

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 November 7, 2019 at 1234 State Route 94, Blirstown, NJ 07825. The meeting was called to order at 6:08 pm by Kerry Barnett, 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*.

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

Facilitator and recorder: Kerry Barnett  
Public Participants: none

**Trustee Circle Opening:** convened 6:08 pm

**Public Participation:** none

**Correspondence:** none

**Leadership Team Reports:** LT sent questions about a few emergent situations, which were discussed and resulted in trustees agreeing that:

**Home Instruction:** Of the 10 hours per week of HI, the guide should be paid every week for the 2-hour planning time; if a student is late but arrives, RVCS pays for the whole scheduled time; if a student doesn't attend without warning or cancellation and rescheduling, RVCS pays for one hour of the scheduled time; if a student attends but is unable to complete the entire scheduled session, RVCS pays for the entire session.

**Enrollment:** an opening in the current year should be filled immediately on a first-come, first-served basis. Ideally, when offered enrollment, families should confirm enrollment within 3 school days, but the time can be extended at the discretion of the Leadership Team.

Siblings are prioritized in enrollment without consideration of in- or out-of-district residence.

The category of siblings includes siblings who do not reside together, step-siblings, and half-siblings.

Agreed to change the wording in the enrollment policy to “Once enrolled, enrollment will continue to 8<sup>th</sup> grade without further applications.”

Sibling definition is based on a sibling being enrolled at the time of application, whether or not that sibling will have graduated by the time the incoming sibling begins.

**School nurse leave replacement:** Efforts continue to identify a replacement for January – March 2020, with the understanding that the current salary rate may require an increase to secure an appropriate candidate. Hiring and Personnel committees are helping publicize the need.

**Business Coordinator’s Report: Resolution 11.07.19a** To approve amending Meaghan Manole’s Service Provider Contract to include hourly services at \$65/hour. Approved unanimously.

**Committee Reports:**

**Finance:** Confirmed plans for a year-end incentive to guides, to be presented at the holiday lunch.

**Other business:** Trustee Andy Marancik indicated his intention to retire from the trustees, date to be confirmed.

Trustees confirmed agenda items for the November 23, 2019 formal action meeting.

Trustees retreat to focus on five- and ten-year visions to occur January 31 – Feb 1, 2020, from 7 pm dinner Friday through 4 pm Saturday (breakfast and lunch provided). Details TBD. Possibility of including an outside moderator/facilitator.

Trustees discussed Leadership Team balance of regular duties, emergent needs, and support when other staff are absent or unavailable. Topic will be included in 2019 Leadership Team Review.

Executive Session to Discuss Personnel: 7:20pm

Return to Public Session: 7:25pm

**Resolution 11.07.19.b** To approve offering and accepting a contract with Tonya Wikander beginning Monday, November 11, 2019 to provide home instruction for a period of up to 2 months for 10 hours per week with an additional 2 hours of preparatory time at a rate of \$40/hour. Approved unanimously.

Meeting adjourned at 7:30 pm.

Kerry Barnett, Trustee