

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 June 18, 2020 at 1234 State Route 94, Blairstown, NJ 07825. The meeting was called to order at 6:04pm by Dave McNulty, 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: Dave McNulty Guardian: Kerry Barnett Recorder: Theresa Radline  
Public Participants: Marly Bewighouse, Kyra Dosch-Klemer, Alyssa Garner, Barbara Goldrich, & Jessica Krause.

**Trustee Circle Opening:** convened 6:04pm

**Public Participation:** Alyssa Garner discussed Little Nature Lovers Camp. The new dates are Monday, August 24-Friday, August 28.

**Correspondence:**None

**Leadership Team Updates:**

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

1. A lottery was held for the 2nd Grade waiting list.
2. 2020-2021 school year's enrollment is at 128 students.
3. There are no HIB incidents to report this month.
4. Facilities work was discussed.
5. The Landcare Facilitator Spring Trimester report was shared.
6. The Landcare Committee met last week and discussed current and future projects.
7. The HIB grade for the previous school year was shared. RVCS received a 58 out of 78.
8. The Expedition Facilitator Spring Trimester report was shared.
9. The School Climate & Culture Team was discussed.

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

1. All of the end of year events went extremely well. The Leadership Team was astounded by the creativity and flexibility of everyone involved. They are very proud of the school community.
2. Debrief activities were shared.
3. The Leadership Team is attending superintendent roundtable meetings. They are awaiting more guidance regarding opening in the fall.
4. Gear distribution was successful.
5. An update on the Curriculum Software was given.
6. Discussion was held regarding the possible purchase of on-line programs.

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

- Approval of the May 21, 2020 minutes. Approved unanimously.
- **Resolution 06.18.20.a** To approve to pay bills for the dates of May 21, 2020 thru June 17, 2020 in the amount of \$184,192.44 which includes payroll. Approved by 6 ayes and 1 abstention.
- **Resolution 06.18.20.b** To approve the Board Secretary and Treasurers' Reports for May 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 06.18.20.c** To accept the Harassment, Intimidation, and Bullying (HIB) report for May 2020. Approved unanimously.
- **Resolution 06.18.20.d** To approve Lisa Masi as the Ridge and Valley Charter School Affirmative Action Officer and Title IX Coordinator for the 2020-2021 school year. Approved unanimously.
- **Resolution 06.18.20.e** To approve New Jersey Public Charter Schools Association membership for the 2020-2021 school year at a rate of \$1,596.00. Approved unanimously.
- **Resolution 06.18.20.f** To approve Glenn Richardson as the Public Agency Compliance Officer (P.A.C.O) for the 2020-2021 school year. Approved unanimously.
- **Resolution 06.18.20.g** To approve Lisa Masi as the Ridge and Valley Charter School Anti-Bullying Coordinator for the 2020-2021 school year. Approved unanimously.
- **Resolution 06.18.20.h** To approve Susan Corcoran as the Ridge and Valley Charter School Anti-Bullying Specialist for the 2020-2021 school year. Approved unanimously.
- **Resolution 06.18.20.i** To approve Theresa Radline as School Safety Specialist for the 2020-2021 school year. Approved unanimously.
- **Resolution 06.18.20.j** To approve Susan Corcoran as the Section 504 Officer for the 2020-2021 school year. Approved unanimously.
- **Resolution 06.18.20.k** To approve the following service providers for the 2020-2021 school year and purchase orders up to the amounts listed: 1. Mark Tabakin & Margaret Miller with Weiner Law Group as School Board Attorneys: \$4,000.00/year; 2. Thomas Johnston as Special Education Attorney: \$8,000.00/year; 3. McGowan LLC as Water System Operator: \$2,143.00/year; 4. Portasoft of NJ For maintenance of the UV Light Water System: \$2,750.00/year; 5. Garden State Laboratories for water testing: \$2,750.00/year; 6. R&L Data for payroll services: \$5,000.00/year; 7. New Jersey School Boards Association membership: \$3,041.00/year; 8. John Cameron for Maintenance: \$3,200.00/year; 9. Barnett Lawn Care for mowing: \$4,340.00/year; 10. Drake's Landscaping for snow removal: \$4,179.00/year; 11. Alliance Pest Services: \$3,312/year; 12. Carson 1994 Corp, dba JAN-Pro of Northern New Jersey for janitorial services: \$860.00/month; 13. CDK for GAAP approved financial software and support: \$4,310/year; 14. Cooper Alarm Systems for remote station monitoring for fire alarm system: \$643.00/year; 15. Stocker Bus Company for field trip buses: \$9,000.00/year. Approved by 6 ayes and 1 abstention.
- **Resolution 06.18.20.l** To approve 10-month guides to complete summer maintenance, lawn care, and facilities work, as needed, for \$20/hr. Approved unanimously.
- **Resolution 06.18.20.m** To approve classroom guides to prepare for and attend IEP meetings over the summer, as needed, for \$20/hr. Approved unanimously.
- **Resolution 06.18.20.n** To accept the 2018-2019 School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights. The RVCS school grade is 58 out of a possible 78. Approved unanimously.
- **Resolution 06.18.20.o** To approve the 2020-2021 School Climate & Culture Team members of Kris Tucker, Lisa Masi, Kris Kelleher, and Toni Marek-Mazzariello. Approved unanimously.

