

**River Valley Charter School  
Board of Directors Meeting  
Meeting # 244  
June 20, 2018 7:00 pm**

**In Attendance:** **Officers:** Chair: Mark Belanger, Vice Chair: John Siegfried, Treasurer Mason Mitchell-Daniels, Secretary: Katherine Brown **Trustees:** Josh Porter, Nina Keery, Pamela Brockmeier Armstrong, Ben Scherz, Peter Zetlan, Amber Hewett, Alfred Link, Jennifer McCormick, Todd Atanasoff

**Director:** Andy Willemsen  
Deb McCrevan, Jonnie Lyn Evans  
Foundation Member- Chris Getz and Liz Fabel

**Call to Order: 7:04**

**Public Comment:** none

**Acceptance of Previous Minutes:**

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

Motion by Nina, 2nd Pam Brockmeier Armstrong. Board of Directors vote to accept was unanimous. Pam Brockmeier Armstrong raised a question in regard to the Finance Committee notes and the Director’s Report. An amendment was made to the Finance Committee update.

**Development Committee Update-**

There was no meeting in June and the committee will reconvene in the fall. Jennifer McCormick asked that the Board please consider donating to RVCS. Mark Belanger followed by asking for 100% participation from the Board.

**Accountability Committee Update-**

Ben Scherz reported that the group reviewed the Parent Survey, reflected on the year and agreed to continue using a committee calendar for the 2018/2019 year. Ben discussed the five pillars of accountability and how the Accountability Committee can focus on dissemination. There was mention of a working group within the Accountability Committee as well as a need for a new Committee Chair.

**Committee on Trustees-**

John Siegfried reported no June meeting and asked the Board to please complete Financial Disclosure and Conflict of Interest forms from DESE.

**Vote: John Siegfried called for a motion “To Accept Mark Belanger as Chair of the Board for Another Year”**

Motion by Nina Keery, 2nd Amber Hewett. Board of Directors vote to accept was unanimous.

**Vote: John Siegfried called for a motion “To Accept Katherine Brown as Secretary of the Board for Another Year”**

Motion by Nina Keery, 2nd Ben Scherz. Board of Directors vote to accept was unanimous.

**Vote: John Siegfried called for a motion “To Accept Mason Mitchell-Daniels as Vice Chair of the Board”**

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

John Siegfried noted that the Board now has an open Treasurer role.

### **Finance Committee Update-**

Mason Mitchell-Daniels presented the cash balances update, reviewed the RVCS Foundation support and discussed minor changes in the operating budget.

### **Vote: Mason Mitchell-Daniels called for a motion “To approve the Operating Budget for fiscal year 2018-2019”**

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

### **Vote: Mason Mitchell-Daniels called for a motion “To approve a transfer of \$40,000 from unrestricted cash reserves to the restricted Capital Reserve Funds for Capital Improvements.**

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

### **Vote: Mason Mitchell-Daniels called for a motion “To approve the RVCS Fiscal Policies and Procedures Guide, June 2018, as presented on June 20<sup>th</sup>, 2018. An organizational chart will be updated annually and added to the appendix of this document before the end of the Fiscal year and will be updated annually.**

Motion by Pam Brockmeier Armstrong, 2nd Nina Keery. Board of Directors vote to accept was unanimous.

### **Vote: Mason Mitchell-Daniels called for a motion “To approve the RVCS Internal Control Manual for Federal Grants as presented on June 20<sup>th</sup>, 2018.**

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

### **Refinance Update-**

Mark Belanger stated that East Boston Savings Bank has sent a commitment letter to the Foundation and the next move is for us to decide how much of our cash reserves we want to spend. Finance Committee and members of the Foundation are reviewing balances and how much we can free up to spend.

### **Vote: Mark Belanger called for a motion “To Authorize, but not require, the school to pre pay principle of up to \$750k to Citizens bank contingent upon final refinance commitment from a competing lender.**

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

### **Vote: Mark Belanger called for a motion “To Authorize the school to amend the lease agreement with the RVCS Foundation to permit pre-payment of principle and to align the lease with new payment terms.**

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

### **Director’s Report: Andy Willemsen**

Faculty Coaching and Support for 2018/2019-

Andy Willemsen presented the following updates: Laura Hunt, the previous Academic Coordinator, will be teaching full time. Elizabeth Slade will be the Montessori Coach and Consultant. Ben Scherz will be leaving the Board and joining the RVCS community as a Literary Coach and Consultant for K-3 teachers. Colin Gibney will be a Professional Practice Coach to

the E2 and Middle School faculty. This pilot program will be in place to compensate for Laura Hunt's absence. In addition one teacher from each level, including Specialists, will serve as a Level Coordinator. Level Coordinators will meet with administration weekly to share the perspective of their team.

Jane Patterson will be the new faculty representative for the Board.

Staff Survey-

Andy Willemsen reported that 37 staff completed the survey. Results were shared with the Board and one of the significant findings was the high level of trust between staff. Andy Willemsen and the Board remarked on the very positive feedback.

Solar Array-

At this point the project is on track and scheduled to be completed in mid July.

Staffing Update-

At this time we have four faculty members who will not be returning to River Valley for the upcoming school year. 2 part-time positions will become 1 full-time position and therefore Andy Willemsen is interviewing applicants for 3 positions. Kinderhaus teacher, Diane Oberheim, has accepted a position at the North Shore Montessori School, and her Assistant Teacher, Peggy Pollock, has decided to seek part time work. Part-time Literacy Intervention Specialists Laura Laughlin and Kate Kenny have decided to pursue options outside of education. Andy Willemsen feels there is a very strong pool of candidates and he expects to have these positions filled by the end of June. Andy Willemsen stated that this is a very low turnover rate.

Mark Belanger thanked the administration for all of their hard work and for providing such a rich and thriving environment.

**Vote: Mark Belanger called for a Motion "To Enter Executive Session under the MA Open Meeting law Purpose for Executive Session #2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.**

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

**Adjourned: 9:00**