitlists and confusion involved. Jonnie Lyn Evans and Andy Willemsen decided to pick a set date for a deadline, February 15 or the Friday before February vacation, as the last date that RVCS will enroll a student for that year.

Jonnie Lyn Evans and Andy Willemsen are looking for agreement that the board is comfortable with telling families that the policy has changed and that they will need to go through the lottery process every year going forward.

Mark Belanger, Jonnie Lyn Evans and Andy Willemsen clarified that DESE is working to create consistency throughout the state for all Charter Schools. The Board is agreeing to the terms of the new policy including the date of February 15 or last Friday before February vacation. Jonnie Lyn Evans will continue to fine-tune the policy and present to DESE for approval.

**Vote: Mark Belanger called for a Motion "To Accept the newly drafted Enrollment Policy deadline date"**

Motion by Ben Scherz, 2nd Mason Mitchell-Daniels. Board of Directors vote to accept was unanimous.

### **Goals- Andy Willemsen**

Mark Belanger introduced Andy Willemsen's goals and discussed all of the arenas in which Andy is involved.

Andy Willemsen remarked on the introduction of each goal stating "in conjunction with" and he likes the process of this. Mason Mitchell-Daniels commented on Andy Willemsen's inclusion of parents and having increased availability.

Nat discussed his concern with the way Goal #3, Staff Salaries, is stated. Nat Coughlin suggested having a focus on retention instead.

**Mark Belanger asked "To revisit the Director's Goals after editing Goal #3"**

### **DESE Compliance Updates- John Siegfried**

John Siegfried shared results from the post-it board activity from the Board Retreat.

Mark Belanger proposed we start a working group, which Nat Coughlin will lead. This working group will focus on staff retention, our history of retention and our teacher's salaries in relation to other schools in the area. This group could then present facts from research. Josh Porter, Katherine Brown, Kimberly Klibansky and Pam Armstrong volunteered for the working group. Mark Belanger mentioned the Board is all approved for the year. John Siegfried mentioned that the Financial Disclosure is due in 2 days.

**Vote: Mark Belanger called for a Motion "To Adjourn"**

Motion by John Siegfried, 2nd Nat Coughlin. Board of Directors vote to accept was unanimous.

**Adjourned-8:51**



