

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 February 18, 2021 at 1234 State Route 94, Blirstown, NJ 07825. The meeting was called to order at 6:02pm by Jenn 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 (all attendees via Zoom)		
Steve Andrasek	X	
Kerry Barnett	X	
Julie Budzinski-Flores	X	
Cindy Calvano	X	
Jenn Gurdak	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: Jenn Gurdak Guardian: Jessi Sohl Recorder: Theresa Radline

Public Participants: Mary Chobrda, Triana Demicco, Malia Englehardt, Jenniffer Fersch, Rachel Kimball, and Katie Spangler

**Trustee Circle Opening:** convened 6:02pm

**Public Participation:** None

**Correspondence:** The trustees received a letter regarding a film proposal to use the parking lot and some indoor space.

**Leadership Team Updates:**

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

1. The Winter Landcare Facilitator report was shared. A task calendar is being developed. The school will be receiving seed donations. Graduation Project ideas were discussed.
2. NOLS Wilderness First Aid extended guide certifications until January 2022. All guides will receive CPR training within the next month.
3. Enrollment for this year is at 127 students.
4. Enrollment for the 2021-2022 school year is at 135 students.
5. A lottery was held for the 2021-2022 school year's 2nd grade non-resident waiting lists.

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

1. Student-Led Conferences were discussed.

2. The decision was made to hold virtual school days in lieu of snow days and to save the two remaining snow days in case of future need.
3. Third trimester in-person vs. remote survey results were shared. 80% of students will be attending in-person after spring break.
4. The MidSchoolMath conference will be held virtually this year. Two guides will be attending.
5. She responded to questions from parents who were in attendance regarding Student-Led Conferences, whether parents are permitted to be in the buildings, clubs, and in-person instruction for next school year.

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

- Approval of January 21, 2021 minutes with corrections. Approved unanimously. Approval of the February 4, 2021 minutes. Approved unanimously.
- **Resolution 02.18.21.a** To approve to pay bills for the dates of January 22, 2021 thru February 17, 2021 in the amount of \$217,901.59 which includes payroll. Approved unanimously.
- **Resolution 02.18.21.b** To approve Board Secretary and Treasurers' Reports for January 2021 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 02.18.21.c** To approve the 2019-2020 audit and CAFR report to acknowledge that there were no findings and therefore no corrective action plan is needed. Approved unanimously.
- **Resolution 02.18.21.d** To approve five (5) additional paid COVID-related leave days for the 2020-2021 school year and to address the potential need for additional absences. The cost incurred by RVCS will be borne by the RVCS budget for 2020-2021 but may also be reimbursed by any available financial assistance extended by Federal or State funding qualifying for such use. Unused COVID-related leave days will not carry over to the 2020-2021 school year. Approved unanimously.
- **Resolution 02.18.21.e** To approve Barre & Company, LLC for the 2020-2021 audit with fees not to exceed \$18,100.00 and an hourly rate not to exceed \$225.00 if additional services are required. Approved unanimously.

Theresa Radline reported:

1. We received the finalized audit. There were no findings.
2. We will begin invoicing districts to keep track of tuition beginning in the 2021-2022 school year.
3. 2021-2022 budget discussions continue.
4. State testing has been pushed until April 5. We are awaiting more information from the NJDOE.

1st Reading of Policies/Regulations:

1. 3326R-Electronic Funds Transfer (EFT)

**Committee Reports:**

**Communication:** Dave McNulty shared that there will be an information session for interested families on February 25. Muriel Baki continues to work on the public relations campaign for the school.

**Facilities:** Jennifer Gurdak shared that the committee has received estimates for repairs and replacement of the Universe Building roof. Repairs will begin as soon as the weather allows.

**Equity, Diversity and Inclusion:** Kerry Barnett shared that they will be looking into the purchasing and consulting policies of the school.

**Finance:** Steve Andrasek shared that the 2020 audit is complete and there were no findings. The fund balance continues to remain strong. The committee is discussing facility repair costs as well as health benefits.

**Landcare:** Covered earlier in the Integration Coordinator's report.

**Parent:** Jessi Sohl shared that they had 6 participants for a quick meeting. Updates will be shared next month.

**Technology:** Theresa Radline shared that the school has purchased a phone system upgrade. She and Dave McNulty will be working on getting the technology wiring replaced under the buildings.

**Other Business:**

1. Kerry Barnett shared that the Hiring Committee is in discussions regarding a possible candidate for the Infrastructure Coordinator position.

Executive Session to Discuss Personnel: 7:32pm

Return to Public Session: 7:55pm

Meeting adjourned at 8:00pm

Theresa Radline, Board Secretary