

Board of Trustees, Ridge and Valley Charter School
Regular Meeting Minutes

The Meeting of the Board of Trustees of Ridge and Valley Charter School was held on March 21, 2019 at 1234 State Route 94, Blairstown, NJ 07825. The meeting was called to order at 6:05pm by Jennifer Gurdak Facilitator. The Trustees operate on a consensus basis in all matters. We choose to dispense with Robert’s Rules of Order and Conventional Parliamentary Procedure. Our intention is to affirm the mission of the school. Ridge and Valley Charter School offers an integrated, experiential course of study in the context of the universe and its interrelationships. Adequate notice of this meeting had been made in accordance with the provisions set forth in the Open Public Meetings Act, Chapter 231, Laws of 1975 in the New Jersey Herald, the County Superintendent’s office and with the County Administrator.

	present	absent
Voting Members		
Steve Andrasek	X	
Kerry Barnett	X	
Cindy Calvano	X	
Jenn Gurdak	X	
Andy Marancik		X
Dave McNulty	X	
Jessi Sohl	X	
Non-voting members:		
Lisa Masi, Integration Guide	X	
Traci Pannullo, Curriculum Coordinator	X	
Theresa Radline, Business Coordinator	X	

Facilitator: Jennifer Gurdak Guardian: Steve Andrasek Recorder: Theresa Radline
Public Participants: Julie Budzinski-Flores

Trustee Circle Opening: convened 6:05 pm

Public Participation: Julie Budzinski-Flores shared how much she enjoyed the Spring Equinox assembly.

Correspondence: 1. A letter was received from New Jersey’s Clean Energy Program informing that the school has been approved to receive a free energy audit. 2. An email was received from The Circle Way requesting a circle story for their monthly newsletter.

Leadership Team Updates:

Integration Coordinator Report: Lisa Masi reported:

1. The Open House on March 20 was very well attended. We’ve received a number of applications since.
2. A new student will be starting Monday on the Nova Team.
3. Over 50% of the Galaxy Team students went to Morristown on March 15 to take part in the world-wide student-led climate strike protest, hoping to inspire governmental efforts to stem climate change.

Curriculum Coordinator Report: Traci Pannullo reported:

1. The MidSchoolMath Conference was informative and engaging. The guides who attended are willing to offer professional development to the guide circle. Two guides have already submitted summaries.
2. A guide requested to participate in an online PD workshop on “Environmental Justice in the Indian Community”.
3. A new Substitute Guide stipend role was discussed.
4. The NJ Performance Report for 2017-2018 were shared.

5. The contracts and compensation plan were reviewed by our school attorney. Changes will be shared with the compensation committee.
6. Leave Day donation procedure was discussed.
7. David Paulson, in conjunction with Traci Pannullo and Jennifer Ross, are working on ADA compliance for the website.
 - **Resolution 03.21.19.e** To approve Theresa Radline for the Substitute Guide stipend role for the 2018-2019 school year in the amount of \$2,000, pro-rated. Approved unanimously.
 - **Resolution 03.21.19.g** To accept employee #116 donating 4 leave days to employee #125 as well as employee #50 donating 6 leave days to employee #125. Approved unanimously.

Business Coordinator Report: Theresa Radline reported:

- Approval of the February 21, 2019 minutes. Approved unanimously.
- **Resolution 03.21.19.a** To approve payment of bills in the amount of \$201,450.77 which includes payroll. Approved unanimously.
- **Resolution 03.21.19.b** To approve the Board Secretary and Treasurers' Reports for February 2019 and to certify that no major account or fund has been over expended and to confirm that sufficient funds are available to meet the school's financial obligations for the remainder of the year. Approved unanimously.
- **Resolution 03.21.19.c** To approve budget transfers from February 1, 2019 to February 28, 2019. Approved unanimously.

1. NJSLA testing preparation is in full swing.
2. The REAP Grant Application for 2019-2020 was submitted.
3. There are two active worker's compensation cases.
4. The business cards have been designed and will be ordered in the next two weeks.
5. Two dormant bank accounts were closed.

Committee Reports:

Parent: Jessi Sohl reported that approximately 10 parents attended the meeting on March 13. The proposal for the gear swap was shared. It will take place the 2 days prior to Community Service as well as that Saturday. A proposal to the Leadership Team will be submitted regarding the possibility of a talent show. A proposal for a Stone Soup community event on June 1 will also be submitted.

Technology: Theresa Radline reported that she and Traci Pannullo continue to discuss future technology needs of the school and will bring items to future meetings as they come up. The new anti-virus software was installed on all devices. The curriculum software development was discussed.

Facilities: Lisa Masi reported that McGowan water testing costs were increased due to state regulations. The parking lot proposal was discussed. A short and long-term facility checklist, especially for over the summer, is being created.

Finance: Steve Andrasek shared the 108 line budget and that a Finance committee meeting will take place on April 13.

- **Resolution 03.12.19.d** To approve the 2019-2020 RVCS budget for submission to the State. General Fund: \$2,621,011; Special Revenue Fund: \$44,671; Total Budget: \$2,665,682. This budget includes a maximum of \$1,000 to be reimbursed for Board of Trustee/employee travel expenses. The Board of Trustees of Ridge and Valley Charter School approves a total budget for the 2019-2020 school year for a total of \$2,665,682 . Approved unanimously.

Communication: Dave McNulty shared about the Go Green with Hope event on April 13. Jennifer Gurdak will be attending on behalf of the school. Jessi Sohl will share the event on the school's Facebook page. The event honoring Thomas Berry that Guide Jessie Krause will be attending was discussed.

Other Business:

1. The Trustee Self Evaluation Summary Report was shared.
2. Jennifer Gurdak and Kerry Barnett reviewed the bylaws. There are adjustments needed and information will be shared with trustees.
3. The schedule for offering and accepting 2019-2020 contracts was discussed.
4. The Circle Summit in NYC on March 28 & 29 was discussed.
5. The idea of a possible RVCS/RVLC high school college scholarship will be revisited in the fall.
6. An adult summer camp was discussed.
7. There was discussion around using Duke Farms for a possible Trustee retreat.
8. Guide/Trustee Development will take place on Thursday, April 11.
9. Holistic/Alternative Health events were discussed with the possibility of RVLC hosting a pop-up clinic/information session.
10. Two summer camp proposals were submitted (Skateboard Camp, run by Bradley White, June 24-28 as well as Card Camp, run by Bradley White and Tyler Thurgood, July 8-12). Approved unanimously.

Executive Session to Discuss Personnel & HIB: 9:10pm

Return to Public Session: 9:28pm

- **Resolution 03.21.19.f** To accept the Harassment, Intimidation, & Bullying (HIB) report for March 2019.

Meeting adjourned at 9:30pm

Theresa Radline, Board Secretary