

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 May 20, 2021 at 1234 State Route 94, Blairstown, NJ 07825. The meeting was called to order at 6:03pm by Julie Budzinski-Flores, 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       |        |
| Jenn Gurdak                              | X       |        |
| Dave McNulty                             | X       |        |
| Jessi Sohl                               | X       |        |
| Cindy Terranova                          | X       |        |
| Non-voting members:                      |         |        |
| Robin Balles, Infrastructure Coordinator | X       |        |
| Lisa Masi, Integration Coordinator       | X       |        |
| Traci Pannullo, Curriculum Coordinator   | X       |        |
| Theresa Radline, Business Coordinator    | X       |        |

Facilitator: Julie Budzinski-Flores Guardian: Kerry Barnett Recorder: Theresa Radline  
Public Participants: Pam Kidd, Rachel Kimball, and Shana Scarpone

**Trustee Circle Opening:** convened 6:03pm

**Public Participation:** None

**Correspondence:** None

**Leadership Team Updates:**

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

1. This year's enrollment is at 126 students. Next year's enrollment is at 133 students with a healthy waiting list so 135 students are anticipated.
2. A lottery was held for the 2021-2022 school year's Kindergarten non-resident waiting list.
3. Guide Robin, RVCS's new Infrastructure Coordinator, was formally introduced.
4. Discussion was held regarding changing Columbus Day to Indigenous People's Day on the calendar.
5. An update on overnights/extended days was provided. Gratitude was expressed for the students, guides, and families that support these events.
6. The Jack O'Lantern class will go on their white water rafting trip in June this year.
7. Plans for celebrating last year's graduates are being made for the summer.

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

1. The first virtual club, "Can It Hummus" was posted in the Google Classroom.

2. The ESSER II CRRSA Grant application was discussed. The grant was submitted on May 13. We are awaiting approval.
3. End of Year Events including Passage Presentations, Celebration of Learning, Earth Olympics, White Water Rafting Trip, Guide Debrief and Graduation were discussed.

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

- Approval of April 15, 2021 minutes with corrections. Approved unanimously.
- **Resolution 05.20.21.a** To approve to pay bills for the dates of April 16, 2021 thru May 20, 2021 in the amount of \$193,656.41 which includes payroll. Approved by 6 ayes and 1 abstention.
- **Resolution 05.20.21.b** To approve the Board Secretary and Treasurers' Report for April 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 05.20.21.c** To approve budget transfers from April 1, 2021 to April 30, 2021 as attached. Approved unanimously.
- **Resolution 05.20.21.d** To approve Julie Budzinski-Flores, Theresa Radline, and Jessica Sohl, as agents for the school on all business related matters with the ability to sign for the school on all bank accounts, transactions including checks, and all legal documents. Approved unanimously.
- **Resolution 05.20.21.e** To approve QBE Student Accident Insurance for the 2021-2022 school year at a rate of \$687.00 (no increase). Approved unanimously.
- **Resolution 05.20.21.f** To approve contracting with Karin Desmet, M.S. OTR/L (KMD Therapy, LLC) for Occupational Therapy Services for the 2021-2022 school year at a rate of \$70/hr for a minimum of five hours per day for 75 days, based on the current school calendar. Approved unanimously.
- **Resolution 05.20.21.g** To approve contracting with Linda Maffei, Pediatric Speech Therapy for Speech Therapy Services for the 2021-2022 school year at a rate of \$75/hr for a minimum of seven hours per day for 75 days, based on the current school calendar. Approved unanimously.
- **Resolution 05.20.21.h** To approve contracting with Lillian Burgos for Special Education Social Worker support for the 2021-2022 school year at a rate of \$80/hr, as needed. Approved unanimously.
- **Resolution 05.20.21.i** To approve contracting with Pauline Albrecht, Ed.S. for the 2021-2022 school year for the following services, as needed: 1. Psychological evaluations at \$425 per evaluation. 2. Functional Behavioral Assessments for up to 5 hours/Consultations at \$75 per hour. 3. Participation in evaluation planning meetings at \$75 per meeting. Approved unanimously.
- **Resolution 05.20.21.j** To approve contracting with Angela (Vinchur) Matus for the 2021-2022 school year for the following services, as needed: 1. Social Assessments at \$300 per evaluation. 2. Participation in evaluation planning meetings at \$50 per meeting. Approved unanimously.
- **Resolution 05.20.21.k** To approve contracting with Vickie Demarest to provide Wilson Instruction for the 2021-2022 school year at a rate of \$70/hour. Approved unanimously.
- **Resolution 05.20.21.l** To approve contracting with Suzanne Montgomery to provide Wilson Instruction for the 2021-2022 school year at a rate of \$50/hour. Approved unanimously.
- **Resolution 05.20.21.m** To approve Lee Monday, Ph.D. to provide psychiatric evaluations for the 2021-2022 school year at a rate of \$250.00 per evaluation. Approved unanimously.
- **Resolution 05.20.21.n** To approve contracting with J and B Therapy, LLC to provide special education related services for the 2021-2022 school year. Services may include: 1. Evaluations - \$405.00/evaluation. 2. Other related services as described in the contracts not to exceed \$90.00/hr. Approved unanimously.
- **Resolution 05.20.21.o** To approve contracting with Bayada Home Health Care, Inc. for substitute nursing services for the 2021-2022 school year at a cost of \$63.00/hour for RN Services and \$53.00/hour for LPN services. Approved unanimously.
- **Resolution 05.20.21.p** To approve Robert Hart as Treasurer of School Monies for the 2021-2022 school year at a monthly rate of \$225.00, total of \$2,700.00. Approved unanimously.
- **Resolution 05.20.21.q** To approve contracting with Dr. Brian Brett for School Physician services from July 1, 2021 through June 30, 2022 at a rate of \$1,000.00; payable in two installments of \$500.00 each in July and January. Approved unanimously.

