

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 March 19, 2020 at 1234 State Route 94, Blairstown, NJ 07825. The meeting was called to order at 6:03pm 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-via GoToMeeting	X	
Kerry Barnett	X	
Julie Budzinski-Flores-via GoToMeeting	X	
Cindy Calvano-via GoToMeeting	X	
Jenn Gurdak-via GoToMeeting	X	
Dave McNulty-via GoToMeeting	X	
Jessi Sohl-via GoToMeeting	X	
Non-voting members:		
Lisa Masi, Integration Guide	X	
Traci Pannullo, Curriculum Coordinator	X	
Theresa Radline, Business Coordinator-via GoToMeeting	X	

Facilitator: Kerry Barnett Guardian: Julie Budzinski-Flores Recorder: Theresa Radline
Public Participants: Susan Corcoran & Alyssa Garner

Trustee Circle Opening: convened 6:03pm

Public Participation: None

Correspondence: Letter of Resignation from Donna Usinowicz, School Health Coordinator.

Leadership Team Updates:

Integration Coordinator Report: Lisa Masi reported:

1. The 2020-2021 school calendar was shared.
2. The current year's enrollment is at 133 students. 2020-2021 school year's enrollment is at 132 students.
3. The SEMI Waiver request was accepted and approved by the NJ Department of Education.

Curriculum Coordinator Report: Traci Pannullo reported:

1. The 2018-2019 School Performance Summary Report was shared.
2. An update on school closures due to COVID-19 was shared.

Business Coordinator Report: Theresa Radline reported:

- Approval of the February 20, 2020 minutes with corrections. Approved unanimously.
- **Resolution 03.19.20.a** To approve to pay bills for the dates of February 21, 2020 thru March 18, 2020 in the amount of \$206,508.29 which includes payroll. Approved unanimously.

- **Resolution 03.19.20.b** To approve the Board Secretary and Treasurers' Reports for February 2020 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 03.19.20.c** To approve Nancy Christian to provide Wilson instruction for one student as a step in the Level 1 certification process. Total hours not to exceed 75 hours at \$35/hour over the course of 6-8 months at a total of no more than \$2,625 (including several hours to be completed unpaid during contractual hours from 8:30am-3:30pm). Approved by 6 ayes and 1 abstention.
- **Resolution 03.19.20.d** To approve contracting with Therapy Source Staffing Solutions to provide home instruction for one student beginning March 2, 2020 at a rate of \$49.95/hr for 10 hours per week for up to 4 months. Approved unanimously.
- **Resolution 03.19.20.e** To approve contracting with Total Administrative Services Corporation (TASC) for third party administration of a Health Reimbursement Account (HRA) for up to \$1,500.00 for single or family coverage per employee who is covered by RVCS medical benefits. Approved unanimously.
- **Resolution 03.19.20.f** To approve Marc Vizcarrondo as a substitute for the 2019-2020 school year. Approved unanimously.
- **Resolution 03.19.20.g** To approve the 2020-2021 calendar as attached. Approved unanimously.
- **Resolution 03.19.20.h** Resolved by the Board of Trustees, Ridge and Valley Charter School: To approve the 2020-2021 RVCS budget for submission to the State: General Fund \$3,028,608; Special Revenue Fund \$45,982; Total Budget \$3,074,590. This budget includes a maximum of \$1,000 to be reimbursed for Board of Trustee/employee travel expenses. The Board of Trustees of Ridge and Valley Charter School approves a total budget for the 2020-2021 school year for a total of \$3,074,590. Approved unanimously.
- **Resolution 03.19.20.i** To approve applying for the New Jersey Schools Insurance Group Safety Grant for the 2020-2021 school year in the amount of \$2,000.00. Approved unanimously.
- **Resolution 03.19.20.j** To accept the following employee leave day donations: 1. Employee #161 donating 1 leave day to employee #97. Approved unanimously.
- **Resolution 03.19.20.l** To accept the resignation of Donna Usinowicz, School Health Coordinator, with a final day of June 30, 2020. Approved unanimously.
- **Resolution 03.19.20.m** To accept the Ridge and Valley Charter School District Preparedness Plan. Approved unanimously.

Theresa Radline reported:

1. The REAP Grant for 2020-2021 was submitted.
2. NJSLA Prep is being completed. Updates regarding state testing will be shared as we receive guidance from the NJ Department of Education.

2nd Reading & Adoption of Policies:

1. 5127 Commencement Activities
2. 5111 Admission

Committee Reports:

Communication: Dave McNulty offered support from the committee to the Leadership Team to communicate with families, if needed. Jessi Sohl shared that she cancelled the March Open House on social media. Julie Budzinski-Flores shared that she attended the Teacher Summit for Environmental Sustainability Education at TCNJ on March 7. It was well attended and she suggested that guides and/or trustees from Ridge and Valley lead breakout sessions next year.

Compensation: Steven Andrsek reported that the compensation committee met to follow up on the information received from the guide circle. A recommendation was made to the trustees to divide the total budget for classroom guide salary increases equally amongst all classroom guides for the 2020-2021 school year. Approved unanimously.

Facilities: Jennifer Gurdak reported that the committee is investigating solar options. Deck repairs and other maintenance items will continue to take place while students are remotely learning.

Finance: Kerry Barnett reported that the 2020-2021 budget was shared last month and opened up discussion if anyone had questions.

Landcare: None

Technology: None

Parent: Cindy Calvano reported that there were 6 people in attendance at the meeting on March 11. A decision has been made to move the fundraiser to the fall. Discussion was held regarding the graduation banners.

Other Business:

1. The preliminary annual calendar was discussed earlier.
2. The Leadership Team Review is in progress.
3. The Charter Renewal discussion was moved to next month.
4. Jessi Sohl reported that there were two requests for summer camps. One was for Little Nature Lovers to take place June 29-July 3 and the other Traditional Woodworking Workshop to take place June 29-July 3.

Executive Session to Discuss HIB and Legal Matters: 8:03pm

Return to Public Session: 8:11pm

- **Resolution 03.19.20.k** To accept the Harassment, Intimidation, & Bullying (HIB) report for February 2020. Approved unanimously.

Meeting adjourned at 8:21pm

Theresa Radline, Board Secretary