- **Resolution 06.18.20.p** To approve renewal with New Jersey Schools Insurance Group as attached. Approved unanimously.
- **Resolution 06.18.20.q** To accept Stipend Position Contracts with the following guides for the 2020-2021 school year: Katharine Errico, Expeditions Facilitator, \$1,639; Nancy Christian, I&RS Team Member, \$563; Katharine Errico, I&RS Team Member, \$563; Julia Kelly, I&RS Team Member, \$515; Margaret Vetter, I&RS Team Member, \$563; Theresa Radline, Substitute Coordinator, \$2,060; and Tyler Thurgood, Yearbook Advisor, \$464. Approved unanimously.
- **Resolution 06.18.20.r** To accept a contract with Toni Marek-Mazzariello as a School Health Coordinator for the 2020-2021 school year at a rate of \$60,000.00 for 10 months. Approved unanimously.
- **Resolution 06.18.20.s** To approve paying Toni Marek-Mazzariello a rate of \$150/day, not to exceed \$1,500, for ten days of collaboration with the current school nurse. Approved unanimously.

Theresa Radline reported:

1. She is closing out Fiscal Year 19-20 and will be opening Fiscal Year 20-21 in mid-July.

1st Reading of Policies/Regulations:

1. 4111.2/4211.2 - Domestic Violence
2. 5113 - Attendance, Absences, & Excuses
3. 5141 - Health

### **Committee Reports:**

**Communication:** Dave McNulty discussed the Virtual Open House. He also discussed recruitment.

**Compensation:** None.

**Facilities:** Theresa Radline gave an update on Alyssa's Law. Kerry Barnett thanked the Leadership Team for their efforts to keep the facilities safe and clean. Traci Pannullo asked about the possibility of purchasing outdoor shelter if needed in the fall.

**Finance:** Steve Andrasek reported that the committee met virtually and run rates for the current year are on budget. The committee is continuing to look into and apply for other avenues for aid that might be available. Theresa Radline gave an update on FEMA.

**Hiring:** The committee will meet soon to discuss the Infrastructure Coordinator position.

**Landcare:** Covered in the Integration Coordinator report.

**Technology:** Theresa Radline shared that she is ready to start ordering new technology for the 20-21 school year.

**Parent:** None.

### **Other Business:**

1. The family survey was discussed.
2. The annual report will be discussed at the planning meeting.
3. Madalee Haines informed the trustees that RVCS was not awarded the LDWSR grant through Genesis Farm.
4. Jessie Sohl sent a letter to the Young Men's Philanthropic League asking us to be considered.
5. The Charter Renewal was moved to August.
6. Scholarship idea was moved to next month.
7. The Equity & Inclusion Committee was discussed.