- **Resolution 05.20.21.r** To approve the following service providers for the 2021-2022 school year and purchase orders up to the amounts listed. Approved by 6 ayes and 1 abstention.
  1. Balbi Enterprises for garbage and recycling services: \$5,753.00/year
  2. Barnett Lawn Care for mowing: \$4,427.00/year
  3. Barre & Co. for auditing services: \$18,100.00/year
  4. CDK for GAAP approved financial software and support: \$4,396/year
  5. Cooper Alarm Systems for remote station monitoring for fire alarm system: \$656.00/year
  6. Drake's Landscaping for snow removal: \$4,263.00/year
  7. Garden State Laboratories for water testing: \$2,805.00/year
  8. Carson 1994 Corp, dba JAN-Pro of Northern New Jersey for janitorial services; \$860.00/month
  9. John Cameron for Maintenance: \$3,200.00/year
  10. Kansas State Bank for a total of \$5,954.00 to be paid over 48 months at a rate of \$136.55 per month
  11. McGowan LLC as Water System Operator: \$2,186.00/year
  12. New Jersey School Boards Association membership: \$3,101.00/year
  13. Ozorix for database management support: \$7,000.00/year
  14. Portasoft of NJ For maintenance of the UV Light Water System: \$2,805.00/year
  15. R&L Data for payroll services: \$5,100.00/year
  16. Stocker Bus Company for field trip buses: \$9,000.00/year
  17. Thomas Johnston as Special Education Attorney: \$10,000.00/year
  18. Victoria's Pest Control: \$1,000.00/year
  19. Weiner Law Group (Mark Tabakin & Margaret Miller) as School Board Attorneys: \$4,080.00/year
- **Resolution 05.20.21.s** To approve contracting with Total Administrative Services Corporation (TASC) for third party administration of a Health Reimbursement Account (HRA) for the 2021-2022 school year for up to \$1,575.00 for single or family coverage per employee who is covered by RVCS medical benefits. Approved unanimously.
- **Resolution 05.20.21.t** To approve contracting with Educator's EAP in order to provide an Employee Assistance Program beginning June 1, 2021 at a total cost of \$2,500/year. Approved unanimously.
- **Resolution 05.20.21.u** To approve accepting contracts with the following guides for the 2021-2022 school year as attached. Approved unanimously.

2nd reading and adoption of Policies/Regulations:

1. 3326-Payments for Goods and Services

### **Committee Reports:**

**Communication:** Dave McNulty delivered the Walpack video to Guide Tonya. Press for the school was discussed.

**Facilities:** Kerry Barnett shared that the committee is actively researching a solar project.

**Equity, Diversity and Inclusion:** The below policy along with a statement on Ridge and Valley Charter School's Commitment to Equity, Diversity, Inclusion and Antiracism were discussed.

1st Reading of Policy/Regulation:

- 3000's: Anti-Racist Initiatives, Inclusive Contracting and Procurement

**Finance:** Steve Andrasek shared that the committee met virtually. The run rates were discussed and are on target. The PPP loan was forgiven.

**Landcare:** Lisa Masi shared that there is a lot of excitement around gardening. She is excited that Robin Balles is focusing on the gardens for the spring, summer, and looking ahead to the fall. She is also thankful for Nurse Toni's skills and the experience she brings as a master gardener. Her work at a CSA and organic farming

experience lent itself well to partnering with the Jack O'Lanterns to care for the garden. Garden fencing was also discussed.

