

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 21, 2019 at 1234 State Route 94, Blairstown, NJ 07825. The meeting was called to order at 6:10pm 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, the County Superintendent's office and with the County Administrator.

	present	absent
Voting Members		
Steve Andrasek	X	
Kerry Barnett	X	
Jenn Gurdak -arrived 6:35pm	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: Kerry Barnett Guardian: Jessi Sohl Recorder: Theresa Radline  
Public Participants: John Hall, Cindy Calvano, Andrew Terranova, & Muriel Baki

**Trustee Circle Opening:** convened 6:10 pm

**Public Participation:** Muriel Baki shared information about scholarships at North Warren Regional High School in order to encourage Ridge and Valley to participate by providing scholarships in the future.

**Trustee Application Recommendation:** The Trustee Review committee recommended Cindy Calvano as a new Trustee. Unanimously approved.

**Correspondence:** 1. An email was received from Johnsonburg Presbyterian Camp regarding their interest in partnering to open a nature-based preschool. Dave McNulty will follow up. 2. An email was received from Hope Environmental Commission regarding the Go Green with Hope Fair. Jenn Gurdak will reach out to a parent to discuss the possibility of participating.

**Leadership Team Updates:**

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

1. The Landcare Committee met on January 25. Repairs to the fence at the retention basin are needed. A student is completing his graduation project at Autumn Olive Land by removing invasive species and marking the trails. Maintenance of equipment was discussed as well as garden planning for the spring.
2. Student-led conferences will take place the first week in March.
3. The SEMI waiver was approved by the Commissioner of Education.

4. Summer camps are being finalized. All registration deadlines have been moved to June 1. Guides have been encouraged to coordinate with each other on dates for the camps to take place.
5. The possibility of purchasing business cards was discussed.

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

1. The Society of Skeptics at Blair Academy was well attended with approximately 30 people. There are pictures on Blair's website.
2. Guide Jessie Krause will be attending the event in North Carolina in honor of Thomas Berry. Discussion was held regarding Ridge and Valley Learning Circles paying for her travel.
3. A proposal from Frontline Education to provide absence and substitute management services was discussed. The Leadership Team was encouraged to discuss reducing the cost of the initial setup fee with the sales representative.
4. The MidSchoolMath conference was discussed.
  - **Resolution 02.21.19.e** To approve Daniel Egan, Lisa Masi, Tyler Thurgood, and Bradley White to attend the 2019 MidSchoolMath Conference: Total Math Immersion in Santa Fe, New Mexico from Wednesday, February 27 through Sunday, March 3. Cost not to exceed \$7,100 total (includes conference, transportation, lodging, and meals for four people). Approved unanimously.
  - **Resolution 02.21.19.g** To approve entering into a Service Agreement with Frontline Education to provide absence and substitute management services from March through June 2019 with a total cost not to exceed \$4,500. Approved unanimously.

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

- Approval of the January 17, 2019 minutes with corrections. Approved unanimously.
  - **Resolution 02.21.19.a** To approve payment of bills in the amount of \$188,156.75 which includes payroll. Approved unanimously.
  - **Resolution 02.21.19.b** To approve the Board Secretary and Treasurers' Reports for January 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 02.21.19.c** To approve the 2017-2018 audit and CAFR report to acknowledge that there were no findings and therefore no corrective action plan is needed. Approved unanimously.
  - **Resolution 02.12.19.d** To approve the sale of a video camera tripod for \$125.00 as well as a projection screen for \$25.00. Funds to be deposited into the Fundraising account. Approved unanimously.
1. The audit was finalized with no findings for the 2017-2018 school year.
  2. NJSLA training took place on February 22. Dates for testing are finalized.
  3. The NJSIG Eric West meeting took place on February 8. The Safety Grant will be opening shortly.

**Committee Reports:**

**Parent:** Jessi Sohl reported that the parents will meet next Wednesday. The Winter Fest was cancelled due to weather and illnesses. A fundraiser with a basketball team was discussed. The Trustees requested a proposal.

**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 server will be replaced in the summer of 2020 rather than this summer. The new anti-virus software was purchased and will be installed.

**Facilities:** Lisa Masi reported that the fire inspection went well and was approved. The school will be working with a pest management company. Safety upgrades are being completed. Power with Prestige worked on the heat trace around the pipes.

- **Resolution 02.21.19.f** To approve entering into a Service Agreement with Alliance Pest Services from February through June 2019 with a total cost of \$1,380.00. Approved unanimously.

**Finance:** Steve Andrasek shared the preliminary draft of the 2019-2020 budget.

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

**Other Business:**

1. The Trustee Circle accepts the resignation of David Paulson, Trustee. They thank him for his many years of service to the school and the mission.
2. The Leadership Team Review summaries were shared.
3. The Bylaws will be reviewed in March.
4. Trustee Self-Evaluations will take place in March.
5. The annual appeal is taking place. Trustees were encouraged to donate.
6. Discussion was held regarding the timeline for annual contracts.
7. The Circle Summit will take place in New York City on March 28 & 29. They are requesting RVCS to attend and present.
8. A proposal for an advisory council regarding a long-term vision for RVCS and RVLC was discussed. A sub-committee lead by Dave McNulty and Kerry Barnett was created.

Executive Session to Discuss Personnel & Financial Planning: 8:35pm

Return to Public Session: 10:15pm

Meeting adjourned at 10:20pm

Theresa Radline, Board Secretary