8. End of Year events, Summer Plans/Maintenance/Staff Hiring, and Fall school structure were discussed earlier.

Executive Session to Discuss Legal Matters: 8:15pm

Return to Public Session: 8:32pm

Meeting adjourned at 8:47pm

Theresa Radline, Board Secretary

## Ridge and Valley Charter School Board of Trustees

DATE: June 18, 2020

RESOLUTION: 6.18.20.p

### Resolved by the Board of Trustees, Ridge and Valley Charter School:

**WHEREAS**, N.J.S.A. 18A:18B-1, et seq., enables boards of education to join with other boards of education in school board insurance trusts for the purpose of forming self-insurance pools;

**WHEREAS**, the New Jersey Schools Insurance Group (“NJSIG”) is a joint insurance fund authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

**WHEREAS**, the Ridge and Valley Charter School, herein after referred to as the “Educational Institution,” has resolved to apply for and/or renew its membership with NJSIG;

**WHEREAS**, the Educational Institution certifies that it has not defaulted on a claim, and has not been cancelled for non-payment of insurance premium for a period of at least two (2) years prior to the date of its application to NJSIG;

**WHEREAS**, the Educational Institution desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and,

**WHEREAS**, the Educational Institution finds that the best and most efficient way of securing this protection and services is by cooperating with other boards of education in the State of New Jersey.

#### **NOW THEREFORE, BE IT RESOLVED, THAT:**

- 1) This agreement is made by and between NJSIG and the Educational Institution;
- 2) The Educational Institution joins with other boards of education in organizing and becoming members of NJSIG pursuant to N.J.S.A. 18A:18B-3(a), for a period of three years, beginning on July 1, 2020, and ending July 1, 2023 at 12:01 a.m.;
- 3) In consideration of membership in NJSIG, the Educational Institution agrees that for those types of coverage in which it participates, the Educational Institution shall jointly and severally assume and discharge the liabilities of each and every member of NJSIG to such agreement arising from their participation in NJSIG. By execution hereof the full faith and credit of the Educational Institution is pledged to the punctual payment of any sums which shall become due to NJSIG in accordance with the bylaws thereof, the plan of risk management, this Agreement and any applicable statute or regulation;

- 4) The Educational Institution and NJSIG agree that NJSIG shall hold all monies paid by the Educational Institution to NJSIG as fiduciaries for the benefit of NJSIG claimants all in accordance with applicable statutes and/or regulations;
- 5) NJSIG shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A:18B-1, et seq. and such other statutes and regulations as may be applicable;
- 6) By adoption and signing of this resolution, the Educational Institution is hereby joining NJSIG in accordance with the terms of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership, effective the date indicated below, for the types of insurance as indicated in the Insurance Binder issued by NJSIG;
- 7) The Educational Institution hereby ratifies and affirms the bylaws and other organizational and operational documents of NJSIG, and as from time to time amended by NJSIG and/or the State of New Jersey, Department of Banking and Insurance, in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith;
- 8) The Educational Institution agrees to be a participating member of NJSIG for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership, including, but not limited to the NJSIG's Plan of Risk Management;
- 9) The Educational Institution under its obligations as a member of NJSIG agrees to allow for safety inspections of its properties, to pay contributions in a timely fashion and to comply with the bylaws and standards of participation of NJSIG including the plan of risk management;
- 10) If NJSIG, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the Educational Institution agrees to reimburse NJSIG for all such reasonable expenses, fees and costs on demand;
- 11) The Business Administrator is hereby authorized in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq., to execute such contracts and documentation with NJSIG as is necessary to effectuate this resolution; and,
- 12) The Business Administrator is directed to send a certified copy of this Indemnity and Trust Agreement and Resolution to renew Membership to NJSIG.

I certify that the foregoing is a true copy of a Resolution passed by the Educational Institution at the meeting duly held on this 18th day of June, 2020.

Educational Institution

By: \_\_\_\_\_

Passed by consensus:

Steve Andrasek	_____yes	_____no	_____abstain	_____absent
Kerry Barnett	_____yes	_____no	_____abstain	_____absent
Julie Budzinski-Flores	_____yes	_____no	_____abstain	_____absent
Cindy Calvano	_____yes	_____no	_____abstain	_____absent
Jenn Gurdak	_____yes	_____no	_____abstain	_____absent
Dave McNulty	_____yes	_____no	_____abstain	_____absent
Jessi Sohl	_____yes	_____no	_____abstain	_____absent

Signed: \_\_\_\_\_  
Board Secretary