APPROVED

River Valley Charter School

Minutes

Development Committee Meeting

Date and Time
Tuesday October 7, 2025 at 6:00 PM

Location
RVCS Middle School Great Room
2 Perry Way
Newburyport, MA 01950

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. Getz, E. Rankin, K. Kuse, M. Connerton, M. Curcio

Committee Members Absent
E. Bradley, J. Leslie, T. Murdy

I. Opening Items

A. Call the Meeting to Order

E. Rankin called a meeting of the Development Committee of River Valley Charter School to order on Tuesday Oct 7, 2025 at 6:01 PM.

B. Record Attendance

C. Approve Minutes

M. Connerton made a motion to approve the minutes from Development Committee Meeting on 09-17-25.
M. Curcio seconded the motion.
The committee **VOTED** to approve the motion.

II. Development at RVCS

A. Fall 2025

Birdhouse Back to school event wrap up:
Marianne C. volunteered to write thank you notes to the many family and community contributors of the Birdhouse Back to school event in September.

Annual Appeal discussion:
Annual Fund theme was chosen: *All hands on deck...*

To do

- Call the volunteers "team members" (not "class captains")
- Recruit members via the current on Wednesday (tomorrow) see if there is interest

Message as follows: Fellow RVCS community members!
This fall the development committee is embarking on the 2025-2026 annual fund and we need your help! Volunteers will act as ambassadors, connecting to fellow community members by engaging families in supporting the school.

- Write personalized letters
- Follow-up
- Write thank you notes
- Be an ambassador

Annual Fund Volunteer Training Night will be held onThursday, November 6th, 6:00-7:30PM. We will orient volunteers to tasks and hand out collateral for the annual fund mailing - notes and envelopes to be personalized by annual fund team members.

Elizabeth will help Karen select photos and recruit the help of Jane to ensure all photos are ok for print.

Ann Marks has been reached to design the piece and there was some discussion about paper weight and mail requirements that need to be looked into.

III. 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 7:12 PM.

Respectfully Submitted,
E. Rankin

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.