**Parent:** Jessi Sohl shared that the committee met on May 13 and discussed sending plans to the Leadership Team for guide appreciation and a possible fundraiser.

**Technology:** Theresa Radline shared that there are still some issues with the Fortinet phones. The internet has been going out intermittently. Until the issue is resolved, classrooms are using hotspots as needed.

**Other Business:**

1. Jessi Sohl will get documents together for the Reorg.

Executive Session to discuss personnel: 8:55pm

Return to Public Session: 9:05pm

- **Resolution 05.20.21.v** To approve offering Stipend Position Contracts to the following guides for the 2021-2022 school year: 1. Daniel Egan, Expeditions Facilitator, \$1,500 2. Nancy Christian, I&RS Team Member, \$580 3. Erica Garfinkle, I&RS Team Member, \$500. 4. Julia Kelly, I&RS Team Member, \$530 5. Milly Paulson, Substitute Coordinator, \$2,000 6. Tyler Thurgood, Yearbook Advisor, \$478. Approved unanimously.
- **Resolution 05.20.21.w** To approve offering and accepting contracts with the following guides for the 2021-2022 school year: Lisa Masi, Integration Coordinator, \$87,225 and Traci Pannullo, Curriculum Coordinator, \$87,225. Approved unanimously.

Meeting adjourned at 9:08pm

Theresa Radline, Board Secretary

Report Includes Effective Dates from Apr 01, 2021 to Apr 30, 2021

| <u>Date</u>                    | <u>Source Account/Title</u> | <u>Target Account/Title</u>                              | <u>Comments</u> | <u>Amount</u> |
|--------------------------------|-----------------------------|--|-----------------|---------------|
| 04/20/2111-200-230-110-008-000 | Medical Premiums            | 11-200-230-530-000-000<br>COMM/TELEPHONE                 |                 | 1,840.59      |
| 04/20/2111-100-100-610-000-000 | GEN SUPPLIES                | 11-100-100-300-000-000<br>PURCH PROF/TECH                |                 | 1,518.00      |
| 04/20/2111-300-219-300-001-000 | CST                         | 11-100-100-300-000-000<br>PURCH PROF/TECH                |                 | 3,482.00      |
| 04/20/2111-300-219-300-001-000 | CST                         | 11-100-100-610-003-000<br>Office Supplies                |                 | 5,000.00      |
| 04/20/2111-300-262-340-010-000 | Training/Prof Dev           | 11-200-100-101-006-000<br>Expedition Support             |                 | 350.00        |
| 04/20/2111-300-262-340-010-000 | Training/Prof Dev           | 11-200-100-101-008-000<br>Field Trip/Expedition Addition |                 | 500.00        |
| 04/20/2111-300-262-340-010-000 | Training/Prof Dev           | 11-200-230-110-000-000<br>TASC                           |                 | 2,710.00      |
| 04/20/2111-300-262-340-010-000 | Training/Prof Dev           | 11-200-230-110-001-000<br>STAFF BENEFITS - DCRP          |                 | 599.41        |
| 04/20/2111-300-262-340-010-000 | Training/Prof Dev           | 11-200-230-320-004-000<br>OUTSIDE TECH                   |                 | 5,840.59      |
| 04/20/2111-100-100-610-000-000 | GEN SUPPLIES                | 11-100-100-101-001-000<br>SAL SUBSTITUTES                |                 | 30,000.00     |
| 04/20/2111-200-230-110-008-000 | Medical Premiums            | 11-200-230-320-004-000<br>OUTSIDE TECH                   |                 | 8,159.41      |
| 04/20/2111-100-100-800-001-000 | FIELD TRIPS                 | 11-300-262-800-000-000<br>MISC EXP                       |                 | 600.00        |
| 04/20/2111-300-219-300-001-000 | CST                         | 11-200-230-530-000-000<br>COMM/TELEPHONE                 |                 | 2,665.86      |
| 04/20/2111-300-219-300-001-000 | CST                         | 11-200-230-610-000-000<br>SUPP & MATER                   |                 | 300.00        |
| 04/20/2111-300-219-300-001-000 | CST                         | 11-200-290-890-007-000<br>Legal Ads                      |                 | 7.27          |
| 04/20/2111-300-219-300-001-000 | CST                         | 11-300-100-101-002-000<br>Maintenance                    |                 | 613.28        |
| 04/20/2111-200-230-530-001-000 | STAFF DEVELOPMENT           | 11-300-100-101-002-000<br>Maintenance                    |                 | 386.72        |
| 04/20/2111-200-230-530-001-000 | STAFF DEVELOPMENT           | 11-300-262-340-001-000<br>BLDG REPAIRS                   |                 | 1,613.28      |
| 04/20/2111-100-100-800-001-000 | FIELD TRIPS                 | 11-300-262-340-001-000<br>BLDG REPAIRS                   |                 | 386.72        |
| 04/20/2111-100-100-800-001-000 | FIELD TRIPS                 | 11-300-262-340-002-000<br>SNOW PLOWING                   |                 | 921.00        |
| 04/20/2111-100-100-800-001-000 | FIELD TRIPS                 | 11-300-262-340-009-000<br>Water Testing                  |                 | 300.00        |
| 04/20/2111-100-100-610-007-000 | Designing Supplies          | 11-200-230-320-004-000<br>OUTSIDE TECH                   |                 | 1,000.00      |

