

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 16, 2020 at 1234 State Route 94, Blirstown, NJ 07825. The meeting was called to order at 6:05pm by Steve Andrasek, 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-arrived 6:20pm	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 Guide	X	
Traci Pannullo, Curriculum Coordinator	X	
Theresa Radline, Business Coordinator	X	

Facilitator: Steve Andrasek    Guardian: Julie Budzinski-Flores    Recorder: Theresa Radline  
Public Participants: None

**Trustee Circle Opening:** convened 6:05pm

**Public Participation:** None

**Correspondence:** None

**Leadership Team Updates:**

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

1. Enrollment will be at 133 students as of Monday, January 20, 2020.
2. A lottery was held for the 1st grade waiting list.
3. There are no HIB incidents to report.
4. Discussion was held regarding advertising and recruitment.
5. Discussion was held regarding Guide/Trustee Development and dates.
6. A request was made to have Wilderness First Aid (WFA) training for the entire staff continue to be paid for by the school. Trustees unanimously approved for next year and future training.

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

1. Discussion was held regarding the 2020 census. The Leadership Team will make decisions on how to share information with the school community.

2. Discussion was held regarding the possibility of having a table setup at the Teacher Summit for Environmental Sustainability Education at TCNJ. Julie Budzinski-Flores will reach out to gain more information.
3. A group of families from North Brunswick are interested in opening a charter school and would like to speak with members of RVCS. Dave McNulty will reach out.
4. A sustainability webinar through Antioch University NE was shared.

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

- Approval of the December 19, 2019 minutes. Approved unanimously.
- **Resolution 01.16.20.a** To approve to pay bills for the dates of December 20, 2019 thru January 15, 2020 in the amount of \$203,076.14 which includes payroll. Approved unanimously.
- **Resolution 01.16.20.b** To approve the Board Secretary and Treasurers' Reports for October & November 2019 (updated) as well as December 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 01.16.20.c** 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.
- **Resolution 01.16.20.d** To approve Hannah Lucas as a substitute for the 2019-2020 school year. Approved unanimously.

Theresa Radline reported:

1. NJSLA testing schedule is near completion.
2. Traci Pannullo and Theresa Radline will attend NJSLA training on February 27.
3. Discussion was held regarding placing the full policy manual online. Tabled until all policies have been reviewed by the policy committee.
4. Discussion was held regarding aide-in-lieu of health benefits.

1st Reading of Policies:

1. 5131 Conduct/Discipline
2. 4140/4240 Health Benefits and Insurance Waiver

**Committee Reports:**

**Communication:** None.

**Compensation:** Steve Andrasek reported the committee will meet on Thursday, January 23.

**Facilities:** Kerry Barnett reported the committee received a request for proposal for the Young Men's Philanthropic League Grant. A sub committee was created and will meet in January to discuss priorities and next steps. The committee has begun exploring the expansion of solar energy. Plans are being made to replace the HVAC system over time. Electrical upgrades through the NJ Clean Energy program will begin soon.

**Finance:** Steve Andrasek reported that the 2020-2021 budget is being discussed and run rates for the current year are on budget.

**Landcare:** Kerry Barnett and Lisa Masi reported that the committee supported and helped plan the most recent Guide/Trustee Development and it was successful. The committee also sent a request for proposal for the Young Men's Philanthropic League Grant to the Facilities Committee.

**Technology:** Theresa Radline reported the committee is receiving quotes for data wiring work under the building. The new access points were installed on Tuesday and are working well.

**Parent:** Jessica Sohl reported that the meeting was held on January 15, 2020 with 9 people in attendance. Discussion was held about the spring fundraiser. The gear swap will be held again soon. Another gear sale will be held in April. The committee discussed who will take it on after this year. The committee also discussed TerraCycle and alternatives. Meals for guides during Student Led Conferences and guide appreciation were discussed. Community Service Day was also discussed.

**Other Business:**

1. The Whole Student Report and Curriculum Database Application is underway and a tentative timeline of dates have been set.
2. The annual Leadership Team review process has begun.
3. A hold harmless letter was received from the attorney for the bank property. Kerry Barnett will reach out to the owner to set up use of the parking lot.
4. The trustee retreat will take place Friday January 31, 2020 through Saturday, February 1, 2020.

Executive Session to Discuss Legal Matters & Personnel: 8:34pm

Return to Public Session: 9:15pm

Meeting adjourned at 9:27pm

Theresa Radline, Board Secretary