APPROVED

River Valley Charter School

Minutes

Executive Committee Committee Meeting

Date and Time
Wednesday January 7, 2026 at 7:00 PM

Location
River Valley Charter School
Middle School Great Room

River Valley Charter School welcomes your participation at Board meetings. The purpose of a public meeting of the Board of Trustees (“Board”) is to conduct the affairs of the organization in public. Your participation assures us of continuing community interest in our school and assists the Board in making the best decisions for our school. To assist you in the ease of speaking/participating in our meetings, guidelines are provided at the bottom of this agenda. All materials for all board and committee meetings, are available on our Board on track public portal found at rivervalleycharter.org.

Committee Members Present
C. Whitford (remote), D. Herrera, J. Nickerson, T. Murdy

Committee Members Absent
None

Guests Present
K. Kuse

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

D. Herrera called a meeting of the Executive Committee Committee of River Valley Charter School to order on Wednesday Jan 7, 2026 at 7:09 PM.

C. Approve Minutes

D. Herrera made a motion to approve the minutes from Executive Committee Committee Meeting on 11-05-25.
J. Nickerson seconded the motion.
The committee **VOTED** to approve the motion.

II. Director Update

A. Director Update

- Request to bring in RTI Tier 2 - full time
  - Hiring Bridget Beauliu-Mammah - $62K
- Desire to bring in another assistant director to be a thought partner with Karen
  - Potential to bring in Amy Moore from upstairs in Special Ed
  - Future state to bring her in as Assistant Director for Comms and Community Engagement 1/2 time (afternoons) and Special Ed 1/2 time (mornings)
    - Does not require posting as it is a part time role
    - Does not impact needs within the Special Ed Dept. based on current workload
  - Financially in a good spot through the first 5 months - have to manage to the budget at the end of the day
    - Will have to figure it out as we go along in terms of BlueLion and other staffing changes
- Concerns that students aren't having their services (IEP) met
  - Concerns from part-time staff providing this support, especially in E2 due to their specials schedule - potential increased support required in future
  - Future budget conversation may be needed about our spend allocation on specials
    - Start conversation around reducing staff with focus of paying staff as a whole a higher salary - look at programming and reallocate
- Playground
  - Behind schedule due to cold weather, but still able to install drain and most of the timbers, remainder on site for install
  - Will be complete pending weather
- CPA - Grant due December 12 - in on time
  - Ask for $450K again

    - Working to create a more detailed budget than what was initially submitted for the grant
    - Start of phase 2 dependent on additional funding
        - if funds approved, would look at bid package released in March with two weeks for response, two weeks for review, two weeks for kick-off so mid-June start
        - Needs to include a gazebo as we received a $10K prize to build one
        - Permitted for all of phase 2 currently, so no hold-up from that step
    - Updating slideshow to show progress
- **HR - Next Steps and Next Year**
    - High initial bill in of $15K for first two months
        - Need for more detail to understand what costs cover
    - Survey sent from BlueLion as to how things have been going
        - Issues mainly in availability/ scheduling, conflicting internal communications
    - If billing continues to be high, would lead to better option for hiring of HR person internally
    - Need to train staff as to when to go to HR and when not - make sure that people are going to the right people for the right things
        - At this point if people are reaching out to Dave about HR issues he should be pointing them to BlueLion and nothing more
            - Dave was informed of this directly but still is being asked to be brought in for meetings in this role
        - Future state to clearly inform Dave that he is no longer in the HR role and he should point all HR concerns to BlueLion and then follow up with email, cc'ing BlueLion, for clarity
            - If people need a third party in a meeting in the future, they should call BlueLion directly
- PBE
    - Parent emails complaining about having to take part in PBE sessions on Monday due to weather
    - Meeting on Friday with Mary to discuss way forward of program and how it fits into the larger school goals
    - Support to make update to PBE programming to reduce risk, cost, and time in training
- Joe Runkle Discussion (Owner of AllClad building next door)
    - Informed that he has sold the company but still owns the building
    - Three year lease in place and opportunity to buy the building at that point
    - Reach out to builder parent to take a look and discuss potential
    - Discuss moving forward and think about getting right of first refusal from him
- Director Goals
    - Not a fan of current goals

- Has not been able to go into classrooms to observe and don't feel safe in doing evaluations for all staff at this point

III. Executive Committee

A. Executive Committee

Finance

- Went through financials for first 5 months
- Working to create a tool to track grounds redesign spend - still tracking to plan
- No changes to tuition from DESE - still looking good

Director Evaluation Tool -

- Don't have expertise internally within the board to do this and recommending to push this to BlueLion who has that skill set

Annual Fund -

- Development meeting last night; number raised to date is $6,100
- Receiving larger gifts than in past years
- Annual fund celebration on 22-Jan at Karen's house

Bylaws

- Get onto the agenda for next board meeting for final review
- Once approved by the board, send to DESE

Caregiver Survey

- Plan to send out Monday, 12-Jan, to be closed 1-Feb
- Has been reviewed by the Accountability Committee
- Planned reminders in the interim
  - Suggest having emails sent out from the PALs

Retreat

- Scheduled for Saturday, March 28, 9-1
- Wants to do something similar to BlueLion with individual interviews of board members to structure retreat
- Validate budget of $10K including leader cost of $250/hour

Board Director's Report (15 min)

- Staffing
- CPA/Playground
- Joe Runkle

- Org Chart
- HR Internal (bi-weekly meetings, etc.)
- Annual Fund
- Enrollment/Lottery

Exec Committee (10 min)

- Bylaws
- Retreat

Committees

- Finance - 5 month status update (5 min)
- Accountability - Caregiver Survey - will be going out (5 min)
- CoT - Mass Conflict of Interest Training (5 min)
- Development - ReadaThon (5 min)

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:01 PM.

Respectfully Submitted,
D. Herrera

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY The Board Chair reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.