---

The total of all transfers within fund 10 is: **68,794.13**

---

Ridge and Valley Charter School Board of Trustees

DATE: May 20, 2021

RESOLUTION: 05.20.21.u

Resolved by the Board of Trustees, Ridge and Valley Charter School:  
To accept contracts with the following Guides for the 2021-2022 school  
year:

|                        |  |          |
|------------------------|--|----------|
| Ieva Alverson          | Special Education Guide                | \$71,595 |
| Nancy Christian        | Special Education Guide                | \$44,062 |
| Julia Kelly            | Special Education Guide                | \$61,795 |
| Kristine Tucker        | Special Education Guide                | \$75,301 |
| Margaret Vetter        | Special Education Guide                | \$71,429 |
|                        |  |          |
| Kristen Caggiano       | Classroom Guide                        | \$64,387 |
| Daniel Egan            | Classroom Guide                        | \$44,275 |
| Michael Florio         | Classroom Guide                        | \$54,254 |
| Rebecca Garceau        | Classroom Guide                        | \$46,755 |
| (pro-rated due to FML) |  |          |
| Alyssa Garner          | Classroom Guide                        | \$44,499 |
| Mark Garner            | Classroom Guide                        | \$42,869 |
| Sundae Greame          | Classroom Guide                        | \$52,647 |
| Jessica Krause         | Classroom Guide                        | \$44,062 |
| Sena McClain           | Classroom Guide                        | \$47,460 |
| Tyler Thurgood         | Classroom Guide                        | \$41,710 |
| Bradley White          | Classroom Guide                        | \$48,663 |
| Tonya Wikander         | Classroom Guide                        | \$52,309 |
|                        |  |          |
| Erica Garfinkle        | Support Guide                          | \$27,500 |
| Milly Paulson          | Support Guide                          | \$27,500 |
|                        |  |          |
| Toni Mazzariello       | School Health Coordinator              | \$61,800 |
|                        |  |          |
| Jennifer Ross          | 12 Month Administrative Support Guide  | \$48,689 |
|                        |  |          |
| Meaghan Manole         | 12 Month Child Study Team Coordinator  | \$56,650 |
|                        |  |          |
| Theresa Radline        | 12 Month School Business Administrator | \$63,485 |

Robin Balles            12 Month Infrastructure Coordinator            \$65,000

Passed by consensus:

|                        |                                     |     |                          |    |                          |         |                          |        |
|------------------------|-------------------------------------|-----|--------------------------|----|--------------------------|---------|--------------------------|--------|
| Steve Andrasek         | <input checked="" type="checkbox"/> | yes | <input type="checkbox"/> | no | <input type="checkbox"/> | abstain | <input type="checkbox"/> | absent |
| Kerry Barnett          | <input checked="" type="checkbox"/> | yes | <input type="checkbox"/> | no | <input type="checkbox"/> | abstain | <input type="checkbox"/> | absent |
| Julie Budzinski-Flores | <input checked="" type="checkbox"/> | yes | <input type="checkbox"/> | no | <input type="checkbox"/> | abstain | <input type="checkbox"/> | absent |
| Jenn Gurdak            | <input checked="" type="checkbox"/> | yes | <input type="checkbox"/> | no | <input type="checkbox"/> | abstain | <input type="checkbox"/> | absent |
| Dave McNulty           | <input checked="" type="checkbox"/> | yes | <input type="checkbox"/> | no | <input type="checkbox"/> | abstain | <input type="checkbox"/> | absent |
| Jessi Sohl             | <input checked="" type="checkbox"/> | yes | <input type="checkbox"/> | no | <input type="checkbox"/> | abstain | <input type="checkbox"/> | absent |
| Cindy Terranova        | <input checked="" type="checkbox"/> | yes | <input type="checkbox"/> | no | <input type="checkbox"/> | abstain | <input type="checkbox"/> | absent |

Signed: Theresa Balles,  
Board Secretary