

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 January 17, 2019 at 1234 State Route 94, Blirstown, NJ 07825. The meeting was called to order at 6:09pm by Jessica Sohl, 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	
Jenn Gurdak		X
Andy Marancik		X
Dave McNulty	X	
Dave Paulson		X
Jessi Sohl	X	
Non-voting members:		
Lisa Masi, Integration Guide	X	
Traci Pannullo, Curriculum Coordinator	X	
Theresa Radline, Business Coordinator	X	

Facilitator: Steve Andrasek Guardian: Jessi Sohl Recorder: Theresa Radline  
Public Participants: Julie Budzinski-Flores

**Trustee Circle Opening:** convened 6:12 pm

**Public Participation:** None

**Correspondence:** An email was received from Guide Sundae Younkens asking if Guide Tyler Thurgood could take her place as a leader for Little Nature Lovers Summer Camp, if needed. Steve Andrasek will reply.

**Leadership Team Updates:**

**Integration Coordinator Report:** Lisa Masi reported:

1. Enrollment is at 130 students as of January 17, 2019 with a waiting list in most grades.
2. Wilderness First Aid training began today. The NOLS instructors are thorough and engaging. Completing the training with all guides at one time will allow for easier scheduling of recertification every two years.
3. The Leadership Team has been attending Superintendents Roundtable meetings and are finding them helpful.
4. The state mandated changes to the Memorandum of Agreement were shared. Resolution below.
5. January is School Board recognition month. The board was thanked for their service and dedication to RVCS.
6. A letter was received from Guide Kasey Errico requesting additional budget money towards the purchase of expedition gear (tents and sleeping bags). Approved unanimously.
7. A fundraiser proposal was submitted by three Elegant Stinkhorns to hold a pancake and tea sale Monday, January 28 through Friday, February 1 to raise funds for their graduation project. Approved unanimously.

8. New club sessions will begin January 22 and finish February 28.
9. A question was raised by some guides regarding the opportunity to attend the Family Club during contracted hours.
10. Teams were excited about the winter share from the Community Supported Garden at Genesis Farm. The teams are being mindful of how to use the vegetables for classroom and expedition use.

**Resolution 01.17.19.c** To approve the 2018-2019 Uniform State Memorandum of Agreement between Education and Law Enforcement Officials (MOA) without changes. Approved unanimously.

**Curriculum Coordinator Report:** Traci Pannullo reported:

1. Wilderness First Aid Training (WFA) is being held today and tomorrow. CPR certification will be updated in the next month.
2. A guide is completing a mindful communication course through Mindful Schools.
3. Open House was held on January 9 with approximately 10 families, including many children, in attendance. Several families applied for both this year and next year.
4. A follow-up email was received from Jonathan Bell, a doctoral student at Penn State. The board supports him completing his doctoral study on RVCS.
5. The narrative for the 2017-2018 NJDOE Performance Report was shared.
6. Discussion was held regarding donated leave days being placed into a bank.

**Business Coordinator Report:** Theresa Radline reported:

- Approval of the December 20, 2018 minutes.
  - **Resolution 01.17.19.a** To approve payment of bills in the amount of \$193,490.24 which includes payroll. Approved unanimously.
  - **Resolution 01.17.19.b** To approve the Board Secretary and Treasurers' Reports for December 2018 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 01.17.19.h** To approve the request for a waiver of the requirements to maximize SEMI participation based on 40 or fewer Medicaid eligible classified students. Approved unanimously.
1. The 2017-2018 audit will be finalized and presented at the next meeting.
  2. The NJSLA assessment schedule is near completion. The NJSLA-S (Science) testing times have been increased this year by 15 minutes per unit.
  3. Traci Pannullo and Theresa Radline will be attending training for NJSLA on Wednesday, February 20.
  4. A guide received same day surgery under a worker's compensation case.

**Committee Reports:**

**Parent:** Jessi Sohl reported that the January 16 parent meeting was well attended with around 9 participants. They discussed the free cycle event on the group's Facebook page. They also discussed the teacher wish list and a possible business directory. The Winter Fest will take place next Friday, the 25th starting at 5:30pm. A talent show club fundraiser as well as a possible Spelling Bee club were discussed.

**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.

**Facilities:** Lisa Masi shared that pipes are freezing in the Stardust and Nova buildings. Plumbers and electricians both suggested looking at the heat trace and insulation. Discussion was held about the septic. It will be pumped next week. Discussion was held about Logwood. Discussion was also held about the Facilities Review and an update on the windows in the Universe Building was given.

**Finance:** Dave McNulty reported that the committee is continuing to work on next year's budget as well as 5-year projections.

**Communication:** Dave McNulty will be working on ADA compliance for our website.

**Other Business:**

1. The Guide/Trustee development that took place on Thursday, January 10, was well received. Several guides provided positive feedback from the experience.
2. Trustee Self-Evaluations and Leadership Team Evaluations are in process. By-laws are being reviewed.
3. Discussion was held regarding a possible Trustee retreat and will be revisited in the spring.
4. A formal outline is being finalized for our Blair Academy's Society of Skeptics presentation which is scheduled for January 29, 2019 at 7-8pm.
5. Closer Connect was recently updated for training and tracking purposes.
6. The annual appeal was discussed. A letter will be updated along with updating the website with the information.

Executive Session to Discuss Personnel: 9:20pm

Return to Public Session: 9:30pm

- **Resolution 01.17.19.d** To approve offering a contract to Maxine Mencl as a Leave Replacement Teacher/Guide from January 1, 2019 through June 30, 2019 at a pro-rated salary of \$37,500. Approved unanimously.
- **Resolution 01.17.19.e** To approve accepting a contract with Maxine Mencl as a Leave Replacement Teacher/Guide from January 1, 2019 through June 30, 2019 at a pro-rated salary of \$37,500. Approved unanimously.
- **Resolution 01.17.19.f** To approve offering a contract to Mark Garner as a Support Guide from January 18, 2019 through June 30, 2019 at a pro-rated salary of \$30,250. Approved unanimously.
- **Resolution 01.17.19.g** To approve accepting a contract with Mark Garner as a Support Guide from January 18, 2019 through June 30, 2019 at a pro-rated salary of \$30,250. Approved unanimously.

Meeting adjourned at 9:40pm

Theresa Radline, Board Secretary